

Health and Safety Policy

Date: May 2011

Review Date: 1 year

Director's: Karen Smith and Ali Anwar

General Policy

Our policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for **all** persons, including our employees, visitors, learners and members of the general public, and to provide such information, training and supervision as they need for this purpose.

The company regards Health & Safety as a fundamental responsibility of management and will continue to seek and consider advice in health and safety policies and techniques including that from other organisations and sources.

The policy is created by the Health and Safety Advisor's and Directors, and reviewed and approved by the Manager's and the Quality Team.

This Health & Safety policy will be regularly reviewed, at least annually. The directors have the responsibility for ensuring the review is conducted. It is also reviewed annually by the Quality Team and feedback is given to the Director's and the H&S Advisor.

The company requires all employees and learners to support actions aimed at improving health and safety.

EACH EMPLOYEE / LEARNER HAS A DUTY TO:

- a) Take reasonable care for his/her own safety and that of other persons who may be affected by his/her omission at work.
- b) Avoid reckless behaviour.
- c) Co-operate with his/her employer or any other person to enable the company to perform a duty under or comply with a regulation of the safety legislation. This may include using protective equipment where required.

Failure to comply with safety advice can result in dismissal for employees and termination from a training scheme for learners. In addition, in the event of a serious accident after wilfully ignoring safety warnings, employees / learners may be prosecuted.

RESPONSIBILITIES

The overall person responsible for Health & Safety in the Company is Mr A Anwar (MD)

The designated named competent person is Nigel Brown (H&S Advisor)

The designated named competent person for Fire Safety is Nigel Brown

The designated Health and Safety Audit Officer is Nigel Brown

The person responsible for Health & Safety in each office is the Manager:

Each office has appointed and certificated Health and Safety officers.

See Annex 3.1 for named competent persons.

ACCIDENTS

The term accident is defined by the Health & Safety Executive as "any undesired circumstances which give rise to ill health or injury; damage to property, plant, products or the environment; production losses, or increased liabilities."

The location of the first aid and accident book is in the training office. All accidents however small must be reported to the centre manager and written in the accident book. Any incidents of industrial disease should also be reported to your assessor or centre manager. In the event of fire follow procedures in appendix 1.

REPORTING BULLYING & VIOLENCE AT WORK:

Any incidents to learners that involve bullying or other forms of violence at work, including racial harassment must be reported to the WAG by phone within 5 working days.

See separate Violence at Work Policy for more detail.

REPORTING ACCIDENT, DISEASE & DANGEROUS OCCURENCE:

The following accidents, disease, dangerous occurrences must be reported to both the WAG / SFA & HSE

- 1) Death or major injury (including physical violence)
- 2) Accidents resulting in 3 days absence
- 3) Accidents resulting in detention in hospital for 24 hours or more
- 4) Accidents resulting in incapacity
- 5) Accidents resulting in possible disfigurement
- 6) Accidents resulting in possible loss of physical or mental faculty, including eye injuries
- 7) Accidents resulting in major fractures
- 8) Reportable work related disease – send a completed F2508A to the HSE
- 9) Dangerous occurrences, if something happens which does not result in a reportable injury, but which clearly could have done. Report to HSE immediately by phone , then F2508 within 10 days

Accidents/Dangerous Occurrences – notify HSE by phone, then complete F2508 form and submit within 10 days.

Notify SFA immediately by phone and then complete Learner Incident Form within 5 working days.

Notify WAG immediately by phone and then complete HS001 within 5 working days and email to pagaf@wales.gsi.gov.uk. An AF1 form must then be completed and submitted to the WAG within 10 days of the initial submission of the HS001 and submitted to the allocated Health & Safety Manager/Officer.

Fatalities must be notified directly to the Senior Health and Safety Manager (DCELLS) or (SFA), on the day of occurrence, or otherwise as soon as it is known.

Disease – notify HSE by F2508A form. Report to the SFA/WAG as stated in the Accident/Dangerous Occurrence procedure, as stated above.

