

# **Wheels Vocational & Life Skills Centre**

## **COMPANY POLICY FOR HEALTH AND SAFETY**

**July 2023**

**Unit 3 Gainsborough Industrial Trading Estate  
Rufford Road  
Stourbridge  
DY9 7ND**

**Tel: 0121 522 3717**

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## 1.1 INTRODUCTION

This manual has been prepared as a supplement to the Company Safety Policy Statement. It is intended to give help and guidance on how the individual responsibilities set out in that policy statement, as laid down in the Health and Safety at Work etc. Act 1974, and the subordinate Regulations should be discharged.

The prevention of accidents at work and the provision of satisfactory working conditions is an essential part of the Company's overall activities and the Senior Leadership Team (SLT) ask all employees to accept their responsibilities, and by doing so, make a vital contribution towards making the Company's operations safe places of work.

The information contained in the manual is not intended to be exhaustive and does not, therefore, replace or diminish any of the legal requirements laid down either in the Health and Safety at Work etc. Act 1974, or any of the relevant Regulations or Codes of Practice.

If you are in any doubt about any specific requirements or procedure, you must consult your Company Safety Officer or immediate Supervisor.

Those persons to whom the Safety Manual is issued are reminded that it remains the property of the Company and must be returned to Head Office on the termination of a Management or Supervisory appointment.

The function of the Safety Consultant is performed by The Health & Safety Service Limited who are directly responsible to the Company Safety Officer for all matters relating to health and safety at this company. The Health & Safety Service Ltd.'s Consultant will visit with the Company Safety Officer, as and when required, to report on all matters affecting the health, safety and welfare of employees, self-employed personnel, employees of sub-contractors and also the safety of the public where applicable. They should be given every assistance and co-operation during their visits and their observations noted and complied with.

In the event of any problems arising in connection with health, safety and welfare or of any legal requirements, their advice will be sought. There are many procedures laid down in this safety manual requiring contact to be made with The Health & Safety Service Ltd and these procedures must be fully complied with.

The services of our Safety Consultant are available at all times and their address is as follows:

**The Health & Safety Service Limited**

Suite 5, Maple House, Queensway Business Park, Queensway  
Telford, Shropshire, TF1 7UL

Gary Hewitt - MIIRSM, PIEMA, Dip2.OSH, AMIFPO, CMIOSH

Tel: 0845 163 4444

Mobile: 07710 303608

Email: [info@thehss.co.uk](mailto:info@thehss.co.uk)

Web Site: [www.thehss.co.uk](http://www.thehss.co.uk)

If there is an emergency after hours, the Company Safety Officer should be contacted, who will in turn, contact The Health & Safety Service Limited on your behalf.

## 1.2 STATEMENT

### COMPANY POLICY FOR HEALTH, SAFETY AND WELFARE

It is Wheels Vocational & Life Skills Centre intention that its work will be carried out in accordance with the relevant statutory provisions and that all of its activities will be conducted with regard for individual health, safety and welfare of both employees and non-employees.

Wheels Vocational & Life Skills Centre recognise the benefits of ensuring an injury free workplace and will strive to attain this goal by making health and safety a priority amongst its business objectives.

Wheels Vocational & Life Skills Centre understands the value of trained and proficient personnel. To this effect the Senior Leadership Team (SLT) actively promote a structured and planned training programme and encourage all employees to further advance their potential in terms of knowledge, skills, personal abilities and competencies.

Management and Supervisory staff have the responsibility for implementing this Policy throughout the Company. Management will ensure that health and safety measures designed to control risks are monitored and reviewed. Management must also ensure that their own work is carried out without risk to themselves or others.

All employees and sub-contractors are expected to co-operate with the Company in carrying out this Policy and must ensure that their own work is conducted in accordance with any training and information that has been provided regarding health and safety.

The Senior Leadership Team (SLT) have particular responsibility for health, safety and welfare and to whom reference should be made in the event of any difficulty arising in the implementation of this Policy.

This statement of Company policy will be displayed prominently around the workplace.

The organisation and arrangements for implementing the Policy will also be available within the workplace for reference by any employee as required.

<b>Name:</b>	Jason Garratt
<b>Position</b>	Health and Safety Officer
<b>Date:</b>	1 <sup>st</sup> July 2023
<b>Signature:</b>	
<b>Review:</b>	1 <sup>st</sup> July 2024

### 1.2.1 DRIVING AT WORK POLICY STATEMENT


Wheels Vocational & Life Skills Centre recognises that there are specific risks such as those related to driver competence, fitness of vehicle for purpose, hours worked, lone working and the nature of the goods being transported, that may arise when driving motor vehicles. Wheels Vocational & Life Skills Centre is therefore committed to developing, implementing and maintaining all reasonable measures to protect the health and safety of those driving on Wheels Vocational & Life Skills Centre business and those who may be affected by the activities of the company.

#### Arrangements

Wheels Vocational & Life Skills Centre undertakes to develop the procedures required in order to minimise the risks presented to both employees and others affected by its business that may arise from driving activities undertaken by company employees in the course of their employment.

To this end Wheels Vocational & Life Skills Centre will:

- (a) Ensure that all relevant risk assessments are carried out and that the findings of the risk assessments are considered when planning and allocating journeys.
- (b) Ensure, so far as is reasonably practicable, that all those driving on company business are competent and have met the required statutory provisions with regard to fitness.
- (c) Provide any additional training that may be deemed to be necessary in order to reduce driving related occupational risks.
- (d) Ensure, so far as is reasonably practicable, that all vehicles provided by the company are suitable for the purpose for which they are to be used.
- (e) Provide and maintain any additional tools and equipment that may be required for the purposes of the journey.
- (f) Provide employees with sufficient information and guidance to enable them to understand better the occupational risks involved in driving.
- (g) Investigate all accidents involving company owned or leased vehicles with a view to identifying the causes and any contributory factors such as carelessness or lack of competency on the part of the employee.

<b>Name:</b>	Jason Garratt
<b>Position</b>	Health and Safety Officer
<b>Date:</b>	1 <sup>st</sup> July 2023
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## **Guidance on Safe Driving**

The following guidance notes should be read when considering the procedures that they will need to put into place in order to develop the safe systems of work required to manage driving related risks.

### **1. Vehicles**

All vehicles provided by Wheels Vocational & Life Skills Centre should be suitable for the tasks for which they are to be used. Before purchasing or hiring any vehicles, their suitability for the proposed use must be checked.

Matters that may need to be considered could include the nature of any loads to be transported, the ease or otherwise of loading or unloading the vehicle, the nature of the terrain over which they are to be driven, the expected length of the journeys to be undertaken and whether or not passengers will be carried. Any additional equipment that may be needed e.g., additional tools for the loading or unloading of the vehicle should also be provided.

### **2. Vehicle Maintenance**

Suitably qualified and competent personnel will be used to maintain all vehicles owned by Wheels Vocational & Life Skills Centre to the required standard. All leased vehicles will be maintained under the terms and conditions specified by the lease, these being communicated to the driver of the vehicle where necessary. Drivers will be expected to carry out the daily and weekly vehicle checks. The company will endeavour to ensure that no vehicle in an unfit state will knowingly be used on company business.

Employees will be required to report to their Manager any driving convictions and any medical conditions for which the DVLA may impose restrictions on driving.

### **3. Safe Working Hours**

Wheels Vocational & Life Skills Centre recognises the deleterious effects that fatigue, and stress can have on the ability of an employee to drive safely. In order to safeguard the health and safety of employees driving on company business and others who may be affected by this activity, Wheels Vocational & Life Skills Centre will ensure that effective policies and procedures are in place to manage the hours worked by those driving for the company. These procedures will require that:

- Drivers receive sufficient time off and rest breaks over the working week to avoid excessive fatigue and stress.
- Drivers will be actively encouraged to maintain their driving hours within sensible limits.



## 1.2.2 SMOKEFREE WORKPLACE – STATEMENT

### Purpose

This policy has been developed to protect all employees, service users, customers and visitors from exposure to second-hand smoke and to assist compliance with the Health Act 2006. Exposure to second-hand smoke increases the risk of lung cancer, heart disease and other serious illnesses. Ventilation or separating smokers and non-smokers within the same airspace does not completely stop potentially dangerous exposure.

### Policy

It is the policy of Wheels Vocational & Life Skills Centre that all our workplaces are smoke free, (including the use of e-cigarettes and vaping pens) and all employees have a right to work in a smoke free environment. Smoking and the use of e-cigarettes is prohibited in all enclosed and substantially enclosed premises in the workplace. This includes company vehicles.

This policy applies to all Employees, Consultants, Contractors, Customers and Visitors.

### Implementation

Overall responsibility for policy implementation and review rests with the Senior Leadership Team (SLT). However, all staff are obliged to adhere to, and support the implementation of the policy. The person named below shall inform all existing Employees, Consultants and Contractors of the policy and their role in the implementation and monitoring of the policy. They will also give all new personnel a copy of the policy on recruitment/induction. Appropriate ‘no-smoking’ signs will be clearly displayed at the entrances to and within the premises, and in all smoke free vehicles.

### Non-Compliance

Disciplinary procedures will be followed if a member of staff does not comply with this policy. Those who do not comply with the smoke free law may also be liable to a fixed penalty fine and possible criminal prosecution.

### Help to Stop Smoking

The NHS offers a range of free services to help smokers give up. Visit <https://www.nhs.uk/smokefree> or call the NHS Smoking Helpline on 0300 123 1044 for details. Alternatively, you can text ‘GIVE UP’ and your full postcode to 88088 to find your local NHS Stop Smoking Service.

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<b>Position</b>	Health and Safety Officer
<b>Date:</b>	1 <sup>st</sup> July 2023
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<b>Review:</b>	1 <sup>st</sup> July 2024

### 1.2.3 ENVIRONMENTAL POLICY STATEMENT

The company aims to provide a high-quality, cost-effective service to our customers.

