

Health and Safety Policy

Policy Statement

Peak Consultants Ltd consider the Health & Safety of all staff, contractors, learners, and customers to be of primary importance to the well-being of the business, and it is our continuing aim to make the Company a safe and healthy place in which to work and be associated with. To achieve this, we must all take ownership of an active Health & Safety policy designed to achieve: -

- A safe and healthy environment for all staff, contractors, learners, and customers.
- The prevention of accidents involving personal injury and occupational related diseases.
- The prevention of incidents causing plant damage, dangerous occurrences etc.
- The coordinated interpretation and implementation of statutory and other requirements to achieve good practices recognised by the industry.
- Reducing Hazards and Risks
- The control of visitors and contractors on all Peak premises and sites.
- The undertaking of any tests, examinations, samples, and records are necessary to monitor the working environment and equipment supplied.

It is the duty of the board of directors to take ownership of health and safety matters and that the Company provide safe systems of work, training, and a clean and healthy working environment within their sphere of business.

In its commitment to prevent injury and ill health to staff, contractors and others affected by day-to-day operations, and in striving for continual improvement with a Health and Safety Management System, the Company sets annual objectives and targets against which its performance is monitored.

All staff, contractors, and learners have the opportunity to address safety problems and health related matters with any senior Managers for Company matters.

Senior management recognise the need to conduct the business in a manner that is in line with current legislation and codes of practice and will ensure that appropriate arrangements are in place to comply with all legislative duties and any other requirements.

Equally, it is the duty of each and every member of staff and subcontractors to assist the organisation in the attainment of its Health and Safety objectives. The organisation expects staff and subcontractors to take reasonable care of their own health, safety and welfare and that of others who may be affected by their actions.

This policy is communicated to all staff, visitors, stakeholders, and contractors via inductions, sign-ups and standardisation meetings.

Introduction

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

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

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

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

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

New Regulations also require:

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

NOTE

The **Health & Safety (Training for Employment) Regulations** extend the Health and Safety at Work Act to cover people provided with "relevant training" which is defined as "work experience" provided pursuant to a training course or programme, or training for employment, or both" i.e., all people receiving training or work experience from an employer in the workplace are deemed to be employees for the purposes of health and safety legislation.

The Safe Learner

Peak Consultants Ltd are totally committed to the concept of the "safe learner" and makes every effort to translate the concept into practical applications for the learner.

This is achieved by focusing the effort in the "transfer" stage where information/training is being delivered to the learner.

This is typically with the tutors in the 'training centre', and through the supervisor in the workplace. Intervention at this level is liable to have the most significant impact.

The focus is on instilling in the individual learner a sense of responsibility for self, and others, and providing a supportive climate to encourage the appropriate development of the individual's skills.

Violence/Bullying /Abuse

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

RESPONSIBILITIES

The board of Directors have corporate responsibility for safety and occupational health and hence will ensure that an effective policy is maintained to prevent injuries, loss, or damage to property, of risks to persons, whether employed by Peak Consultants Ltd or not, but affected as a result of Company activities.

The board of Directors will ensure that all staff and learners fulfil their responsibilities and, as far as is reasonably practicable, ensure that no impediment exists to prevent the fulfilment of this obligation. They will also initiate actions to ensure the elimination or reduction of risks to safety and health.

In its commitment to prevent injury and ill health to staff, contractors and others affected by day- to-day operations, and in striving for continual improvement, the Company sets annual objectives and targets against which its performance is monitored.

DESIGNATED COMPETENT PERSON

The board of Directors will appoint a '**Competent Person**' who will be responsible for developing, communicating, and implementing a cost effective, strategic safety programme for the Company as a whole and will ensure that the Company has, always, the capability and resources to operate safely.

The designated '**Competent Person**' will co-ordinate activities relating to safety at all work locations within the Company and monitor standards achieved by regularly auditing for safe systems of work and recording the results of such audits. Until notified otherwise, the staff member designated as the '**Competent Person**' will be the holder of the post of "**Health and Safety Officer**". In the absence of the '**Competent Person**' the next senior staff member will assume overall responsibility for Health and Safety matters.

Review frequency: Annual

Lead Officer: Office Admin

Senior Manager Responsible: Director

Tutor/Instructors

Every Tutor and/or Instructor has the responsibility for their own safety and occupational health as well as that of the learners for whom they are responsible and for the safety and loss prevention activities relating to all facilities entrusted to their care as laid down in their job description.

