

# 2019

## Health & Safety Policy



WEBS Training Limited  
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**Date:** 05 June 2019

**Purpose of Policy:** Sets out the arrangements for WEBS management of health and safety.

**Approved by:** Nick Crowther (Chair of Board)

**Responsibility for Updates:** Sammy Jones (Managing Director)

**Policy applies to:** All WEBS employees, board members, learners, employers, visitors and other key organisations

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Version History			
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## Links and Dependencies

This policy is part of a suite of support policies defining employee entitlement and support arrangements and should be read in conjunction with the following policies and procedures

- Fire Evacuation Procedure
- Fire Risk Assessment
- Safeguarding Policy
- Preventing Radicalisation Policy
- Lone Working Advice
- Safer Driving Tips
- RIDDOR Reporting Procedures
- Staff Code of Conduct

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## General Statement of Policy Intent

This document sets out the Health and Safety Statement of Intent for WEBS Training Ltd. The purpose of this statement is to encourage ownership, commitment and adherence to all areas of the business and provide a framework for establishing and reviewing Health and Safety objectives appropriate to the strategy of WEBS. WEBS senior management and Board of Directors recognises, and is fully committed to, its legal and moral Health and Safety obligations. More than this, it recognises that effective Health and Safety management is not 'common sense' but is based on a common understanding of risks and how to control them, brought about through good management.

WEBS Training Limited works with a range of employers around the country. Each employer will have their own Health and Safety Policy and procedures. Because the apprentices we work with will have employed status, they are covered by the Health and Safety arrangements of each of their individual Employers whilst at work.

We clearly have a particular role in educating and developing our learners to stay safe. The concept of “safeguarding” will also be prominent in our minds in all aspects of our involvement with learners.

The development of a positive companywide safety culture is essential to continued success. Therefore, as an integral part of its business process WEBS will:

- Adhere to EU directives, regulations and promote best practice by developing and implementing company strategies, policies and processes that will help us to manage our responsibilities. This will be achieved by appointing designated persons directly within the company and also by utilising the services of external specialists and professional bodies.
- Give high regard to employees, visitors, suppliers, customers and members of the public, the general environment and those others who may be affected by our activities.
- Demonstrate top level commitment to this policy by documenting within this policy the duties of each individual and their responsibilities. Ensuring Health and Safety is represented at board level and is included as an agenda item.
- Comply with any statutory and common law duty to provide insurance against liability for death, injury or disease suffered by any employee arising out of and in the course of employment.
- Ensure that employees agree as part of their contract of employment, to comply with their individual duties under the law. Failure to comply with Health and Safety duties, regulations, local procedures etc will be regarded as a serious breach and may lead to disciplinary action being taken.
- In accordance with Article 9 of the Framework Directive and national laws/regulations such as the Reporting of Diseases Dangerous Occurrence Regulations 1995 (As amended); implement a system for the recording and reporting of accidents, diseases and dangerous occurrences to the national responsible authority (HSE in the UK). This is in addition to our statutory duty to provide an accident book.
- Aim for continual improvement in the performance of the health and safety management system.
- Review the health and safety policy annually or at the time of any significant change.

Signed:  
**Managing Director**

Dated:

## Policy Statement

This policy document outlines the structure and processes involved in the management of health and safety across all business functions of WEBS Training Limited and will be used as the underpinning policy to develop safe practices and procedures within our specialised areas of work.

WEBS Training Limited (hereafter referred to as WEBS) recognises and accepts its responsibility as an employer and as an independent provider of post 16 further education and training, for providing a safe and healthy workplace. Overall accountability for safety rests with the Managing Director; and the assigned Health and Safety Lead, responsible for managing the Health & Safety of WEBS.

However all employees have the responsibility for maintaining safety arrangements within their departments and with non-training staff having delegated responsibility for their work areas.

WEBS will meet its responsibility under the Health & Safety at Work Act 1974 and regulations under the Act and provide as far as reasonably practicable, the resources necessary to meet that responsibility; and in doing so will seek the cooperation of all staff.

WEBS will pay particular attention to the provision and maintenance of:

- A safe working environment throughout WEBS Training.
- Safe working procedures among staff, students, visitors, persons with disability and other users of WEBS Training.
- Sufficient information, instruction, training and supervision to enable all employees and students to avoid hazards and contribute positively to their own safety and health at work.
- Plant, equipment and systems of work that are as safe as is reasonably practicable.
- A healthy working environment, with adequate welfare facilities.

Without detracting from the primary responsibility of staff for maintaining and/or improving safety conditions at work, WEBS will provide technical advice on health, safety and welfare matters through the Health & Safety Lead and/or specialist organisations.

WEBS are committed to continuous improvement in health and safety.

WEBS recognise the value of effective methods of communication and consultation in achieving and maintaining a positive health and safety culture in our centre. This ensures up-to-date information is available when required, and that our staff and learners are fully involved with our management of health and safety.