We are committed to quality of service whilst also minimising the company's effect on the environment.

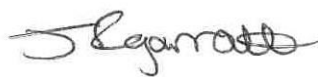
Throughout its activities Wheels Vocational & Life Skills Centre will endeavour to:

- Continue to improve its environmental performance and prevention of pollution.
- Comply with all relevant legislation and regulatory requirements.
- Use energy efficient work equipment and implement energy saving measures.
- Ensure all activities are conducted in such a way as to cause minimum negative impact on the environment.
- Minimise waste production and use registered carriers for disposal while continuing to seek more efficient recycling methods wherever practicable.
- Promoting the use of environmentally friendly products and continuing to reduce the use of environmentally unsuitable ones.
- Raising the awareness of environmental issues with all Wheels Vocational & Life Skills Centre employees and working in partnership with clients and suppliers to promote environment issues.

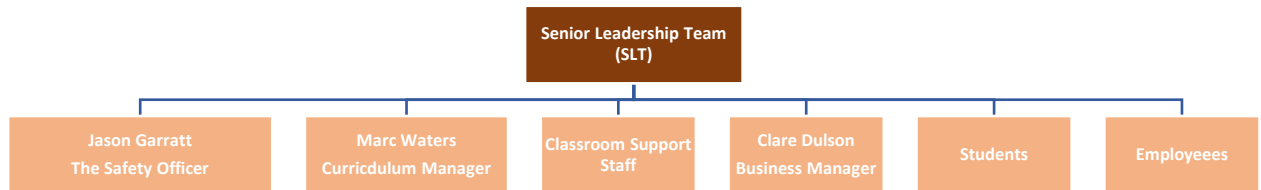
In order to achieve this Wheels Vocational & Life Skills Centre will:

- Operate an environmental management system and adopt working practices that will minimise the negative effects and/or enhance the positive effects the company has on the environment.
- Train and educate all employees in respect of its environmental policies and encourage contribution of every employee towards improving the environmental performance of the company.

In the unlikely event of an environmental incident occurring due to the direct activities of Wheels Vocational & Life Skills Centre then the Environmental Agency will be contacted on 0800 80 70 60 and will receive the company's full cooperation to ameliorate the incident.

<b>Name:</b>	Jason Garratt
<b>Position</b>	Health and Safety Officer
<b>Date:</b>	1 <sup>st</sup> July 2023
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### 1.3 SAFETY ADMINISTRATION



## 1.4 SENIOR LEADERSHIP TEAM

Have a duty to:

1. Understand the Company Health and Safety Policy and ensure that the Company's activities are conducted in accordance with that policy.
2. Prepare instructions for the organisation and methods for carrying out the Company Policy, to make sure each person is aware of their responsibility and the means by which they can carry them out.
3. Develop and maintain a culture that achieves high standards of health and safety management throughout the company.
4. Appoint a Company Safety Officer and ensure that they fulfil the duties assigned to them under the Health and Safety Policy.
5. Co-operate with the Company Safety Officer to the extent necessary to enable them to discharge the duties assigned to them under the Health and Safety Policy.
6. Appoint a responsible person to manage fire safety issues as required by the Fire Safety Reform Order.
7. Ensure that adequate resources are made available to meet the requirements of the Health and Safety Policy.
8. Ensure that all employees receive such initial training and refresher training as is adequate to enable them to carry out the responsibilities assigned to them under the policy.
9. Set a good personal example.

## **1.5 SPECIFIC DUTIES ASSIGNED TO THE COMPANY SAFETY OFFICER**

1. Initiate a periodical review of the Company Policy for the prevention of accidents and injury.
2. Be aware of the requirements of the Health and Safety at Work etc. Act 1974 and other Regulations relevant to the activities of the company.
3. Implement the Safety Policy.
4. Call and chair quarterly Safety Meetings.
5. Ensure that appropriate risk assessments are conducted, and systems are in place for implementation, monitoring and review.
6. Ensure that all employees receive adequate and appropriate training.
7. Insist that sound working practices are continuously observed.
8. Make certain that in estimates for new projects, allowance is made for adequate welfare facilities and equipment to avoid the risk of injury or damage to health of Employees and materials.
9. Reprimand any Employees failing to discharge satisfactorily the responsibilities allocated to them.
10. Arrange for adequate first-aid facilities and a sufficient number of trained first-aid attendants in the office, and on site if necessary.
11. Ensure suitable means of escape in case of fire and an adequate number of fire extinguishers of a suitable type are positioned in prominent positions around the workplace (as per the company risk assessment).
12. Set a personal example in all matters relating to the Safety Policy.

## **1.6 BUSINESS MANAGER(S)**

Have a responsibility to:

1. Monitor the health and safety performance of all Management and Supervision.
2. Reprimand members of staff for failing to discharge their responsibilities for safety.
3. Make sure that allowance is made in all budgets or estimates to cover the requirements of the Policy.
4. Understand the Company Safety Policy and the duties assigned to them under this policy.
5. Organise the department under their management and control so that work is carried out to the required standard with minimum risk of injury to Employees and damage to equipment and materials.
6. Have knowledge of the Health and Safety at Work etc. Act 1974 and other Regulations and Codes of Practice relevant to their area of work.
7. Plan and maintain a tidy work area.
8. Be familiar with the procedure for summoning the emergency services in the event of accident or fire and also ensuring that the members of staff and visitors under their control are also familiar with this procedure.
9. Be familiar with the evacuation procedure to be followed in the event of fire and also ensuring that the members of staff and visitors under their control are also familiar with this procedure.
10. Be familiar with the location and operation of firefighting equipment and fire alarm and also ensuring that the members of staff under their control are similarly familiar.
11. Ensure that all members of staff under their control are familiar with the arrangements for first aid treatment.
12. Co-operate with the Company Safety Officer and act on their recommendations.
13. Release members of staff under their control for in-house or external safety and first aid training as required.
14. Ensure Visitors and Sub-Contractors are adequately controlled and aware of all safety and emergency procedures whilst on site.
15. Set a good personal example.

## 1.7 CLASSROOM SUPPORT STAFF

Have a responsibility to:

1. Assist Management in the monitoring of health and safety performance of all company systems and procedures.
2. Ensure members of staff discharge their responsibilities for safety including the following of procedures and the use of any personal protective equipment or protection device.
3. Make themselves aware of their responsibilities as outlined in the Company Safety Policy and the general procedures assigned to them.
4. Organise operations under their control so that work is carried out to the required standard with minimum risk of injury to employees and damage to equipment and materials.
5. Have knowledge of the Health and Safety at Work etc. Act 1974 and other Regulations and Codes of Practice relevant to their area of work.
6. Plan and maintain a tidy work area.
7. Be familiar with the procedure for summoning the emergency services in the event of accident or fire and also ensuring that the members of staff and visitors under their control are also familiar with this procedure.
8. Be familiar with the evacuation procedure to be followed in the event of fire and also ensuring that the members of staff and visitors under their control are also familiar with this procedure.
9. Be familiar with the location and operation of firefighting equipment and fire alarm and also ensuring that the members of staff under their control are similarly familiar.
10. Ensure that all members of staff under their control are familiar with the arrangements for first aid treatment.
11. Co-operate with the Company Safety Officer and act on their recommendations.
12. Release members of staff under their control for in-house or external safety and first aid training as required.
13. Ensure visitors and sub-contractors are adequately controlled and aware of all safety and emergency procedures whilst on site.
14. Set a good personal example.
15. In addition, catering staff will ensure:
  - a) They are familiar with the Centre's Food Safety Policy.
  - b) They are familiar with all appropriate risk assessments for all catering activities.
  - c) Make reference to any safety documents.
  - d) Inform the Business Manager of any potential hazards or defects.

## 1.8 EMPLOYEES

Have a duty to:

1. Read and understand the Company's Safety Policy and carry out your work in accordance with its requirements.
2. Use the correct tools and equipment for the job and immediately report to Company Safety Officer or Supervisor any defects in plant or equipment discovered whilst carrying out work on the premises.
3. Work in a safe manner at all times, wear suitable footwear and PPE as required, either identified within the risk assessments for the activity to be undertaken, or as per Company Policy.
4. Ensure that no repairs or servicing on plant or equipment are undertaken unless it has been authorised by the Company Safety Officer.
5. Be familiar with the procedure for summoning the emergency services in the event of accident or fire.
6. Be familiar with the procedure to be followed in the event of fire.
7. Suggest to Line Management ways of improving safety and assisting in the elimination of hazards.
8. Inform Line Management of hazards, whether known or perceived.
9. Report any accident or damage, however minor, to Line Management. Be familiar with the arrangements for first aid treatment.
10. Ensure that you take all personal hygiene measures necessary to prevent industrial dermatitis.
11. Develop a personal concern for safety for yourself and others who may be affected by your acts or omissions.
12. Avoid improvisation that may entail unnecessary risk.
13. Use proper means of access/egress.
14. Do not interfere with or misuse any work equipment including fixed or mobile, and equipment used for access and egress to a place of work.
15. Set a personal example.



## **1.9 STUDENTS**

In accordance with their age and aptitude, Students are expected to:

1. Exercise personal responsibility for the health and safety of themselves and others.
2. Observe standards of dress consistent with safety and/or hygiene.
3. Observe all the health and safety rules of the Centre and in particular the instructions given from staff in any emergency.
4. Use and not wilfully misuse, neglect or interfere with things provided for their health and safety.