HSE Contact Details:

Phone: 0845 300 9923
Fax: 0845 300 9924
Internet: www.riddor.gov.uk
Post: Incident Contact Centre, Caerphilly Business Park, Caerphilly, CF83 3GG

For further detailed information please see Annex 8.1

Accident Investigation: The person responsible for investigating accidents is the Health & Safety Advisor in conjunction with the relevant office manager. All Risk Assessments will be reviewed and measures put in place to minimise and where possible eliminate any future risks.

Use documents: Welsh Assembly Government AF1 form
(ensure up to date form used from WAG website)

Accident records should contain the following information.

1. The date and time of the accident.
2. The full name and address of the person (s) affected.
3. The person completing the entry if different from above
4. The occupation of the person (s) affected.
5. The nature of the injury or condition.
6. The place where the incident or accident occurred.
7. A brief but clear description of the circumstances surrounding the accident.

The date and method of reporting events to the enforcing authority e.g. by telephone, must be kept. The accident book must be kept for a minimum of three years from the date of the last entry.

The following steps should take place following an accident or incident.

1. Obtain treatment for any injury.
2. Make the area safe following the incident, except where the accident results in major injury, in which case the scene should be left undisturbed until advised otherwise by the enforcing authority.
3. Enter details in the accident book.
4. Inform the injured person's manager, or other responsible person.
5. Keep informed of any after effects of the incident, including periods of total or partial incapacity for work.
6. Carry out an accident investigation with the primary purpose of identifying the causes in order to suggest remedial action in order to prevent a reoccurrence.
7. Review existing workplace risk assessments and safe systems of work bearing in mind the accident investigation results.
8. The result of the investigation to be issued to all interested parties.

Details obtained from the investigation should provide a starting point for a risk management system and lead to an improvement in the safety performance of the company.

ACCIDENTS ARE PREVENTED BY:

Removing the dangerous action

- Using correct working methods and techniques
- Having forethought and concentrating
- Showing consideration for the safety of oneself and colleagues

LEARNER / EMPLOYEE RESPONSIBILITY:

Ensure that you

- Work safely
- Act in a responsible and disciplined manner
- Report any damage to equipment
- Know fire drill procedures
- Report all accidents immediately to your tutor / supervisor
- Read the advice given on safety posters displayed in the office
- Keep workstation area tidy

COMMON HAZARDS

- Defective / damaged plugs and cables
- Untidy walkways and working areas
- Trailing wires

- Incorrect method of lifting equipment

ELECTRICAL EQUIPMENT

Do not touch any of the parts at the rear of the computer equipment while it is switched on.

Ensure all equipment is switched off when not in use

Any faulty equipment to be removed immediately and the Managers/ Directors advised.

All electrical equipment is PAT tested in line with legislation and a monthly check is carried out using Annex 8.2: Health & Safety Monthly Check Sheet.

VDUs

Display Screen Assessments are carried out at induction and then yearly for all CADCentre staff. Centre based learners complete a DSE assessment as part of their induction. See Annex 6.6: Display Screen Assessment.

FIRST AID

Each office has appointed and fully certified first aid staff. See Annex 3.1

ALCOHOL CONSUMPTION

For Health & Safety reasons, no member of staff or learner will be allowed in the CADCentre offices if it is suspected that they have been drinking alcohol.

DRUGS POLICY

No member of staff or learner will be allowed in the CADCentre offices if it is suspected that they have been taking drugs (including cannabis). This may result in suspension of employment/training and the relevant authorities being notified.

SMOKE FREE POLICY

In compliance with the Health Act 2006 and the related regulations in England and Wales, it is company policy that all our places of work, are smoke free and all employees have a right to work in a smoke free environment. Smoking is prohibited throughout the entire workplace with no exceptions. The policy applies to all employees, learners and visitors. Managers are responsible for ensuring that staff, learners and visitors at their office are aware of the policy and comply. Non-compliance may lead to disciplinary action being taken.