WEBS is committed to conducting hazard and risk assessment and developing Codes of Practice as an integral process of risk management and control of hazards and will fully consider staff, students, visitors, contractors and persons with disabilities.

WEBS remind all staff and learners of their own duties and responsibilities under Section 7 and 8 of the Health & Safety at Work Act. Staff must:-

- Take reasonable care of their own health and safety and that of other persons who may be affected by their acts or omissions.
- Co-operate with their employer so far as necessary to meet Health & Safety requirements.

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- Not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare.
- Use machinery, dangerous substances, equipment or any facilities in accordance with training and instructions.
- Notify their training officer, manager, or Health & Safety Officer of serious or imminent danger, damage to equipment or shortfalls in health and safety arrangements.

A copy of this statement and WEBS Health & Safety Policy detailing organisation responsibilities and key codes of practice/procedures will be accessible to all employees and learners.

### Policy for Visitors and Contractors

On arrival all visitors should be directed to the member of staff they are here to meet. This person is to take responsibility for the visitor(s) and assist in their evacuation from the building during an emergency or arrange help in the event of an accident.

On arrival, all visitors, including contractors and/or their workers, must sign a record of the date and time of their arrival and, before leaving, should further record their time of departure.

Contractors working in the building should report any concerns relating to their own safety or suspected unsafe working practices to the reception staff who will investigate and report to the Health & Safety Officer.

### Consultation and Communication

The management of WEBS will endeavour to communicate to employees and learners their commitment to safety and to ensure that employees and learners are familiar with the contents of the company health and safety policy.

The management of WEBS see consultation between employees and learners at all levels as an essential part of effective health and safety management. Consultation will be facilitated by means of staff meetings which are held on a regular basis and discussions with learners at regular intervals via progress reviews, surveys and class-based opportunities.

The purpose of staff meetings is to provide a forum in which information may be conveyed and employees and learners questions on health and safety issues answered. In addition these meetings will provide an opportunity to assess the continuing effectiveness of the policy. Actions arising from staff meetings and learner questions will be recorded and monitored to ensure a successful conclusion.

### Co-Operation & Care

If we are to build and maintain a healthy and safe working environment, co-operation between employees and learners at all levels is essential.

All employees and learners are expected to co-operate with management and to accept their duties under health and safety legislation and the safe learner concept. Disciplinary action may be taken against any employee or learner who violates safety rules or who fails to perform his or her duties under this policy.

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Employees and learners have a duty to take all reasonable steps to preserve and protect the health and safety of themselves and all other people affected by the operations of the company.

### Hazard and Risk Management

WEBS recognises and accepts its duties to ensure; insofar as is reasonably practicable, that hazards and risks to the safety and welfare of its employees and learners are assessed and managed.

WEBS will further ensure that all reasonably practicable efforts will be made to safeguard its visitors, contractors and members of the public from harm. This will be achieved by conducting risk assessments and the effective management of subsequent risk levels. Risk assessments will be recorded, stored, and available on request.

WEBS will, in insofar as is reasonably practicable, take the appropriate steps within its authority to meet and manage these responsibilities, by implementing the following:

- The Health & Safety Officer in partnership with the Head of Programme Management should make arrangements for ensuring safety risk assessments are organised, action-planned and monitored. This ensures that risk levels in relation to the work place are minimal. This will include the use of plant equipment, handling, storage and transportation of any articles or substances.
- The Health & Safety Officer along with all Training Officers will organise and manage the arrangements for safety risk assessments to ensure that all plant equipment used in WEBS work activities, present minimal risk to safety within WEBS Training. This includes the provision for information, instruction, training and supervision as is necessary to ensure compliance with the Management of Health and Safety at Work Regulations 1999.
- All WEBS employees have a responsibility to keep to these arrangements, provisions and control measures outlined on risk assessments. Risk assessments must be monitored and updated at least on an annual basis. Employees will receive training or coaching in order to complete these tasks.
- WEBS, in so far as it lies within its power to do so, and its representative staff will make reasonable arrangements for assessing the suitability of learner industrial work experience placements.
- WEBS, in so far as it lies within its power to do so, and its representative staff, will ensure that the risk assessment process is used positively, as far as is reasonably practicable to include and enable participation of learners with disability on courses and employment of staff with disabilities, identifying the support and adjustments that can be provided to ensure their safety. WEBS will not compromise safety and will ensure adherence to Health and Safety legislative requirements.

To this end, WEBS will continue to make every reasonable effort in the provision and maintenance of workplace risk assessments and risk management, carry out monitoring to ensure that conditions are safe and healthy and will endeavour to prevent any incident that may result in injury, ill- health or damage to property, including fire at WEBS premises.

Refer to Appendix 1 for more information.

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### Organisation and Responsibilities

All employees of WEBS Training Limited have a responsibility under the 'Health and Safety at Work etc. Act 1974' which is further endorsed by 'The Management of Health and Safety at Work Regulations 1999' to provide and maintain a safe working environment for ourselves, our learners and visitors to WEBS Training.

The person with overall and final responsibility for health and safety in WEBS is the Managing Director.