## 1.10 SUB-CONTRACTORS

Have the following responsibilities:

1. All Sub-Contractors will be expected to comply with the Company Policy for Health, Safety and Welfare and must ensure their own Company Policy is made available on site whilst work is being carried out.
2. All work must be carried out in accordance with the relevant statutory provisions, taking into account the safety of themselves and other persons on site. This requirement includes the safety of members of the general Public.
3. Assessments of any/all of risks associated with any substance, process or work activity on site which may be considered to be hazardous to health and safety must be provided to our Company Safety Officer before work commences. Any material or substance brought on site which has health, fire or explosion risks, must be used and stored in accordance with current legislative requirements, with this information being made available to any other person who may be affected on site.
4. All access equipment used by Sub-Contractor's employees (even when the equipment has been erected for or supplied by other contractors) must be inspected by their employer or a competent person appointed by their employer to ensure that it is erected and maintained in accordance with the Regulations and Codes of Practice.
5. Sub-Contractor's Employees are not permitted to alter any access equipment provided for their use or interfere with any plant or equipment on the site unless authorised to do so by the Company Safety Officer.
6. All plant or equipment brought onto site by Sub-Contractors must be safe and in good working condition, fitted with any necessary guards and safety devices and with any necessary certification being made available for inspection prior to its operation. Information and assessment on noise levels of plant, equipment or operations to be carried out by the Sub-Contractor must be provided to our Company Safety Officer before work commences.
7. No power tools or electrical equipment of greater voltage than 110 volts may be brought onto site. (Battery powered equipment should be used where possible) All transformers, generators, extension leads, plugs and sockets must be to the latest British Standards for industrial use, and in good condition. Any such equipment brought on to site must be suitably certificated with all relevant documentation being made ready for inspection as required.
8. Any injury sustained or damage caused by Sub-Contractor's employees must be reported immediately to this Company's Site Representative.
9. Sub-Contractor's Employees must comply with any safety instructions given by this Company's Safety Officer.
10. The Company Safety Officer may inspect sites and report on health and safety matters. Sub-Contractors informed of any hazards or defects noted during these inspections will be expected to take immediate remedial action. Sub-Contractors will provide the Company Safety Officer with the name of the person they have appointed as Safety Supervisor on their behalf.
11. Suitable welfare facilities and first aid equipment must be provided by Sub-Contractors for their employees unless arrangements have been made for the Sub-Contractor's Employees to have the use of this Company's facilities.
12. Sub-Contractors are particularly asked to note that workplaces must be kept tidy and all debris, waste materials, etc. cleared as work proceeds.
13. All Employees, Sub-Contractors, Visitors, etc. on the Company's sites will wear any personal protective equipment deemed necessary through this, or their own company's assessments. Signs erected on site providing information on the use of safety equipment must be complied with by all personnel.
14. A detailed Method Statement will be required from Sub-Contractors carrying out high risk activities, e.g., asbestos removal, steel erection, demolition, roofing, entry into confined spaces, etc. The Method Statement must be agreed with our Company Safety Officer before work begins and copies made available on site so that compliance with the agreed Method Statement can be maintained.

## 2.1 Structure of Documentation

2.1.1 The company's policies, objectives and organisational structure regarding the health, safety and welfare of both employees and non-employees are defined in this policy document.

2.1.2 These policies and objectives are achieved by a variety of systems and arrangements, the requirements of which are defined and documented in either this policy document or supporting operational procedures and instructions.

2.1.3 The contents of both this policy document and supporting procedures or instructions are reviewed regularly, to confirm that the defined arrangements continue to satisfy changing business needs and legislative requirements.

## 2.2 Control of Information

2.2.1 All documents and data supporting the company's health and safety policies are approved for use by suitably qualified and competent staff, and subsequently controlled to ensure that:

- (a) Pertinent information is available to all personnel managing or performing any activity where a foreseeable health or safety risk has been identified.
- (b) Invalid or otherwise obsolete information is controlled to prevent non-intentional use.

### 3.1 General Requirements

3.1.1 Risk assessments are carried out as necessary by competent persons, to assess the health and safety risks to which employees are exposed.

3.1.2 Records of these risk assessments are maintained, identifying the group of individuals exposed to specific risks e.g., young persons or women of a child-bearing age or pregnant etc.

3.1.3 Individuals exposed to identified risks are informed of these risks and provided with sufficient training, information and protective measures to control the risk concerned.

3.1.4 Risks are re-assessed following a significant change in the work methods used or where the findings of previous assessments are believed to be otherwise obsolete.

### 3.2 Manual Handling Operations

3.2.1 Operations involving manual handling issues (e.g., lifting heavy/awkward loads, repetitive actions, etc.) are assessed to determine their impact of the health of those employees involved.

3.2.2 Where specific manual handling activities are shown to constitute a significant risk, every effort is made to eliminate this hazard, or otherwise provide mechanical aids to reduce the need for these activities.

3.2.3 For occasions where it is not practicable to avoid manual handling operations which involve a significant risk of personal injury, these risks are reduced to the lowest level reasonably practicable.

3.2.4 All employees are given suitable training and instruction regarding correct manual handling techniques. No employee is required to lift loads which exceed their physical ability.

### 3.3 Personal Protective Equipment

3.3.1 A risk assessment of the activities involving an occupational health hazard is undertaken by the company.

3.3.2 Where the need for personal protective equipment is identified, the employees affected (Direct and non-direct employees – ‘Limb workers’ as defined by the regulations) are provided with suitable equipment and are given appropriate training concerning its use, storage and maintenance.

3.3.3 When selecting personal protective equipment, the following criteria are considered:

- i) the environment and risk conditions.
- ii) ergonomic, comfort and compatibility requirements.
- iii) health of the user.
- iv) routine maintenance requirements.
- v) approved standards for the nature of equipment concerned.

3.3.4 The issue of personal protective equipment and subsequent maintenance checks that may be necessary are recorded. An effective system exists for withdrawing equipment from service which fails to provide reliable protection from the specified risk.

3.3.5 Employees using personal protective equipment are required to report any loss or damage to this equipment to their Line Manager at the earliest opportunity.

### **3.4 Provision and Use of Work Equipment**

3.4.1 Equipment provided to Employees for the purpose of undertaking their defined work activities is checked, maintained and/or inspected so far as reasonably practicable to ensure both continued suitability for use and compliance with the relevant legislation. Records of such maintenance and inspections are maintained.

3.4.2 Where an item of equipment is observed to be damaged or otherwise malfunctioning to such an extent that it may expose users to a health/safety risk, the equipment is controlled to prevent unauthorised use pending repair.

3.4.3 Employees required to use any item of equipment where foreseeable risks are associated with its routine use, are given sufficient training and supervision concerning its safe usage e.g., forklift trucks. Supplementary instructions are prepared where necessary.

3.4.4 The use or installation of any new equipment will first be subject to suitable planning to ensure it is suitable for the purpose for which it is provided, and that appropriate 'hardware' (fixed guards, markings and protection devices) and 'software' (safe systems of work) measures have been assessed.

3.4.5 All equipment shall be prevented from being used by unauthorised persons by the control of the keys or starting devices. Where this is not possible suitable systems of work shall be used to prevent unauthorised access or use.

### **3.5 Lifting Equipment**

3.5.1 In addition to those measure described in '3.4 Provision and Use of Work Equipment' all lifting appliances will be evaluated, prior to use, to ensure they are strong enough to fulfil their intended function, positioned or installed to minimise risks and subjected to the necessary thorough examination.

3.5.2 All lifting equipment will be suitable marked with any appropriate information.

3.5.3 All lifting operations will be properly planned, adequately supervised and conducted in a safe manner.

3.5.4 All lifting equipment will be subjected to a pre-operational check by a competent person and suitable records maintained.

### 3.6 Substances Hazardous to Health

3.6.1 All substances used within the working environment (e.g., solvents, cleaning agents, resins, etc.) are assessed prior to use to determine their potential effects on health. Where applicable, requirements for safe handling and accident control methods are defined and made readily accessible to appropriate persons.

3.6.2 A register of substances which have been assessed is maintained. Substances which have not been subjected to an assessment shall not be used under any circumstances, without approval from the Company Safety Officer or a member of the Senior Leadership Team (SLT).

3.6.3 Where substances require specific handling or storage conditions, these requirements are defined in a work instruction or other similar document. Relevant Employees are informed of these conditions.

3.6.4 Substances identified as hazardous substances are only handled by Employees who have been trained to handle these substances in a safe manner.

3.6.5 Wherever substances are likely to give rise to a harmful atmosphere, appropriate precautions are taken, (e.g., local exhaust ventilation, isolation, etc.) to control the risk. Where such control measures are used, these measures are maintained and inspected, by competent persons, at defined intervals, in accordance with relevant legislation.

3.6.6 Where appropriate, potentially harmful atmospheres are monitored to confirm the effectiveness of the control measures used.

3.6.7 Any person exposed to a substance known or suspected to cause asthma shall be provided with periodic health surveillance.

3.6.8 Emergency procedures will be established to deal with any incidents or accidents that may occur with any substance. In addition, these procedures will be subject to periodic testing and monitoring to ensure their continued effectiveness.

3.6.9 When products are procured, individuals who place an order are to ensure that they obtain the relevant manufacturers and/or product supplier's safety data sheet.

3.6.10 Products with low toxicity routinely used in the workshops or classroom areas must be stored securely and only used by staff or students over the age of 14 but under supervision.

- a) Spirit based marker pens
- b) Corrective fluid
- c) Aerosol paints
- d) Strong glues

All of the above should be used in accordance with the COSHH Risk Assessments.

### 3.7 Dangerous Substances & Explosive Atmospheres

3.7.1 Any area containing substances or materials likely to give rise to an explosive atmosphere will be appropriately marked.



3.7.2 Any container or pipelines having explosive, flammable or oxidising agents shall be clearly identified.

3.7.3 Training in the precautionary and emergency measures will be provided to all Employees and Non-Employees who may require it.

3.7.4 Emergency procedures will be established in line with 3.6.8 above.

### **3.8 Noise**

3.8.1 The company takes all reasonable measures to protect the hearing of individual Employees who are required to work in designated noise areas.