VIOLENCE

Violence will not be tolerated. This applies to staff and learners. Anyone being violent towards another person will be disciplined and if appropriate the relevant authorities would be notified. All CADCentre staff are issued with attack alarms and instructions for use. See separate Violence at Work Policy for more detail.

DRIVING AND MOBILE PHONE POLICY

As part of our overall Health & Safety policy the CADCentre is committed to reducing risks which our staff face and create when driving for work. We ask all our staff to play their part. Where possible, staff should use alternative means of travel, using the train where practicable.

The police will continue to take the lead on the investigation of road traffic accidents not the Health & Safety Executive.

Driving.

Managers must be aware of all visits by their staff. Staff should submit to their managers clear weekly plans for their visits to employers or other offices.

Managers must try where possible, to be aware of adverse weather conditions and advise staff to cancel any appointments where necessary.

Managers of each office must ensure that the following conditions are met.

- 1) All staff undertaking work related driving must hold a current valid driving licence which will be inspected on recruitment and annually thereafter.
- 2) Staff must submit a copy of their Insurance documents (car's must be insured for business use) and where applicable a current MOT document, together with a copy of their tax disc. These will be submitted annually.
- 3) Staff must adhere to the rules of the Highway Code with particular emphasis on speed restrictions.
- 4) Staff who may be taking medication must consult with their GP to ascertain their being fit to drive.
- 5) Staff must not drive whilst under the influence of alcohol or drugs.
- 6) Staff feeling tired whilst driving must stop and rest. Appointments can be re-arranged.
- 7) Staff should not drive for more than two hours before taking a break from driving.
- 8) Staff must report all road traffic accidents to their manager.

Mobile Phone use.

Staff driving for work must never make or receive calls on a mobile phone whether hands free (which cause distraction) or hand held while driving. Legislation changed in February 2007 and failure to comply may lead to a fine and points on driving licence. Anyone wishing to use their mobile phone must pull over and park when safe to do so and ensure their engine is switched off.

Senior management must lead by example, both in the way they drive themselves and by not tolerating poor driving practice among colleagues. They must never make or receive a call on a mobile phone while driving.

Staff must:

- 1) Understand their responsibilities not to use a mobile phone whilst driving.
- 2) Ensure that their mobile phone is switched off and can take messages whilst they are driving.
- 3) Plan journeys to include rest stops which also provide opportunities to check messages and return calls

GENERAL RISK ASSESSMENTS

A risk assessment is carried out at every CADCentre office at least once a year. This is held in the Health and Safety file under section 15 and is Annex 15.3

A monthly check is also carried out in every office and are kept with the Centre Manager. The form used is Annex 18.2

FIRE RISK ASSESSMENTS

A comprehensive Fire Risk Assessment is carried out at every CADCentre office at least once a year by the Centre Manager. This is held in the Health & Safety file under section 17 and is Annex 17.3 and Annex 17.4.

WORKING ENVIRONMENT RISK ASSESSMENTS

A Working Environment Risk Assessment is carried out at every CADCentre office at least once a year. This is held in the Health & Safety file under section 13 and is annex 13.1.

HEALTH & SAFETY AT EMPLOYER WORK PLACEMENT PREMISES FOR UNEMPLOYED LEARNERS

Prior to unemployed learners being placed with an Employer for a work-placement, a formal Health & Safety Vetting will be made on the employer by a member of staff from the CADCentre.

This will follow a set procedure. See below.

Should there be any areas of concern, where an employers' premises does not meet the required standards, an agreed development plan will be drawn up between the CADCentre and the Employer with agreed timescales for making corrections.

Whilst on work placement learners should co-operate with the placement company's safety guidelines and adhere to their health & safety policies.

- Learners will be given a H&S induction by the workplace supervisor.
- Any substantial risks must be brought to the learners' attention.
- Learners must bring to the attention of the workplace supervisor and/or their CADCentre tutor anything they do not understand.
- Accidents and incidents of Industrial Diseases or Dangerous Occurrences should be reported by the learners to both the work-placement employer and the CADCentre.