The person responsible for overseeing, implementing and monitoring the policy is the Health & Safety Officer in partnership with the Head of Programme Management.

Identified personnel will be responsible for the supervision of health and safety in particular areas. Please refer to Appendix 3.

### Responsibility in General

WEBS firmly believe that health and safety along with hazard and risk management is an aspect of management, equal in importance to any other management function. To facilitate this purpose it expects all staff to consider health and safety as part of their normal duties and responsibilities. WEBS also expects all staff to conduct risk and hazard assessments, COSHH assessments as appropriate and carry out annual, audit and inspections of their areas of responsibility, implementing improvement plans as necessary. This will also include, having effective induction programmes in place to ensure the employees' health and safety and provide effective training. Management has a duty with the full knowledge that proper consideration of health and safety issues are necessary to prevent injury or ill-health.

The Managing Director should ensure that the appropriate Health and Safety training packages are completed as part of staff induction, and through subsequent regular training updates.

The Health and Safety Officer must co-ordinate throughout WEBS the risk management function of all its Training Officers, to bring to the attention of the Managing Director any potential conflicts in legislation between WEBS and its activities, objectives or its health and safety standards. Management of hazards, and risk performance with regard to health and safety, will be monitored by safety walk-through, inspections and audits, which will be taken into account as part of the Health and Safety Lead's overall performance review.

WEBS expect all employees to co-operate in seeking to achieve the standards of health and safety that the Managing Director requires. This includes the reporting of any incident, near miss or an accident resulting in a personal injury or damage to WEBS property. Employees are reminded to conduct both risk and task assessments at the request of management, also not to take risks which could affect their own or another person's health and safety. Any breaches of WEBS Health & Safety Policy will result in disciplinary action.

### H&S Officer

There is a nominated Health and Safety Officer for WEBS Training Limited, who will work in liaison with the Head of Programme Management &/or the Managing Director.

### Training Officers – All Trades

Training Officers are responsible for the immediate safety of their learners in classrooms or

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workshops. Staff will be responsible for their areas of work and their associated equipment and as such it is their responsibility to ensure that it is maintained to a high standard with respect to health and safety issues.

Additionally, Training Officers will:

- Follow safe working procedures personally.
- Give adequate safety information in teaching sessions as required as detailed in risk assessments and safe working procedures.
- Fully consider the safety of learners with disability, specific site and group assessment, through specific risk assessment.
- Complete and record machine checks and report defects and make recommendations to the Health & Safety Officer or Head of Programme Management where necessary.
- Prior to working on machines, carry out visual checks, ensure guards are in place and follow working procedures.
- Ensure protective clothing and equipment are provided and used where necessary, including to visitors.
- Attend to general tidiness in the work area.
- Ensure that clear instructions and warnings are given verbally and in writing as often as necessary.
- Ensure all near misses and accidents are recorded in the Accident Report Book held in the First Aid Room.
- Co-operate with the Health & Safety Officer with regard to matters relating to health and safety, including visiting learner work placements.
- Ensure that all protective equipment and first aid equipment stocks are checked on a regular basis and ensure that stock requests are applied for to the Health and Safety Officer.
- Ensure that due consideration is taken for the safety of learners, who have physical, sensory, health impairment or a mental disability, and a personal emergency action plan for evacuation (as appropriate), is developed with the learner and is communicated to all who would need knowledge of this with regards to building, location and evacuation.

### Functional Skills

The Learner Support Manager is responsible for discharge of the safety policy and for the general oversight of organisation and arrangements in the IT and Design Suite areas of WEBS. The Learner Support Manager will;

- Conduct timely audit and inspections of areas of responsibility.
- Ensure all near miss and accidents are recorded in the Accident Report Book.
- Ensure equipment is maintained and in a safe condition.
- Ensure due consideration is taken for the safety of learners, who have physical, sensory, health impairment (e.g. epilepsy, asthma), or a mental disability, and a personal emergency action plan for evacuation (as appropriate), is developed and communicated to staff who need to know and the learners.

### All Employees

All employees will:

- Know, understand and implement policy, standards and rules at all company work locations as applicable to personal work tasks.
- Attend and participate in training and briefing sessions on health, safety and

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safeguarding issues in order to maintain an up-to-date awareness of appropriate legislation, codes and guidance notes.

- Set a personal example at all times, particularly by wearing appropriate protective clothing and safety equipment where applicable.
- Take reasonable care for their own health and safety and for the health and safety of those people who may be affected by their actions.
- Consult and co-operate with line managers, Health & Safety Officer and visiting advisors on health, safety and safeguarding topics as appropriate.
- Report any incidents, accidents or unsafe conditions to their line manager/Health & Safety Officer.
- Not remove, tamper or interfere with, any items of safety equipment.
- Co-operate with the requirements of this policy and associated safe systems of work.
- Work in accordance with any training received unless you have reason to believe that the training is not valid in a given situation. In such circumstances seek guidance from line management.