3.8.2 Suitable assessments of the working environment are undertaken to determine any circumstances or areas where Employees are exposed to noise levels in excess of 80dB (A),(LEPd). Employees exposed to such noise levels are advised of the risk and suitable hearing protection must be made available on request.

3.8.3 Areas where the noise levels exceed 85 dB (A) are clearly demarcated and all persons, including Sub-Contractors and Visitors, entering such areas are required to wear suitable hearing protection, which is provided by the Company.

3.8.4 Where possible, consideration is given to reducing existing noise levels at source, by fitting noise absorption devices. For occasions where new plant equipment is purchased, it is the intention of the Company to ensure that the specification of the equipment is developed to maintain noise levels during manual operation at the lowest possible level.

### **3.9 Display Screen Equipment**

3.9.1 An assessment is undertaken for all Employees who are required to use display screen equipment as a significant part of their work role, to evaluate the health risks associated with its use.

3.9.2 Where the results of an assessment indicate a risk to the user of such equipment, all reasonable steps are undertaken by the Company to eliminate these risks or otherwise reduce them to avoid the adverse health effects.

3.9.3 Eye tests by a competent person are provided by the Company, on request, for users of display screen equipment who have been identified as being potentially at risk.

3.9.4 Suitable training is given to enable users of display screen equipment to recognise the hazards associated with non-interrupted use of such equipment, and the appropriate precautions to be taken.

### **3.10 Fire Precautions**

3.10.1 The Company has nominated a responsible person to manage fire safety and conduct a companywide risk assessment to identify potential fire hazards.

3.10.2 The Company will control sources of ignition and provide storage for all combustible, flammable and highly flammable materials in a manner and location that will reduce the likelihood of fire starting. Flammable substance must not be brought into the premises without the prior permission of the Company Safety Officer.

3.10.3 The fire control systems will be tested on a regular basis and full evacuation procedures conducted to provide training for all shift patterns.

3.10.4 A number of Fire Marshals shall be appointed to ensure safe evacuation of all Personnel and Visitors from the premises.

### **3.11 Asbestos**

3.11.1 The Company will ensure they are aware of the Asbestos Management plan and ensure no work on the fabric of the building will take place where asbestos has been identified.

3.11.2 The Company will ensure that any Asbestos identified is in such a condition that it will not release fibres into the atmosphere and cannot easily be damaged.

3.11.3 The Company will ensure that work on Asbestos is only carried out on by specialist-licensed Contractors following acceptance of their method statement by the Company Safety Officer.

### **3.12 Young Persons**

3.12.1 Young persons will only be employed following the completion of a risk assessment, or the review of an existing assessment, in order to ensure that any risks to those young persons are identified and addressed.

3.12.2 The following factors will be considered in the assessment:

- the inexperience and immaturity of young persons.
- their lack of awareness of risks to their health and safety.
- the fitting out and layout of their workstation and workplace.
- the nature, degree and duration of any exposure to biological, chemical or physical agents.
- the form, range, use and handling of work equipment.
- the way in which processes and activities are organised.
- any health and safety training given or intended to be given.

3.12.3 Young persons under school-leaving age will not be employed.



### **3.13 New & Expectant Mothers**

3.13.1 A risk assessment shall be made or reviewed with respect to pregnant women or women who have recently given birth or who are breast feeding (new or expectant mothers).

3.13.2 The assessment is intended to identify possible exposure to any process, working condition or physical, chemical or biological agent, which may adversely affect their health and safety or that of their baby.

### **3.14 Vibration**

3.14.1 The company will identify any activity or task involving the use of handheld vibrating work equipment and conduct a risk assessment based on the vibration magnitude and the duration of exposure.

3.14.2 Where practicable only tools designed for low vibration will be purchased.

3.14.3 Where work involving handheld or hand guided vibratory tools cannot be avoided and the assessment shows there is a risk of hand arm vibration syndrome, a health surveillance will be provided.

3.14.4 Where vibratory tools are provided a maintenance programme will be established in accordance with PUWER 3.4.1

### **3.15 Work at Height**

3.15.1 Where it is reasonably practicable work at height will be avoided. Where this is not possible work equipment that protects the entire workforce rather than the individual will be chosen. (i.e., edge protection in preference to fall arrest devices).

3.15.2 Where work at height cannot be avoided a risk assessment will be conducted. Site specific assessments will also be completed by the Operative whilst on site. Where changes or additional controls are required, these will be recorded.

### **3.16 Construction (Design & Management) – Client**

3.16.1 Before any construction work starts the company will ensure suitable arrangements for planning, design and construction of a project are in place.

3.16.2 All relevant pre-construction information will be provided at the earliest opportunity, and we will ensure that the Principal Designer, Principal Contractor and/or Contractors are complying with their duties.

3.16.3 At the end of the project we will maintain the Health and Safety File and make it available to those who may need it. We will also maintain and update the Health and Safety File where necessary.

### **3.17 Stress**

3.17.1 Workplace stressors will be identified, and risk assessments will be conducted to eliminate or control the risks from stress.

3.17.2 Training will be provided for Managers and Supervisory staff in good management practices.

3.17.3 Confidential counselling will be provided for Staff affected by stress caused either by work or external factors.

### **3.18 Permit to Work**

3.18.1 Permits to work form an essential part of safe systems of work for some activities. There are documents which specify the work to be done and the precautions to be taken. They allow work to start only after safe procedures have been defined and they provide a clear record that all foreseeable hazards have been considered.

3.18.2 A permit is needed when work can only be carried out if normal safeguards are dropped or when new hazards are introduced by the work. Examples of such work include work in confined spaces, "hot" work, and live electrical work. In some cases, work at height and breaking the ground will also require permit systems to be in place.

3.18.3 Any Employee required to authorise or operate under a permit system will receive appropriate training in the permit system

3.18.4 The permit will provide relevant information on the location of the work activity, the duration of the permit, the nature of the hazards identified, and the controls required. The Supervisor of the work activity will be clearly identified on the permit.

3.18.5 Both the Person authorising the Permit and the Supervisor of the work activity will sign to accept the control measures and limitations of the permit and the permit will be signed off at the conclusion of the activity.

### **3.19 Lone Working**

3.19.1 Lone Working will be avoided wherever it is possible. Where it is unavoidable a risk assessment will be conducted on the working activities, the work areas and the individual concerned.

3.19.2 Those individuals who may from time to time be exposed to Lone Working will be provided with training and information on the likely risks, or increased risk factors.

3.19.3 Where the risk assessments identify higher risk activities formal decisions, authorisations and cessation of Lone Working will be required from the Senior Leadership Team (SLT) prior to the undertaking of such work.

### **3.20 Gas Safety**

3.20.1 Gas installations and appliances are designed and installed by qualified and competent persons in accordance with the Gas Safety (Installation and Use) Regulations 1998.

### **3.21 Legionella**

3.21.1 The Company will take all reasonable steps to identify potential legionella hazards in the workplace and will endeavour to prevent or minimise the risk of exposure to such hazards.

3.21.2 A suitable and sufficient assessment will be undertaken where necessary to identify and assess the risk of exposure to legionella bacteria from work activities and water systems on the company's premises. The assessment will be completed by a person who is competent to do so.

### **3.22 Water Installation**

3.22.1 All fittings related to any water installation will be of appropriate quality and standard and suitable for the purpose for which it will be used.

All fittings related to water installation will be installed by qualified and competent persons.

Appropriate standard for the purpose of this policy means:

- (a) it bears an appropriate CE marking in accordance with the Directive.
- (b) it conforms to an appropriate harmonized standard or European technical approval.
- (c) it conforms to an appropriate British Standard or some other national specification of an EEA State which provides an equivalent level of protection and performance.
- (d) it conforms to a specification approved by the regulator.

### **3.23 Pressure Systems**

3.23.1 All new pressure systems installed will comply with the requirements of the Pressure Equipment Regulations 1999.

3.23.2 All pressure systems will have a written scheme of examination drawn up by a competent person as required by the Pressure Systems Safety Regulations 2000.

3.23.3 All pressure systems will have a maintenance programme which will cover the whole system.

3.23.4 Maintenance will only be carried out under a safe system of work which will be agreed with the competent person prior to maintenance work commencing.

## 4.1 Occupational Health

4.1.1 Where occupational health risks are identified, the Company monitors the health of those employees concerned where practicable. Particular attention is given to risks which:

- a) have the potential to seriously affect an individual's health.
- b) cause existing ill health conditions to deteriorate.
- c) affect the efficiency or effectiveness of an individual's work.

4.1.2 Where appropriate, competent persons will coordinate the completion of confidential medical questionnaires/information and instigate routine medical examinations for Employees exposed to specific risks. Where necessary, assistance is sought from an Occupational Health Practitioner.

4.1.3 Appropriate protective measures are provided for Employees to prevent occupational health problems.

4.1.4 In the event of any Employees developing any of the following medical conditions, they should inform the Company Safety Officer or Line Manager:

- Chest or Bronchial Conditions
- Heart Complaints
- High/Low Blood Pressure
- Epilepsy
- Asthma
- Diabetes
- Giddiness/Fainting
- Allergic Reaction to any Substance/Activity

4.1.5 Where a reported medical condition constitutes a notifiable occupational health condition, the Company Safety Officer is responsible for notifying the Health and Safety Officer.

4.1.6 Employees are encouraged to raise any concerns related to stressful working conditions and accept opportunities for counselling when recommended.

## 4.2 Health Surveillance

4.2.1 Health surveillance will be provided to Employees where the Company has identified an identifiable disease or other identifiable adverse health outcome or where a disease or health effect may be related to exposure, or we believe a disease or health effect may occur.

4.2.2 Health surveillance will only be conducted where there is a valid technique for identifying the disease or health effect.