HEALTH & SAFETY AT EMPLOYERS PREMISES FOR EMPLOYED STATUS LEARNERS.

Employed status clients will abide by their company's safety guidelines and will have been given a Health & Safety induction by their employer.

On commencement of training, a Health & Safety Vetting will be made on the employer by a member of staff from the CADCentre. This will follow a set procedure. See below.

Should there be any areas of concern, where an employers' premises does not meet the required standards, an agreed development plan will be drawn up between the CADCentre and the Employer with agreed timescales for making corrections.

Accidents and incidents of Industrial Diseases or Dangerous Occurrences should be reported to both the employer and the CADCentre.

All learners in the workplace: either employed or unemployed will be required to complete a questionnaire to confirm their understanding of their Health & Safety induction.

This will be completed on the first day of starting at the work placement for unemployed learners or the commencement date of training for employed learners. See Annex 6.2.

The questionnaire will be the SFA model: Induction to the Work Placement

The person responsible for ensuring Health & Safety Risk Assessments are conducted correctly and questionnaires are completed will be the Manager of the relevant office.

PROCEDURE FOR CONDUCTING HEALTH & SAFETY EMPLOYER/WORKPLACEMENTS VETTINGS & MONITORING VISITS

When conducting vettings/monitorings and bringing matters to the attention of the learner, supervisor, staff member, take into consideration the age and experience of the learner, whether or not they have any learning difficulties or disabilities and if they are pregnant.

Only staff members with relevant training are to undertake the assessments.

The following documents are to be used.

1. CADCentre Health & Safety Vetting Form. Annex 4.3.
2. CADCentre Health & Safety Monitoring Form. Annex 4.4
3. CADCentre Vetting & Monitoring Placements, instruction guidelines. Annex 4.2

Certain questions on the Vetting & Monitoring form must be answered positively to ensure a Low Risk banding. These are legal requirements.

Placements/Employers **MUST** have Employers/Public Liability Insurance even if there is only one employee or if the person works from home.

A Health & Safety Policy must be in writing if the placement/employer has 5 or more employees.

A Risk Assessment must have been completed, and it should be in writing if the employer has 5 or more employees.

A COSHH assessment must have been completed even if the placement/employer works from home.

Organisations are assessed for Occupational risk and Organisational risk giving a Combined Risk Banding.

A) Occupational risk for schemes is one of the following:

IT/CAD: low risk

Electronics:

medium risk

B) Organisational risk is based on the assessment of the organisations adherence to Health & Safety legislation.

C) Follow procedures as outlined in the company's "Vetting & monitoring placements" instructions to arrive at the combined risk.

D) A company with a High Risk banding must not be used.

E) Development plans with agreed timescales are to be drawn up to correct any non-compliance with legislation

Vettings are to be made prior to placing an unemployed learner with a work-placement. Vettings for employed status learners are to be made as soon as possible prior to or on the first day of training.

The frequency of subsequent health & safety monitoring will be dependent upon the combined risk banding. High risk: do not use work-placement. Raise a development plan to bring down the risk level.

The date of the next monitoring visit is to be written on the monitoring form and a note made in both the assessors and centre diary to ensure completion.

GENERAL FIRE SAFETY

Fire Exits /Doors are clearly marked in all offices.

Fire extinguishers are regularly checked by registered fire safety company.

Head Office:	CO2 and water fire extinguishers in the office
Swansea Training Office:	CO2 and water fire extinguishers in the training room
Aberystwyth Office:	CO2 and water fire extinguishers in the corridor outside the office
Bangor Office:	CO2 and water fire extinguishers in the corridor outside the office
Cardiff Office:	CO2 and water fire extinguishers in the training room
Newport Office:	CO2 and water fire extinguishers in the training room
Bristol Office:	CO2 and water fire extinguishers in the corridor outside the office
Swindon Office:	CO2 and water fire extinguishers in the corridor outside the office
London Office:	CO2 and water fire extinguishers in the corridor outside the office
Reading Office:	CO2 and water fire extinguishers in the corridor outside the office
West Midlands Office:	CO2 and water fire extinguishers in the corridor outside the office

(Do not tackle electrical fires with Water fire extinguishers!!!)