### Learners

All WEBS learners are responsible for their own safety and that of their peers. To facilitate this legal obligation, every encouragement will be afforded to learners in assisting them to take proper observation of WEBS safety rules and procedures.

WEBS recognise the term 'learners' to include any person enrolled on a programme of learning, supported through WEBS Limited.

Additionally, each learner will:

- Observe standard of dress and behaviour as appropriate to the working situation including the wearing of appropriate PPE.
- Heed warnings and observe rules and to ask for such warnings and rules, where they are not obvious.
- Not wilfully misuse, neglect or damage things provided for safety, including all fire protection equipment.
- Observe rules, highlighted in the Learner Health and Safety Policy.

Note: Access to the Learner B-Safe booklet and the company health and safety policy is given to each learner at the commencement of a course with full health and safety induction.

### Safeguarding Young People and Vulnerable Adults

WEBS believe every young person and vulnerable adult we come into contact with should be valued, safe and happy. We want to make sure that all learners understand this and are empowered to tell us if they are suffering harm.

We want employers and outside agencies to support young people and vulnerable adults in a way that promotes their health and wellbeing and keeps them safe.

We want organisations that work with or commission work from us, or who provide funding to us, to recognise, acknowledge and have confidence that WEBS are an exemplary organisation in relation to health and safety. We will achieve this by having effective safeguarding policy and procedure incorporating the PREVENT agenda and following national guidance in:-

'What To Do If You're Worried A Child Is Being:-

- Abused
- being forced into marriage

- at risk of radicalisation, etc

WEBS Safeguarding Policy and Safeguarding Procedures apply to all staff, learners and users of WEBS Training Limited and anyone carrying out any work for us or using our premises. Visitors to the building are made aware of WEBS safeguarding policy on arrival.

### Safety Training

Safety training is regarded as an essential component of an effective health and safety programme. It is essential that every member of staff and learner in the organisation is trained to perform his or her job effectively and safely. It is the view of the management of WEBS that if a job is not done safely then it is not done effectively. All employees and learners will be trained in safe working practices and procedures prior to being allocated any new role. Training will include advice on the use and maintenance of personal protective equipment appropriate to the task concerned.

Training sessions will be held as part of the induction process and refreshed as is deemed necessary.

### First Aid

At WEBS Training, we provide adequate and appropriate equipment, facilities and personnel to enable first aid to be given to our employees, learners and visitors if they become injured or ill whilst on the premises.

The First Aid room shall have a suitably stocked first aid cabinet and it will be the responsibility of the First Aider to ensure that this is maintained.

A copy of the full first Aid Policy is identified at Appendix 2. Named First Aiders are identified in Appendix 3.

### Arrangements for Specific Regulations

#### Workplace Inspections & Risk Assessments

It is the policy of WEBS to comply with the Workplace (Health, Safety & Welfare) Regulations 1992.

An inspection of the workplace will take place at the start of an apprenticeship for new companies using an abridged version of the HSG65 followed by a general annual review of health and safety thereafter. These will be conducted by the Business Development Manager and/or Training Officers. In addition inspections and occasional risk assessments will be conducted in the relevant areas whenever there are significant changes in the nature and / or scale of our operations or with new sponsor companies.

Workplace inspections will also provide an opportunity to review the continuing effectiveness of the policy and to identify areas where revision of the policy may be necessary. The sponsor-company inspections will take place at the beginning of the training, depending on the outcome of the inspection, additional visits will be arranged.

On an ongoing basis all members of staff and learners have a duty of care to look after the workplace. It is their responsibility to report any defective equipment, damage to the property and/or premises including any near miss situations that occur. All reports must be made at the earliest possibility to the Health & Safety Officer or relevant Training Officer.

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### Provision and Use of Work Equipment Regulations 1998

WEBS will ensure that all equipment used in the workplace is safe and suitable for the purpose for which it is used. All employees and learners will be provided with adequate information and training to enable them to use work equipment safely.

The use of any work equipment which could pose a risk to the wellbeing of persons in or around the workplace will be restricted to authorised persons. All work equipment will be maintained in good working order and repair.

All employees and learners will be provided with such protection as is adequate to protect them from dangers occasioned by the use of work equipment.

All work equipment will be clearly marked with health and safety warnings where appropriate.

Employers and learners will:-

1. only use company equipment and machines where qualified and authorised to do so.
2. ensure that any tools or equipment used is in a good and safe condition. Any tools or equipment which are in any way defective must be reported to the Health & Safety Officer.
3. properly and safely store tools when not in use.
4. adhere to manufacturer's recommended shields, guards or attachments.
5. properly use personal protective equipment where appropriate.
6. avoid wearing clothing, jewelry or long hair in such a way as might pose a risk to their or anyone else's safety.
7. be prohibited from using any tool or piece of equipment for any purpose other than its intended purpose.

### Personal Protective Equipment at Work Regulations 2002

All employees and learners who may be exposed to a risk to their health and safety while at work will be provided with suitable, properly fitting and effective personal protective equipment.