### **4.3 Medical Surveillance**

4.3.1 For occasions where an occupational health hazard has been identified by a risk assessment, the Company undertakes appropriate health monitoring for those Employees exposed to the risk.

4.3.2 Where such a risk is identified, appropriate measures are taken to maintain the health of individuals. Employees exposed to these risks are informed of the hazards concerned and any personal requirements necessary to ensure their continued health and welfare, (e.g., use of barrier creams, welfare facilities, and protective equipment).

### **4.4 Medicines at Work**

4.4.1 The Company does not provide employees with any form of medical drugs at work.

4.4.2 Employees are expected to give consideration to the effects of any medication taken for reasons of ill-health, especially medications that advise:

"May cause drowsiness"  
"Do not drive or operate machinery"

Where such effects are observed, Employees should inform their Supervisor.

### **4.5 Alcohol and Drug Abuse**

4.5.1 In the interests of safety for individual Employees and other work Colleagues, no Employee shall:

- a) Report for or undertake any work activity on behalf of the Company whilst under the influence of alcohol or any controlled substance/drugs.
- b) Misuse, sell or distribute legitimate drugs, either purchased or prescribed for their own use whilst on Company premises, Client premises or otherwise undertaking Company business.
- c) Use, possess, distribute or sell non-prescribed or illicit controlled substances whilst on Company premises, Client premises or otherwise undertaking Company business.
- d) Use, possess, distribute, or sell alcoholic beverages, or items containing alcohol whilst on Company premises, Client premises or otherwise undertaking Company business.
- e) Work with or allow any person employed by the Company to work, whom they have reasonable cause to believe is under the influence of alcohol or drugs.

4.5.2 The Company reserves the right to carry out searches of possessions, vehicles or other employee property whilst arriving at work, leaving work, or undertaking any other company business. Employee's permission will be sought for this, however, the company reserve the right to involve the Police where they consider it necessary.

4.5.3 Failure to comply with the arrangement in 4.5.1 above, constitutes a serious disciplinary offence and appropriate action will be taken against offenders.

#### **4.6 Smoking**

4.6.1 Smoking, including the use of e-cigarettes and vaping pens, is only permitted in clearly marked designated areas around/outside the Company premises.

#### **4.7 Rest and Welfare Facilities**

4.7.1 Suitable facilities are provided enabling Employees to rest and consume beverages or food without risk of contamination. Adequate supplies of water suitable for drinking are provided for all Employees.

4.7.2 All areas of work where Employees are required to undertake routine activities are suitably ventilated with fresh or purified air. Where it is not practicable to maintain such areas at a reasonable temperature, Employees are provided with suitable protective clothing.

4.7.3 A sufficient number of sanitary conveniences and washing facilities are provided for all Employees, ensuring segregation between male and female Employees.

4.7.4 Where Employees are required to make repetitive actions or carry out tasks where little body movement is required, for long periods of time, they are expected to take suitable breaks. Appropriate training and instruction concerning such breaks is given to those Employees involved in those activities.

#### **4.8 Personal Protective Equipment**

4.8.1 Where the need for personal protective equipment has been identified, to protect either Employees or any other person (including those classified as 'limb workers' under the regulations) who may be affected by specific activities, suitable equipment is provided by the company.

4.8.2 Where applicable, personal protective equipment complies with all necessary standards.

4.8.3 Users of personal protective equipment are responsible for ensuring that this equipment is used, stored and maintained in an appropriate manner. Where users observe such equipment to be damaged or otherwise unsuitable for use, they are required to report the observations to the Company Safety Officer or Manager at the earliest opportunity.

4.8.4 Users of personal protective equipment must not use any equipment that is observed to be damaged or otherwise unsuitable for use.

#### **4.9 Behaviour Management/Bullying**

4.9.1 All staff must be familiar with the School's Policies for behaviour management and bullying. Any incidents of unacceptable behaviour or bullying must be reported and dealt with in accordance with these policies.

**5.1 Employee Consultation and Involvement**

5.1.1 Health and safety is a permanent agenda at Management Review meetings, which are held at regular intervals.

5.1.2 On commencement of employment all Employees are provided with suitable and sufficient information and instruction relating to essential health and safety issues. During this instruction, Employees are encouraged to discuss future concerns or views regarding health and safety with the Company Safety Officer, as necessary.

5.1.3 Where existing health and safety policies or arrangements are modified or additional arrangements are enforced, the Company Safety Officer is responsible for discussing these developments with all Employees, to ensure a clear understanding throughout the organisation.

5.1.4 A copy of both the company's Health and Safety Policy Statement and associated arrangements is fully accessible to all Employees.

**5.2 Supervision and Training**

5.2.1 All Employees are given suitable training to enable them to undertake their assigned responsibilities competently. Employees are not required to carry out any task in an unsupervised capacity until they have received suitable training.

5.2.2 Training needs are reviewed on an on-going basis to identify the need for new training or re-training.

5.2.3 Suitable training is provided for all identified training needs. Responsibility for ensuring that such training is completed and is effective rests with the relevant Manager/ Supervisor.

5.2.4 Records of training are maintained in accordance with the procedure for training.

## 6.1 Accident Reporting

6.1.1 All accidents, however small, (including near misses!), are reported to the Company Safety Officer.

6.1.2 Where first-aid treatment is given, pertinent details are also recorded in the accident book by the First Aider concerned.

6.1.3 In addition to the above actions, the Company also has a statutory duty under RIDDOR, to report certain accidents, dangerous occurrences and illness to the Health and Safety Executive.

6.1.4 The Company Safety Officer and/or the Business Manager is responsible for notifying the Health and Safety Executive of occurrences that are reportable under RIDDOR, in accordance with the Work Instructions for notifiable Occurrences.

## 6.2 First Aid

6.2.1 The Company conducts a first aid needs assessment to ensure that a sufficient number of trained first aiders are available during work hours. Details of First Aiders are displayed in each working area. For occasions where, due to unforeseen circumstances, no First Aiders are available, the Company Safety Officer is responsible for coordinating the necessary actions.

6.2.2 The Company also ensures that an adequate stock of essential first-aid resources is also readily available. Stocks of first-aid resources are checked at least twice per year by a First Aider (or other nominated person), who confirms this check on the relevant first-aid stock list.

6.2.3 Following a personal accident, the First Aider should be contacted and is responsible for assessing the situation/severity of injury incurred and co-ordinating the necessary actions. Where that nature of the injury is deemed serious, the following actions are carried out:

- a) Phone for emergency assistance if required.
- b) Inform the Company Safety Officer.

6.2.4 Employees who are absent from work, due to a work-related illness or accident, are required to notify the Company, (preferably their Manager or the Company Safety Officer) of pertinent details on their first day of absence.

## 6.3 Accident Investigation

6.3.1 Following an accident the Company Safety Officer is responsible for ensuring that an appropriate investigation is carried out to determine the cause. The findings of the investigation are recorded.



## **6.4 Accident Prevention**

6.4.1 Safety audits are carried out by the Senior Leadership Team (SLT), at scheduled intervals, to confirm that the defined arrangements for health and safety continue to remain in place.

6.4.2 Where certain pieces of equipment are subject to statutory inspections, these inspections are carried out in accordance with the procedure for equipment maintenance. The Company ensures that a competent person is appointed to carry out these inspections, and where necessary, a suitable external organisation is used to maintain this requirement.

**7.1 Raising the Alarm**

7.1.1 If you discover a fire, sound the alarm by using the fire control points and inform the receptionist or other designated person so they may notify the Fire Brigade.

7.1.2 On hearing the alarm, all Employees should:

- a) Leave the building in an orderly manner, using the nearest exit, ensuring that doors and windows are closed (if safe to do so).
- b) Assemble at the designated assembly point and report to the person responsible for carrying out the roll call.
- c) **DO NOT RE-ENTER THE BUILDINGS** unless it has been declared safe by the Senior Fire Officer or other similarly qualified person in attendance.
- d) Stay at the assembly point until advised otherwise by a Manager or the Emergency Services.

7.1.3 In addition to the requirements defined, individual persons have responsibility for undertaking specific duties as follows:

- Reception/other designated person: Dial 999 or 112 to call the Fire Brigade. When connected to the fire service state clearly nature of the emergency and Full Company address. **DO NOT** replace the receiver until this information has been correctly acknowledged.
- Fire Marshals: Check designated areas to confirm complete evacuation and closure of doors and windows, where it is safe to do so.

**7.2 Use of Fire Extinguishers**

7.2.1 Employees must **NOT** tackle a fire unless training has been received concerning the use of firefighting appliances provided.

7.2.2 Where training has been provided, Employees shall only tackle fires if it is safe to do so without putting themselves or others at risk.

7.2.3 Where smoke is observed to be coming from under a closed door, **DO NOT** open the door.

7.2.4 Fire extinguishers may contain different extinguishing agents. It is important to ensure that different types of extinguishers are only used for their designated purposes. Fire extinguishers have a **RED** body, and its use is defined by its colour coded identification label.

Colours are as follows:

Colour	Type	Types of fire to be used on
Red	Water	Wood, paper, textiles only
Blue	Powder	Wood, paper, textiles, petrol, oil, fat, paint, electrical
Black	Carbon Dioxide (CO <sub>2</sub> )	Petrol, oil, fat, paint, electrical.
Cream	Foam	Petrol, wood, textiles, oil, fat, paint
Yellow	Wet Chemical	Cooking oil, deep fat fryer, wood, paper and fabric

## 8.1 Selection of Contractors

8.1.1 All Contractors are evaluated prior to use, to confirm their competence is suitable for the nature of work being undertaken. Contractors are evaluated in accordance with Company procedures. Method statements will be obtained for high-risk operations.