Tutors and/or Instructors are responsible for developing suitable programs to encourage safety awareness and ensuring compliance of all personnel, including on site contract personnel with Company safety principles, standards and policies as laid down by the company. Specifically, they must ensure:

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

First Aid

All trained First aiders are responsible for providing first aid to injured personnel until more medically qualified personnel arrive. In the event of any incident resulting in the necessity to provide 'first-aid', the Tutor/Instructor in charge should direct injured personnel to the trained first aiders.

The Tutor/Instructor in charge will enter details of the treatment given and action taken in the Accident Book.

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

Employees (to include learners/trainees)

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

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

RISK ASSESSMENTS & COSHH RECORDS

Assessments of risks in each workstation/area will be carried out by nominated staff members who will submit their written reports to the company for further discussion and the implementation of any necessary action.

The designated '**Competent Person**' will be specifically responsible for the recording of risks associated with hazardous substances.

STAFF MEETINGS

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

MANUAL HANDLING

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

PERSONAL PROTECTIVE EQUIPMENT

Items of personal protective equipment (PPE) will be issued to staff and learners as required in order to comply with the Personal Protective Equipment at Work Regulations 2002.

PPE will be issued against a signature and the recipient of each item of PPE will be responsible for the correct use, care, storage and maintenance of that item.

EMERGENCIES

The Company will provide and display a set of emergency procedures to be followed in the event of fire, hazardous substance spillage etc. at all controlled premises.

Emergency exercises and drills will be held regularly to test the procedure and response of personnel instigated by either the company or the 'host company' where the learning is taking place. The designated '**Competent Person**' will act as '**Fire Marshall**' and will be specifically responsible for the recording drills etc. Action will be taken to correct any deficiencies or weaknesses detected.

HOST PREMISES

On arrival at any premises of external third parties, all staff and associated contractors working for or on behalf of Peak Consultants must make themselves familiar with the local procedures and policies. Once this has been established that they are competent they must sign the site induction before carrying out any work

POLICY REVIEW

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

HEALTH AND SAFETY STATEMENT OF INTENT

MANAGEMENT OF HEALTH AND SAFETY

The person with overall responsibility and the associated duty of care for the implementation of health, safety and welfare is **Mr Richard Lane**; he will be assisted in this task by nominated staff.

All aspects of the company Health and Safety policy will be communicated to Peak Consultants Ltd staff, contractors, learners and, where applicable, placement providers. The policy shall be reviewed at regular intervals not exceeding one year but sooner should there be a significant change in company procedures and activities, which invalidate sections of the current policy.

This company is fully covered with current employers and public liability insurance under policies, which include learners and other participants within the company.

PROVISION OF SAFETY POLICIES AND RISK ASSESSMENTS

The company health and safety policy will be implemented and communicated by the persons named in section 1 above.

This policy will embrace all training programs on offer by the company.

The health and safety responsibilities and any additional duties of care of company staff shall be included in their written job description.

Risk assessments will be carried out in all risk activities and significant risks will be recorded along with the control measures taken to eliminate, or if not possible, to reduce them to an acceptable level.

All risk assessments must be carried out with the "young person", (and all of their implications for lack of experience), taken in to account.

STAFF COMPETENCIES

It is a requirement that all company staff should be provided with health and safety training relevant to their responsibilities and experience. Details of such training and the outcomes shall be recorded.

Learners and other participants shall always be supervised by a person possessing the relevant competencies and the ratio of supervisor to learner will be appropriate to the activity.

Competent personnel will investigate and record all accidents and dangerous occurrences within the company.

WORKING ENVIRONMENT

All premises shall be inspected to ensure that they comply with the relevant statutes concerning such things as space, lighting, heating and ventilation, e.g. the Workplace Regulations, the Management Regulations, the Factories Act, H&S at Work Act, Provision and use of Work Equipment Act, etc. Peak Consultants Ltd culture is to identify and reduce Hazards and Risks before any reviews or assessments are carried out. Any outages must be reported to the local responsible person(s) or the contact named on the learners ILP.

ACCIDENT AND DISEASES INVESTIGATING AND REPORTING

It is essential that all company staff and named supervisory personnel at workplaces are made fully aware of the format of RIDDOR and the reporting requirements of it.

All accidents, dangerous occurrences and illnesses shall be investigated and recorded. Following the recording and/or reporting procedure it is stressed that preventative action must be implemented as soon as possible to prevent a repeat occurrence.