All personal protective equipment provided by WEBS will be properly assessed prior to its provision and will be maintained in good working order.

All employees and learners provided with personal protective equipment by WEBS will receive training and information on the use, maintenance and purpose of the equipment.

Employees and learners will adhere to the following:-

1. all personal protective equipment provided must be used in accordance with the training and instruction given regarding its use.
2. any loss of or obvious defect in any equipment provided must be reported to the appropriate Training Officer or Health & Safety Officer.

### Manual Handling Operations Regulations 1992 (amended 2004)

Manual handling operations will be avoided as far as is reasonably practicable where there is a risk of injury. Where it is not possible to avoid manual handling operations an assessment of the operation will be made taking into account the task, the load, the working environment and the capability of the individual concerned. An assessment will be reviewed if there is any

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reason to suspect that it is no longer valid.

All possible steps will be taken to reduce the risk of injury to the lowest level possible.

Staff and learners should adhere to the following:-

1. Lifting and moving of objects should always be done by mechanical devices rather than manual handling wherever reasonably practicable. The equipment used should be appropriate for the task at hand.
2. The load to be lifted or moved must be inspected for sharp edges, splinters and wet or greasy patches.
3. When lifting or moving a load with sharp or splintered edges, gloves must be worn. Gloves should be free from oil, grease or other agents which might impair grip.
4. The route over which the load is to be lifted or moved should be inspected to ensure that it is free of obstructions or spillage which could cause tripping or spillage.
5. Employees and Learners should not attempt to lift or move a load which is too heavy to manage comfortably.
6. Where team lifting or moving is necessary one person should act as co-ordinator, giving commands to lift, lower etc.
7. When lifting an object off the ground employees and learners should assume a squatting position, keeping the back straight. The load should be lifted by straightening the knees, not the back. These steps should be reversed for lowering an object to the ground.

### Workplace (Health, Safety and Welfare) Regulations 1992

A clean workplace ensures the safety and health of employees, learners and visitors. Workplace injuries and ill health can be prevented by taking action to ensure a clean, safe work environment.

WEBS Training Ltd strives to provide a comfortable working and learning environment and encourages all employees and learners to enjoy and make use of the communal areas provided. Employees and learners' contributions to maintaining their personal work/learning areas and communal areas such as the kitchen, student canteen, classrooms, workshops and IT suites will ensure an attractive and safe work environment.

Employees and learners are expected to treat communal areas with respect and ensure that they are left in an appropriate state, in particular:-

1. Waste should be disposed of in the bins provided.
2. Food and drink should be confined to break times and not be taken into classroom or workshop areas.
3. Workshop areas should be vacuumed after use to reduce the accumulation of wood dust.
4. Tools should be put away after use.
5. Floors should be kept clear of debris to avoid the potential for slips, trips and falls. Any spillages should be cleared up straight away.
6. Employees working in the main offices should ensure the area around their workstation is kept tidy at all times and that floor areas are kept clear in order to maintain a professional image.
7. Employees are expected to return items to their proper place after use to ensure they can be easily found when next required,
8. A common sense approach should be taken to the storage of equipment, documents, folders and other items – for example, do not stack documents/folders above head height and make sure bookcases are stable.
9. Fire exits and walkways should be kept clear from obstructions at all times.

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10. Any spillage must be cleaned up immediately.
11. All combustible waste materials must be discarded in the special skips.
12. Specific to learners, no mobile phones to be used around work stations & machinery.

### Display Screen Equipment Regulations 1992 (amended 2002)

These Regulations only apply to employees who regularly use DSE as a significant part of their normal work (daily, for continuous periods of an hour or more). These workers are known as DSE users and will include all office based business support staff.

Sitting awkwardly or with difficult lighting conditions can affect personal health. Employees will be required to complete the correct online training to minimise risks and ensure comfort.

WEBS will conduct health and safety assessments of all workstations staffed by employees who use VDU screens as part of their usual work and will ensure that all workstations meet these requirements.

The risks to users of VDU screens will be reduced to the lowest extent reasonably practicable.

VDU screen users will be allowed periodic breaks in their work. Refer to the DSE Policy.

Eyesight tests will be provided to VDU screen users on request.

All VDU screen users will be given appropriate and adequate training on the health and safety aspects of this type of work and will be given further training and information whenever the organisation of the workstation is substantially modified.

Employees will:-

- Report any concerns with workstation to Training Officer or Health & Safety Officer
- Complete annual DSE checks as required.

### Control of Substances Hazardous to Health Regulations 2002 (amended 2013)

A risk assessment will be conducted of all work and training involving exposure to hazardous substances. The assessment will be based on manufacturers' and suppliers' health and safety guidance and our own knowledge of the work process.

WEBS will ensure that exposure of employees and Learners to hazardous substances is minimised and adequately controlled in all cases.

All employees and learners who will come into contact with hazardous substances will receive comprehensive and adequate training and information on the health and safety issues relating to that type of work or training.