8.1.2 Contractors are provided with information and where necessary, details of precautions to be taken, in relation to known potential hazards associated with the work to be undertaken. Contractors are provided with this information PRIOR to commencing their work.

8.1.3 Where Company owned equipment is loaned to Contractors for their use, such equipment is checked by the Company Safety Officer or appropriate Manager prior to loan, to confirm its suitability for use.

8.1.4 The Business Manager is responsible for monitoring the work undertaken by Contractors, to ensure that safe working practices continue to be adopted.

## 8.2 Visitors

8.2.1 All Visitors are required to ensure that their vehicles are left in designated parking areas, and do not obstruct fire escape routes, private or public routes, other vehicles or designated entrances to company buildings.

8.2.2 On entering the Company premises, all Visitors (including parents) are required to report to Reception and sign the Visitor's Book. A visitor badge will be issued which must be worn at all times in the Centre.

8.2.3 Visitors are accompanied or supervised at all times whilst on Company premises, unless otherwise authorised by the Business Manager or the Company Safety Officer.

8.2.4 Visitors are not allowed to remove any item or document from the premises without prior authorisation.

8.2.5 In the event of an emergency, Visitors will be supervised and/or given appropriate instructions for the actions to be taken to preserve their safety. Visitors are required to observe any instruction given by persons enforcing the company safety policies.

8.2.6 Visitors are required to wear appropriate personal protective equipment or clothing, as necessary.

8.2.7 Visitors are required to report any accidents (including near misses), that occur due to either their acts or omissions. Accidents should be reported to the Company Safety Officer.

8.2.8 Children MUST be supervised at all times while on the Company premises or any other premises under the control of the Company.

## 9.1 Cleanliness and Waste Materials

9.1.1 All work areas, rest areas and sanitary conveniences, (including furniture and furnishings), are maintained in a sufficiently clean and hygienic conditions, so as to prevent any associated ill health effects.

9.1.2 Work equipment is cleaned as appropriate, so as to ensure its continued safe and efficient operation.

9.1.3 Surplus or defective materials and residual waste are kept at the lowest reasonable levels and are stored, whenever possible, in suitable containers.

9.1.4 All employees are expected to contribute to the maintenance of a clean and tidy working environment.

9.1.5 Areas subject to hazardous cleanliness/hygiene conditions, (e.g., wet floor, bacterial contamination, etc.), are clearly identified and persons entering such areas are given appropriate information and/or protective equipment.

9.1.6 The Business Manager is responsible for ensuring the safe maintenance and cleaning of the Centre premises in accordance with the Senior Management Team's (SLT) instructions and the relevant cleaning specifications (See also Section 3.6).

9.1.7 The Senior Leadership Team are responsible for grounds maintenance across the Centre site in liaison with the Landlord.

## 9.2 Spillages

9.2.1 Accidental spillages are contained at the earliest opportunity to prevent excessive spread.

9.2.2 For occasions where a spillage cannot be removed immediately, or where hazards resulting from a spillage may exist for a period of time after removal of the main constituent materials,(e.g., slippery floor resulting from an oil spillage), the affected area is secured or clearly identified to prevent inadvertent access.

## 9.3 Personal Protective Equipment

9.3.1 Personal Protective Equipment (PPE) is stored in a manner which preserves its functional capability at all times when not in use.

9.3.2 Employees and others who are supplied with PPE are responsible for checking personal protective equipment for visual defects, and other specific features where specified, prior to use. Where personal protective equipment requires specific storage requirements, these requirements are defined and documented.

## 9.4 Gangways and Pedestrian Routes

9.4.1 All roof spaces, gangways and access to or egress from working areas are kept clear and free from obstacles or other hazards which could cause slips, trips and falls.

9.4.2 All work areas and emergency exits are regularly checked by the relevant Supervisor and/or Company Safety Officer to ensure that they are kept clear. Employees found causing blockages to emergency exits will be formally disciplined.

## 9.5 Signs and Warnings

9.5.1 Where necessary, appropriate safety signs or other suitable warnings are used to identify potential hazards. These signs or warnings are regularly checked to confirm that they can be clearly seen and/or heard and where appropriate, Employees are familiar with the associated actions to be taken.

9.5.2 The type of sign used will follow the requirements of the Safety Signs and Signals Regulations 1996 which are outlined below.

### Warning Sign



A sign indicating a hazard or a warning of danger (i.e., Warning- live electrics, danger of death)

### Prohibition Sign



A sign prohibiting a behaviour likely to cause or increase danger (i.e., Smoking is prohibited)

### Mandatory Sign



A sign prescribing a specific type of behaviour (i.e., Eye protection must be worn)

## Safe Condition Sign



A sign indicating a 'safe condition' such as first aid post or emergency exit route

## 9.6 Windows and Ventilation

9.6.1 All windows are maintained in a clean condition, to ensure adequate levels of light and visibility. Where windows are designed to be opened for ventilation purposes, such windows are maintained as necessary to ensure that any mechanical devices affecting their use are suitably maintained or repaired to ensure correct operation.

9.6.2 Where any form of mechanical air conditioning/purifying system is used, these systems are inspected every 14 months, more often if required.

9.6.3 Employees are not subjected to uncomfortable draughts from ventilation methods used.

## 9.7 Lighting

9.7.1 Adequate and suitable lighting is provided to enable Employees to undertake their duties comfortably, avoiding any form of eye strain or glare.

9.7.2 Where workstations or work areas are re-located, existing lighting arrangements are reviewed, and modified if required, to maintain suitable working conditions.

9.7.3 Defective bulbs and fluorescent tubes are replaced promptly.

## 9.8 Security

9.8.1 Responsibility for ensuring that the premises are made secure during non-working hours rests with the Senior Leadership Team.

This responsibility includes:

- i) ensuring that all windows and external doors are securely fastened and locked .
- ii) ensuring that all fire doors are closed.
- iii) ensuring that electrical appliances and machines are turned off.
- iv) ensure that no risk to the public is left unchecked and is made safe.

9.8.2 In the event of a burglary or any other emergency during out of work hours, the Company Safety Officer, Managers or a member of the Senior Leadership Team (SLT) is responsible for coordinating appropriate action.

## 10.1 General Requirements

10.1.1 All electrical systems are constructed, used and maintained in such a manner as to prevent danger so far as is reasonably practicable.

10.1.2 Electrical equipment provided for use by either Employees or Sub-Contractors is maintained in a safe condition and in accordance with relevant statutory duties. The Company Safety Officer is responsible for ensuring that such checks are completed by competent persons.

10.1.3 Where electrical equipment requires isolation to prevent danger or other foreseeable risk, adequate precautions are taken to prevent this equipment becoming electrically charged accidentally or otherwise non-intentionally.

10.1.4 Users of electrical equipment are required to handle, store and use such equipment in a manner which preserves safe working conditions. Where users find electrical equipment to be defective or unsuitable for safe use, such equipment must not be used until authorisation is given by the relevant Manager or Company Safety Officer.

10.1.5 All portable electrical appliances are identified in a register and regularly inspected to confirm continued integrity. Portable appliances are clearly marked and/or controlled to prevent unauthorised use of equipment which has not been inspected or is otherwise unsuitable for use.

## 10.2 Safe Working

10.2.1 The following precautions should be observed when using electrical equipment to minimise the risk of accidents:

- a) All equipment, appliances and associated cables must be protected against overload and short circuits by suitable electrical protection devices.
- b) All cable conductors are electrically insulated and protected against mechanical damage. Additionally, exposed cables designed for regular re-positioning (e.g., extension leads, portable appliance leads, etc.) are flexible and protected as necessary to prevent damage being sustained during use.
- c) Long extension leads, whenever possible, should not be trailed across floors. Cable routes should be chosen to avoid exposing the cable to foreseeable damage. Where cables are routed across pedestrian routes or vehicle gangways, the cables are either buried or protected by surface ramps.
- d) Portable equipment is usually checked by users PRIOR to use, for damage to:
  - 1) The Casing.
  - 2) Plug Pins.
  - 3) Connection Terminals, where appropriate.
  - 4) Cable Anchoring Devices.
  - 5) Cable Sheath.

10.2.2 Appliances having any damage, including cable damage, must not be used.

### 10.3 Low Voltage

10.3.1 Voltages not exceeding 1000V AC or 1500V DC between conductors or 900V AC or 900V DC between conductors and earth are considered as low voltage.

10.3.2 Low voltage equipment is kept secure against unauthorised access. Where access to such equipment is required, the equipment is isolated so far as is reasonably practicable prior to commencing work.

10.3.3 Live working on low voltage electrical equipment is not permitted unless such work can be justified under the following circumstances:

- i) Where it is not practicable to carry out the work with the conductors indicated, (e.g., live testing).
- ii) Where a greater hazard would be created by isolating the conductors.
- iii) It is reasonable in all circumstances for the work to be carried out on a live system, and that suitable precautions, (including, where reasonable, the provision of suitable protective equipment), are in place.
- iv) Where the work is being carried out by an authorised person, accompanied by a second person who will act under the direction of the authorised person. The second person will have knowledge of the dangers associated with live working on low voltage systems and be capable of isolating the electrical supply. Additionally, the second person must be competent with resuscitation techniques and providing suitable assistance including the summoning of help.
- v) Unauthorised access is prevented to electrical equipment which is exposed whilst energised at low voltage.
- vi) A safe system of work has been defined and documented.



**11.1 Record Completion**

11.1.1 Relevant Managers and the Company Safety Officer are responsible for ensuring that statutory records are completed fully and correctly. These records are identified in appropriate procedures, work instructions or other similar documents.

11.1.2 Under NO circumstances should record entries be made falsely. Falsifying record details is considered as gross misconduct for which appropriate action is taken.