ADDITIONAL HEALTH & SAFETY INFORMATION

Please see also the attached leaflets:

- 1) "BE SAFE" booklet . See Annex 6.8
Covering general safety guidelines. Personal protective equipment (PPE), lifting and carrying, working at height, electricity, machinery, hazardous substances, fire/first aid and VDU's.
- 2) Manual Handling Leaflet. See Annex 6.10
- 3) Working with VDUs. See Annex 6.9

ACCIDENTS & EMERGENCIES

In the event of an emergency

- a) **TELL A MEMBER OF STAFF OR YOUR CENTRE MANAGER AT ONCE**
They will take the necessary charge of the situation, call the emergency services if required, and either administer first aid or call the first aid qualified member of staff where necessary.
- c) In the event of an electrocution, no-one should approach the casualty until the electric current is turned off.
- c) In the case of a fire, switch off computers (if possible). This will reduce the risk of fire spreading or of explosions.

Do not stop to collect any belongings, and do not attempt to re-enter the building.

A roll call will be made at the assembly point.

GENERAL FIRE INSTRUCTION

On discovering a fire (no matter how small)

1. Shout "FIRE"
2. Operate the nearest fire alarm call point
3. Close all doors and windows in the immediate vicinity of the fire
4. Ensure the fire brigade is called immediately
5. Under normal circumstances we do not expect a learner to tackle a fire, this is the responsibility of the CADCentre staff

On hearing the fire alarm

1. All persons must leave the building by the nearest available exit and proceed by the shortest route to the point of assembly.
2. Leave in a calm and orderly manner and do not run.
3. Do not use the lift.
4. Nominated staff members will supervise the evacuation from the office and ensure all persons have left.
5. Nominated staff members will check the roll call at the place of assembly, and notify the officer in charge of the first fire appliance to arrive, of any missing persons and their last known whereabouts.

ON NO ACCOUNT MUST ANY PERSON RE-ENTER THE BUILDING

The place of assembly is:

Head Office:	Across the road by The Strand Pub
Cardiff Office:	First bench on the Millennium Plaza Bridge
Newport Office:	Rear Car Park by Pillar Number Three
Bristol Office:	In the car park
Swansea Office:	Across the road by The Strand Pub
Aberystwyth Office:	In the car park
Bangor Office:	On the grass area next to the car park
Swindon Office:	Rear of Car Park in John Street
London Office:	In Mitre Square
Reading Office:	In the car park
West Midlands Office:	In the car park

MANUAL HANDLING

LIFTING & MOVING STOCK

Care should always be taken when moving loads. Pay due regards to the nature of the load i.e.: Weight, Shape, strength of packaging facility, durability and also carrying distance and carrying height.

There are ideal heights for lifting. The ideal height will vary for lighter boxes and sacks but will be more exacting for larger or heavier boxes.

Lifting from the wrong height or items which are too heavy will cause back strain or injury.

Lifting in the wrong way can also cause injury.

Having to stretch upwards or forwards to lift will cause injury and may cause you to overbalance with possibly more serious injuries.

Try not to twist: move your feet.

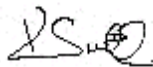
Repetition, posture, snatching or overreaching are important factors when manually lifting or moving heavy or awkward loads.

REMEMBER THE FOLLOWING POINTS

- 1) Plan the lift
- 2) Determine the best technique
- 3) Get a Secure grip
- 4) Pull the load in close to you, and keep a straight back.

Source HSE 1193

Directors Signature:

A handwritten signature in black ink, appearing to be 'J.S. [unclear]', written over a faint dotted grid background.