Assessments will be reviewed periodically, whenever there is a substantial modification to the work, or training process and if there is any reason to suspect that the assessment may no longer be valid.

Chemicals and other hazardous materials will be stored in appropriate containers and comply with any legal requirements.

Employers and learners will:-

1. Not use hazardous substances without appropriate training and protection

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2. Immediately clear spillages
3. Use hand/eyewash if splashed or follow manufacturers guidance
4. Ensure hazardous substances are placed back in secure cupboard after use

### Noise at Work Regulations 2005

Due to the nature of work at WEBS Training Ltd the level of exposure to noise that can be expected per day for employees and learners is such that it does not pose a hazard.

Where there is a necessity to hire in or purchase noisy equipment, the suppliers will be asked for the noise information details to comply with the regulations.

In the event that any equipment exceeds any of the action levels, the work operatives will be informed of the risks of hearing damage, and the appropriate measures that are needed to reduce exposure to an acceptable level.

Employers and learners will:-

1. Use appropriate ear protection where appropriate
2. Report to the Health & Safety Officer where the last of supply has been used

### Control of Vibration at Work Regulations 2005

Due to the nature of work at WEBS Training Ltd the level of exposure to vibration that can be expected per day for employees and learners is low and therefore likely to be below EAV (Exposure Action Value) or ELV (Exposure Limit Value) and as such does not pose a hazard. However, as hand tools are purchased, suppliers will be asked to vibration data sheets.

Employers and learners will:-

1. Report any issues with vibration to the Health & Safety Officer

### Electricity at Work Regulations 1989

WEBS will ensure all fixed electrical installations will satisfy the standard specified in the current IEE Wiring Regulations.

All work on electrical circuits or equipment will be undertaken by a competent, qualified electrician.

Fixed electrical inspection and testing will be undertaken every 5 years and carried out by a competent, qualified electrician.

Portable Appliance Testing, commonly known as "PAT Testing". All portable electrical equipment on site will be tested on a periodic basis as follows:

Office equipment – every 3 years

Hand tools/kitchen equipment/machines – annually.

Regular maintenance inspections will be carried out on all electrical tools, extension leads, transformers and other portable/temp appliances to ensure that they remain in safe working condition at all times. The time period between such inspections, will be dictated by the circumstances under which the equipment is required to operate.

Employers will:-

1. Not attempt to fix any electrical item
2. Report any defects to the Health & Safety Officer.

### Gas Safety (Installation and Use) Regulations 1998

WEBS will ensure gas appliances are checked on an annual basis by a gas safe registered engineer.

Employers and learners will:-

1. Not tamper with any gas appliance
2. Not use a naked flame near gas
3. Report any smell of gas immediately.

### Work at Height Regulations 2005

Due to the nature of work at WEBS, the requirement to work at height is rare. However, where this may be required, a check of the ladder/step ladder will be carried out prior to use.

Employers and learners will:-

1. Only use ladders/step ladders when authorised to do so
2. Not use ladders on their own
3. Carry out a safety check prior to using ladders/step ladders
4. Report any defects to the Health & Safety Officer and place a sign on the ladder showing defect.

On some occasions, nominated staff may be asked to go up onto the roof to check for wear and tear. Any staff member doing this will be required to wear a harness. Staff trained in this use are identified at Appendix 2.

### Accident Investigation & Reporting

WEBS see accident investigation as a valuable tool in the prevention of future incidents. In the event of an accident resulting in injury a report will be drawn up by the Training Officer of the Department concerned or a person appointed by the Managing Director detailing:

- The circumstances of the accident including photographs and diagrams wherever possible
- The nature and severity of the injury sustained
- The identity of any eyewitnesses
- The time, date and location of the incident
- The date of the report.

All eyewitness accounts will be collected as near to the time of the accident as is reasonably practicable. Any person required to give a witness statement has the right to have a solicitor or trade union representative present.

The completed report will then be submitted to and analysed by Head of Programme Management who will attempt to discover why the accident occurred and what action should be taken to avoid a recurrence of the problem.

Reports may be submitted to the company solicitors who will advise on liability, proceedings and quantum of damages. The solicitors will then submit the report to the company's insurance risk advisors for assessment.

A follow up report will be completed after a reasonable period of time examining the effectiveness of any new measures adopted.

Trends identified in relation to the types of accident will be risk assessed.

## Accident Procedure

The First Aid room is located in the main Workshop in addition there are first aid stations in the wood machine shop, outside the boiler room on the first floor and the staff kitchens on the ground and first floors. All first aid stations are clearly marked and are easily accessible by all employees and learners during all working hours.

Persons holding a current first aid certificate are responsible for the proper use and maintenance of each first aid station. All employees and learners are made aware of the first aid procedure during the induction process; the induction is recorded in the employees personnel file.

The First Aider is responsible for reporting all cases of accident and disease to the Health & Safety Officer/Managing Director.

Accident records are compiled and stored by the Health & Safety Officer and regular reports given to the senior management team.