11.1.3 Completed records are stored and retained in accordance with the procedure for records.

**11.2 Record Retention**

11.2.1 Where necessary, records are archived or transferred to some other suitable storage/reference format at the discretion of the Management. Where methods of archiving are used, such methods ensure that records can be retrieved easily for reference purposes.

11.2.2 Records relating to health and safety issues are retained for at least ten years unless specified elsewhere, to conform with statutory requirements.

11.2.3 Health and safety records are not disposed of until their minimum retention period has expired. The disposal of such records is authorised by the Company Safety Officer and the Office Manager.

### 12.1 General Working Practices

12.1.1 Employees must not operate any item of plant or equipment unless they have been trained and are authorised to do so.

12.1.2 Employees must ensure that equipment is used for its intended purpose and is used correctly with relevant guards and safety devices in place and functional.

12.1.3 Employees must report to their Company Safety Officer/Supervisor any fault, damage, defect or malfunction observed with any item of work equipment.

12.1.4 Employees must not clean, maintain or otherwise tamper with moving equipment, unless such requirements are specifically defined, and the person concerned is authorised to undertake the tasks involved.

12.1.5 Employees must not leave any item of equipment in motion whilst unattended, unless authorised to do so.

12.1.6 Plant or equipment is not used by any Employees under the age of 18 unless sufficient training has been received or adequate supervision is provided.

12.1.7 Employees must not make any repairs or carry out maintenance work of any nature unless authorised to do so.

12.1.8 Employees must observe defined pedestrian and vehicle controls in force.

### 12.2 Company Vehicles

12.2.1 Drivers of Company vehicles are required to carry out routine checks of their vehicle in accordance with the manufacturer's recommendations. Compliance with the Road Traffic Act is the responsibility of the driver. All defects must be reported immediately to the company. Compliance with Road Traffic Act and insurance requirements is the responsibility of the driver.

12.2.2 Employees are allowed to drive only those vehicles for which they hold an appropriate licence or permit.

12.2.3 Employees must not carry unauthorised passengers or loads in company vehicles, nor use company vehicles for unauthorised purposes.

12.2.4 Employees must not load vehicles above specified capacities.

12.2.5 Employees must not drive or operate company vehicles whilst suffering from any medical condition or illness that may affect their driving/operating ability.

12.2.6 The use of mobile phones whilst driving is not permitted unless the vehicle is fitted with a suitable hands-free kit. However, it is the driver's responsibility to satisfy themselves that it is safe to conduct a conversation, even with the use of a hands-free kit. (Those members of staff who have to contact other employees who may be driving must check that it is safe to conduct a conversation at the first instance).

### **12.3 Curriculum Safety** *(including out of the Centre learning activities)*

12.3.1 The Senior Leadership Team (SLT) is responsible for ensuring that risk assessments are in place for all curriculum activities where there is a potential risk to staff, students and visitors.

12.3.2 The risk assessments must be made known to all teaching and support staff and reviewed regularly.

12.3.3 An offsite activity risk assessment must be completed by the member of staff leading the activity and submitted to the Senior Leadership Team for approval at least two weeks before the date of the activity.

### **12.4 PE Equipment – Fitness Suite**

12.4.1 The Senior Leadership Team (SLT), Safety Officer and Fitness Instructor are responsible for ensuring that all PE equipment is suitable and safe for use by the students.

12.4.2 All PE Equipment will be subject to inspections as required PUWER (See section 3.4).

### **12.5 Swimming** *(Activity Based Visit)*

12.5.1 Swimming is only permitted at recognised Swimming Pools. Students participating in swimming activities are to be instructed by ASA Qualified Instructors and who hold a valid police check. All staff must ensure that they are familiar with the guidance given in respect of the swimming pool planned to be used.

### 13.1 General Rules

All employees are to observe the following rules:

13.1.1 Report any accident, however minor, dangerous occurrence or illness occurring at work or as a result of your work to your Supervisor/ Company Safety Officer at the earliest possible opportunity.

13.1.2 Become familiar with the company's policies, procedures and arrangements for Health and Safety, and cooperate as necessary to ensure continued compliance with statutory duties.

13.1.3 Do not undertake any work activity with a medical or other condition (e.g., resulting from alcohol, drugs, etc.) which may affect your ability to work safely.

13.1.4 Do not run at any time.

13.1.5 Spillages must be cleaned up immediately or otherwise contained and reported.

13.1.6 Horseplay and practical jokes are prohibited at all times.

13.1.7 Under no circumstances should objects be thrown.

13.1.8 Do not interfere with any equipment, safety devices or guards, without authorisation to do so.

13.1.9 Personal Protection Equipment must be worn in all prescribed circumstances. Employees are required to handle, use and store such equipment in a manner which preserves its suitability for use.

13.1.10 Your Supervisor or the Company Safety Officer must be advised of all equipment observed to be defective or otherwise unsuitable for use, including personal protective equipment, at the earliest opportunity.

13.1.11 Employees must wear suitable clothing while at work, ensuring that loose clothing, hats, scarves, woollen garments and jewellery are removed prior to working with or near machinery where there is a risk of entanglement.

13.1.12 Employees working with machinery must control their hair to prevent entanglement, where applicable.

13.1.13 Gangways and Fire Exits must be kept clear of obstructions at all times and other places of work must be maintained in a clean and tidy condition.

13.1.14 Vehicles, trolleys or objects must not be pushed over or rested on cables unless proper bridging arrangements are in place.

13.1.15 Employees must take particular care in the vicinity of designated traffic routes and must not, under any circumstances, walk underneath elevated loads.

13.1.16 Assist as required with accident investigation, to establish the cause and prevent similar recurrence.

## Reporting of Injuries and Dangerous Occurrences Regulations 2013

### What Is a Reportable Injury?

The following categories of injury must be reported to the Health and Safety Executive by the quickest possible means (i.e., telephone - call the Incident Contact Centre on 0845 300 9923) and confirmed within ten days on the online report form F2508:

- a) Death of an Employee, Self-Employed person, or Visitor on site, (or if death occurs within 12 months of the injury as a result of the injury - report the death as soon as known).
- b) One of the specified major injuries:-
  - Fractures other than to fingers thumbs and toes.
  - Amputations.
  - Any injury likely to lead to permanent loss of sight or reduction in sight of an eye.
  - Any crush injury to the head or torso causing damage to the brain or internal organs.
  - Injury, including burns, requiring immediate medical treatment, or loss of consciousness due to electric shock.
  - Serious burns (including scalding) which covers more than 10% of the body or 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 or requires resuscitation or admittance to hospital for more than 24 hours.
  - 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.

The following category of accidents should be reported to the Health and Safety Executive on the online report form - <https://www.hse.gov.uk/riddor/report.htm> - within **fifteen days** of the incident:

Any injury which results in absence from work of 7 days or more (and the injury is not a major injury as defined above). Days include Saturday and Sunday or any National Holiday, excluding the actual day of the accident.

**NOTE: "Accident" has been defined as including an act of physical violence done to a person at work.**

## What Is a Dangerous Occurrence?

The following are the applicable specified dangerous occurrences which must be reported to the Health and Safety Executive, via the internet, <https://www.hse.gov.uk/riddor/report.htm> within 10 days on Form 2508 (F2508)

- a) The collapse of the overturning of, or the failure of any load bearing part of any lifting equipment, other than an accessory for lifting.
- b) The failure of any closed vessel, its protective devices or of any associated pipework (other than a pipeline) forming part of a pressure system as defined by regulation 2(1) of the Pressure Systems Safety Regulations 2000, where that failure could cause the death of any person.
- c) Any unintentional incident in which plant or equipment either comes into contact with an uninsulated overhead electric line in which the voltage exceeds 200 volts or causes an electrical discharge from an overhead electric line by coming into close proximity to it.
- d) Electrical short circuit or overload which results in the stoppage of the plant involved for more than 24 hours or which causes a significant risk of death.
- e) Any unintentional fire, explosion or ignition at a site where the manufacture or storage of explosives requires a licence or registration, as the case may be, under regulation 9, 10 or 11 of the Manufacture and Storage of Explosives Regulations 2005 or explosion or ignition of explosives (unless caused by the unintentional discharge of a weapon, where, apart from that unintentional discharge, the weapon and explosives functioned as they were designed to)

***Note: There are many additional requirements relating to the reporting of explosives – if in any doubt please contact your Health and Safety Co-ordinator.***

- f) Any malfunction of breathing apparatus where the malfunction causes a significant risk of personal injury to the user or during testing immediately prior to use, where the malfunction would have caused a significant risk to health and safety of the health and safety of the user had it occurred during use other than at a mine.
- g) Any accident or incident which results or could have resulted in the release or escape of a biological agent likely to cause severe human infection or illness.
- h) The malfunction of a radiation generator or its ancillary equipment used in fixed or mobile industrial radiography, the irradiation of food or the processing of products by irradiation, which causes it to fail to de-energise at the end of the intended exposure period or equipment used in fixed or mobile industrial radiography or gamma irradiation, which causes a radioactive source to fail to return to its safe position by the normal means at the end of the intended exposure period.
- i) A collapse or partial collapse of any scaffold (including falling, buckling or overturning) which is more than five metres high which results in a substantial part of the scaffold falling or over-turning or suspended over water where there is a risk of drowning due to collapse; and where the scaffold is slung or suspended, a collapse or partial collapse of

the suspension arrangements (whether or not in use and including any outrigger) which causes a working platform or cradle to fall.

- j) Any unintended collapse or partial collapse of any structure, which involves more than 5 tonnes of material or any floor or wall of any place of work arising from or in connection with, on-going construction work whether above or below ground. And the unintentional collapse of any falsework.
- k) An unintentional explosion or fire occurring in any plant or premises which results in the stoppage of that plant or suspension of normal work in that place for more than 24 hours.
- l) The sudden, unintentional and uncontrolled release:
  - a) inside a building: of 100 kilograms or more of a flammable liquid, 10 kilograms or more of a flammable liquid at a temperature above its normal boiling point, 10 kilograms or more of a flammable gas, or
  - b) in the open air: of 500 kilograms or more a flammable liquid or gas.
- m) The unintentional release or escape of any substance which could cause personal injury to any person other than through the combustion of flammable liquids or gases.