The Managing Director in partnership with the Health & Safety Officer is responsible for reporting cases of accident and disease to the relevant enforcing authority under the RIDDOR 95 Regulations.

## General Safety Rules applying to Everyone

1. All employees and learners should be aware of, respect and adhere to the rules and procedures contained in this policy statement.
2. All employees and learners shall immediately report any unsafe practices or conditions to the relevant authority.
3. Food and drink can only be consumed in designated areas, for staff this includes desks, but be careful with drinks around electrical equipment such as computers.
4. Any person under the influence of alcohol / drugs or any other intoxicating substance which might impair their skills or judgement, whether prescribed or otherwise, shall not be allowed on the job or to operate machinery and where applicable, their employer will be informed.
5. Alcohol is not permitted on site.
6. Drugs, or weapons are not allowed on site. Any person caught will be ask to leave the premises, and the police and their employer will be informed
7. Horseplay, practical joking, innuendo or any other acts which might embarrass, distress or jeopardise the health and safety of any other person are forbidden.
8. Any person whose levels of alertness and / or ability are reduced due to illness or fatigue will not be allowed on the job if this might jeopardise the health and safety of that person or any other person.
9. Employees and learners shall not adjust, move or otherwise tamper with any electrical equipment, machinery or air or water lines in a manner not within the scope of their duties, unless instructed to do so by a senior member of staff or the appropriate Training Officer.
10. All waste materials must be disposed of carefully and appropriately in such a way that they do not constitute a hazard to other employees or learners.
11. No worker or learner should undertake a job which appears to be unsafe.
12. No worker or learner should undertake a job until he or she has received adequate safety instruction and is authorised to carry out the task.
13. All injuries must be reported to the Health & Safety Lead or a delegated representative.
14. Employees and learners should take care to ensure that all protective guards and

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other safety devices are properly fitted and in good working order and shall immediately report any deficiencies to a Training Officer or the Head of Programme Management.

15. Work shall be well planned and supervised to avoid injuries in the handling of heavy materials and while using equipment.
16. No employees or learners should use chemicals without the knowledge required to work with those chemicals safely.
17. Suitable clothing and footwear will be worn at all times. Personal protective equipment shall be worn wherever appropriate.

### Monitoring and performance review

WEBS Training Ltd is committed to a process of continually improving its arrangements for ensuring the health, safety and welfare of its employees, so far as is reasonably practicable. It recognises health and safety auditing as an essential component in measuring and validating the organisation's compliance with legal requirements and its organisational objectives.

- the Health & Safety Lead via the Managing Director will provide the Board with a health and safety update every six months.
- health and safety performance will be subject to quarterly review by the Health & Safety Lead.
- this policy will be reviewed following any significant organisational change at WEBS and at least annually.

**A copy of the WEBS Health and Safety Statement of Intent is on each notice board in the training rooms, workshops, learner canteen and in the Directors Office. The Policy is on both Staff and Student Shared Drives or a copy can be obtained if requested.**

## Appendix 1 - Risk Assessment: Principles and Techniques Policy

### General Statement

Risk assessments form the central strand of a self-regulated safety management system. Successful completion of them provides sound economic benefits to the organisation as well as satisfying legal requirements.

This policy is intended to reduce risks to the health and safety of employees and others who may be affected by the way in which we conduct our business.

Those involved in the risk assessment process will receive appropriate training.

The persons responsible for conducting risk assessments are: all training officers and designated staff

The persons responsible for reviewing existing risk assessments are: MD, H&S Officer, designated staff via monthly H&S building checks

### Arrangements for Securing the Health and Safety of Workers

#### 1. Elimination of Hazards

The organisation will ensure all hazards will be eliminated, so far as is reasonably practicable. If this is not possible, the remaining risks will be either avoided or reduced to an acceptable level. The measures introduced to achieve this will follow the principles of prevention and aim to combat risks at source.

#### 2. Assessment of Risk

If hazards cannot be eliminated or risks avoided, an assessment of risks will be carried out by competent persons. The following factors will be considered during the assessment.

##### 1. Likelihood

Whether the likelihood of the harm arising from the hazard is remote, possible, an even chance, probable or almost certain will be considered.

##### 2. Severity

Consideration will be made of whether the severity of harm from the hazard is likely to result in:

- a. insignificant injury
- b. first-aid treatment only
- c. absence from work for more than three days
- d. a major injury
- e. death
- f. life changing illness or injury, ie permanent disability.

Reference will be made to accident book records, Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 forms, sickness and ill-

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health records, first-aid records and incident (near miss) records when reaching this decision.

### 3. Those at Risk

Individuals or groups at risk due to the hazard will be considered. This will include employees, learners, board members, visitors and any other persons. If vulnerable persons, eg young people, pregnant women, nursing mothers, those with disabilities, lone workers and those working out-of-hours or at remote locations are likely to be exposed, additional consideration will be given.