**There are additional reporting requirements for certain diving operation incidents, train collisions, wells and pipelines and pipelines works which are not included in the above. Please speak to your health and safety co-ordinator.**

### **Occupational Disease**

The following diseases, which have been caused or made worse by their work, are to be reported to the Health and Safety Executive at <https://www.hse.gov.uk/riddor/report.htm> as soon as a written diagnosis is received from a doctor:

- carpal tunnel syndrome.
- severe cramp of the hand or forearm.
- occupational dermatitis.
- hand-arm vibration syndrome.
- occupational asthma.
- tendonitis or tenosynovitis of the hand or forearm.
- any occupational cancer.
- any disease attributed to an occupational exposure to a biological agent.

NOTE: This is not a complete list of Reportable Diseases. If you are not sure what is reportable, information on all diseases can be found in Schedule 3 of the Guide to Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.

## **Procedure to be Followed by Senior Leadership Team (SLT) and Other Company Employees**

### **All Injuries**

The details of all accidents resulting in personal injury to any person, whether directly employed or not, which occur at any of the Company's Operations, Workshops or Offices, must be entered in the accident book. It is important that this entry be made after each accident because it does provide evidence that an injury was sustained at work, should a claim for damages or industrial injuries benefit be made by the injured person at a later date.

### **Incapacitating Injuries**

Where an accident which causes a person to lose time from work - e.g., leaving their place of work for off-site medical treatment or through inability to resume work. All relevant information should be gathered by the relevant Supervisor. The Company Safety Officer should then be informed.

Immediately after the injured person has returned to work or on the eighth day following the accident, if the injured person has not returned to work (the eight days may include Saturday and Sunday), the Company Safety Officer must be notified of the incident to enable him to report the incident using the online form <https://www.hse.gov.uk/riddor/report.htm> to the Health and Safety Executive or local authority to notify them of the position.

The Company's Safety Officer will be responsible for notifying the Health and Safety Executive and will also be responsible for ensuring that the details of all incapacitating injuries are entered in the accident book (The Health and Safety Executive must be notified within fifteen days).

### **Fatalities And Major Injuries**

In the event of a fatal accident, or an accident where a major injury is suspected, the relevant supervisor should notify the Company Safety Officer immediately. This procedure must be followed in every case - i.e., Employees, Sub-Contractors, Self-Employed persons and members of the Public.

The Company Safety Officer will be responsible for notifying the Health and Safety Executive, immediately by the quickest practicable means, (the Incident Contact Centre on 0845 300 9923) for investigating the circumstances and preparing a report for the Senior Leadership Team and will be responsible for ensuring that the details of all fatalities are recorded in the Accident Book - BI510 and notified to the Health and Safety Executive within ten days.

### **Dangerous Occurrences**

Where a defined dangerous occurrence occurs, whether a person is injured or not, the relevant Supervisor must inform the Company Safety Officer immediately.

The Company Safety Officer will be responsible for notifying the Health and Safety Executive immediately by the quickest practicable means and for investigating the circumstances and preparing a report for the Senior Leadership Team, and will be responsible for notifying the Health and Safety Executive of all notifiable dangerous occurrences using the online form <https://www.hse.gov.uk/riddor/report.htm> to the Health and Safety Executive within ten days



## **Diseases**

If it comes to any Senior Leadership Team (SLT) attention that a medical practitioner has diagnosed a person working for them is suffering from any of the diseases listed earlier in this section, they must immediately notify the Company Safety Officer of the position.

The Company Safety Officer will be responsible for investigating the matter and notifying the Health and Safety Executive using the using the online form <https://www.hse.gov.uk/riddor/report.htm>.

The forms shown on the following pages are designed to provide a guide for the reporting/subsequent investigation of an accident and should be used whenever necessary.

The first form should be completed by an authorised person as soon as possible after the accident, the second by the injured person as soon as they are able. The third (which should be retained for analysis) should be completed when undertaking the investigation into the occurrence.

ACCIDENT REPORT FORM - Manager/Supervisor to complete						[IP=Injured Person]
COMPANY:					TELEPHONE:	
ADDRESS:						
INJURED PERSON:	NAME:					
	ADDRESS:					
OCCUPATION:		AGE:		MARITAL STATUS:		NO. OF CHILDREN:
EMPLOYED OR MEMBER OF PUBLIC: (PLEASE STATE IF SELF-EMPLOYED)						
IF SUB-CONTRACTOR, PLEASE TICK <input checked="" type="checkbox"/> APPROPRIATE BOX:	LABOUR & MATERIAL SUB-CONTRACTOR					
	LABOUR ONLY SUB-CONTRACTOR					
	LABOUR ONLY ON COMPANY PAYROLL					
IF COMPANY EMPLOYEE, STATE WHEN EMPLOYMENT COMMENCED:						
PARTICULARS OF EVIDENCE						
EXACT PLACE OF ACCIDENT:						
DATE & TIME OF ACCIDENT:						
WHAT WAS I.P. DOING AT TIME OF ACCIDENT:						
DID I.P. CEASE WORK?	Yes/No	DATE & TIME WORK CEASED:		TIME OFF WORK (STATE IF I.P. STILL OFF WORK)		
DID I.P. REQUIRE FIRST AID/HOSPITAL TREATMENT? (GIVE DETAILS)						
NATURE OF INJURIES AND PART/S OF BODY INJURED:						
FULL DETAILS OF ACCIDENT: (ATTACH ANY NECESSARY SKETCHES, PHOTOGRAPHS, ETC.)						
FURTHER DETAILS AFFECTING INCIDENT (SUCH AS WEATHER CONDITIONS, CONDITION AND TYPE OF ANY EQUIPMENT, PLANT OR MACHINERY, GUARDS, INVOLVED, PPE IN USE/AVAILABLE, ETC.)						
WITNESS STATEMENTS (IF TAKEN)						
NAME & ADDRESS OF WITNESS #1						
NAME & ADDRESS OF WITNESS #2						
NAME & ADDRESS OF WITNESS #3						
IF REPORTABLE:	DATE & TIME COMPANY SAFETY OFFICER INFORMED:					
	DATE & TIME BUSINESS MANAGER INFORMED HSE:					
	DATE FORM 2508 SENT BY BUSINESS MANAGER TO HSE:					
SIGNATURE OF BUSINESS MANAGER:						

ACCIDENT TO EMPLOYEE REPORT - Injured person to complete							
ACCIDENT DATE	DAY	MONTH	YEAR	DEPOT/SITE NAME			
TIME OF ACCIDENT (24 HOUR CLOCK)				SITE TELEPHONE NO.			
STATE EXACTLY WHERE THE ACCIDENT HAPPENED:							
EMPLOYEE'S FORENAMES							
SURNAME							
FULL ADDRESS							
POSTCODE							
OCCUPATION							
DATE OF BIRTH	DAY	MONTH	YEAR	NATIONAL INSURANCE NUMBER			
NAME AND FULL ADDRESS OF DOCTOR							
ARE YOU BEING TREATED BY YOUR DOCTOR FOR THIS INJURY?				YES/NO			
STATE WHERE, WHAT AND BY WHOM ANY MEDICAL TREATMENT WAS GIVEN (IE. FIRST AIDER/HOSPITAL, ETC.)							
GIVE NAMES AND ADDRESSES OF ANY PERSON/S WHO WITNESSED THE ACCIDENT:							
NAME				ADDRESS			
TO WHOM DID YOU FIRST MENTION OR REPORT THE ACCIDENT?							
WHAT TIME DID YOU DO SO (24 HOUR CLOCK)?							
DATE OF REPORTING	DAY	MONTH	YEAR	DATE OF ACCIDENT BOOK ENTRY	DAY	MONTH	YEAR

## INVESTIGATION OF ACCIDENT TO EMPLOYEE

This form is to be completed by the Manager/Supervisor investigating the accident or disease.  
Please refer to the notes and description sheets when completing this form.

COMPANY DETAILS										
COMPANY NAME					TELEPHONE NO.					
CONTRACT					FAX NO.					
ADDRESS and POSTCODE					ACCIDENT TIME (24 HOUR CLOCK)					
					ACCIDENT DATE:	DAY	MONTH	YEAR		
EMPLOYEE DETAILS										
FORENAMES					DATE OF BIRTH	DAY	MONTH	YEAR		
SURNAME					DATE ENTERED SERVICE					
ADDRESS and POSTCODE					OCCUPATION					
					EMPLOYMENT TYPE					
					MARITAL STATUS					
NATIONAL INSURANCE NO.					NO. OF DEPENDENTS					
NATURE OF INJURY OR DISEASE										
PLACE OF ACCIDENT (STATE EXACT LOCATION) IF APPLICABLE										
CONDITIONS AT TIME OF ACCIDENT										
LIGHTING					GROUND					
WEATHER					VEHICLE REG. NO.					
MACHINE, TOOL OR EQUIPMENT BEING USED										
HOW LONG HAD EMPLOYEE BEEN ON DUTY AT TIME OF ACCIDENT?										
DID THEY CONTINUE TO WORK AFTER THE ACCIDENT?							YES/NO			
HAS ENTRY BEEN MADE IN ACCIDENT BOOK							YES/NO			
IF EMPLOYEE WAS ABSENT:	DATE CEASED WORK:	DAY	MONTH	YEAR	DATE RESUMED WORK:	DAY	MONTH	YEAR		
IF THE ACCIDENT IS A MAJOR INJURY OR FATALITY UNDER RIDDOR, WHO WERE THE DETAILS REPORTED TO?										