## Managers' and Supervisors' Duties

Managers or supervisors must ensure:

1. assessments are carried out records are kept in H&S/Fire folders & staff sharepoint
2. control measures introduced as a result of assessments are implemented and followed
3. employees are informed of the relevant results and provided with necessary training
4. any injuries or incidents lead to a review of relevant assessments
5. employees always adhere to safe systems of work
6. safety arrangements are regularly monitored and reviewed
7. employees identified by the assessment as being at risk are subjected to appropriate health surveillance e.g vdu/dse
8. special arrangements are made, where necessary, for vulnerable persons.

## Employees' Duties

Employees must ensure:

1. they report to management (in confidence) any personal conditions which may put them at greater risk when carrying out work activities
2. they comply with all instruction and training
3. their own health and safety is not put at risk when carrying out work activities
4. they use equipment and machinery in accordance with instruction and training
5. any problems relating to their work activities are reported to a responsible person, along with any shortcomings they believe exist in the arrangements made to protect them.

## Information and Training

Suitable information, instruction and training will be provided to all persons involved in the risk assessment process.

Any specific information, instruction and training needs identified will be provided. A responsible person will also regularly review training needs and refresher training will be provided at reasonable intervals.

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### Appendix 2 - First Aid Policy

#### General Statement

The organisation is committed to providing sufficient numbers of first-aid personnel to deal with accidents and injuries at work.

The organisation will provide information and training on first aid to employees to ensure that statutory requirements and the needs of the organisation are met.

Should employees have concerns about the provision of first aid, they should inform a responsible person so the organisation can investigate and rectify the situation if necessary.

The person responsible for the implementation of this policy is Sammy Jones

#### Arrangements

##### First-aid personnel

First-aid personnel are employees who have volunteered for the role and have been assessed as suitable. The organisation will also nominate an appointed person to take charge if a first aider is unavailable in exceptional circumstances. The organisation understands that the appointed person does not need to be a qualified first aider, but will be given a clear indication of the responsibilities required and will be appropriately trained.

First aiders are qualified personnel who have received formal training in accordance with risk-assessed requirements of the organisation. First-aid personnel will be provided with refresher training at regular intervals to keep their skills up to date.

The organisation will ensure there are sufficient first-aid personnel within the workplace to adequately cover every shift. This includes night shifts and weekend working. Notices will be displayed in all workplaces, giving the location of first-aid equipment and the names and locations of relevant personnel.

##### Legal indemnity of first aiders

It is unlikely that first-aid personnel giving assistance to a colleague will become subject to legal action because of deterioration in the colleague's condition. However, the organisation can guard against this possibility by providing, through its insurance policies, indemnification for any member of staff who assists an employee who becomes ill or is injured.

##### First-aid boxes

First-aid boxes will be provided within the workplace as required to ensure there are adequate supplies for the nature of the hazards involved. Only specified first-aid supplies will be kept. No creams, lotions or drugs, however seemingly mild, will be kept.

First-aid kits of the appropriate size and type will be placed in strategic locations as indicated by a first-aid risk assessment.

The location of first-aid boxes will be clearly indicated on noticeboards. First-aid boxes will contain the:

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- name of the person responsible for upkeep
- contents of the box
- location of the accident book.

First-aid boxes will be maintained and restocked when necessary by authorised personnel. These personnel will be aware of the procedure for re-ordering supplies.

### Portable first-aid kits

Portable first-aid kits will be available in each pool car for staff members required to work away from the normal workplace, where access to facilities may be restricted.

### First-aid room

The first-aid room will be available to assist first aiders when giving treatment. Access to the first-aid room will be obtained from authorised personnel. All staff, especially new recruits, must be made aware of the location of the room. The location of the first-aid room is located so that corridors and lifts, etc are large enough to allow for a stretcher, wheelchair or carrying chair to be used safely and easily.

### Recording accidents

All accidents, however minor, must be recorded. The organisation will provide an accident book in which all incidents must be noted. The accident book will be housed in the First Aid room, details of which are displayed on first-aid boxes.

It is the responsibility of employees to ensure they complete an entry in the accident book as soon as possible after an injury. When the injured person is unable to enter an account into the accident book, the first aider or witness (where relevant) should do so. When an accident results in admittance to hospital or inability to continue work, the relevant manager must be informed immediately.

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### Appendix 3 – Staffing Responsibilities in relation to H&S

#### General Health & Safety

Name	Area	Responsibilities
Mr P Cumberpatch	Workshop (Wood Trades)	Health & Safety Officer
Mr J Woolley	Workshop (Wood Trades)	Head of Programme Management
Mr R Lawrence	Workshop (Wood Trades)	Programme Manager – Curriculum (IOSH)
Mr C O'Neill	Workshop (Wood Trades)	Wood Trade & Polishing
Mr J Bryan	Workshop (Upholstery)	Upholstery & Sewing
Mr S Davey	Workshop (Wood Trades)	Wood Trade
Mr A Stevenson	Workshop (Upholstery)	Upholstery & Sewing
Mr J Allsopp	Workshop (Upholstery)	Upholstery & Sewing
Mrs S Hearst	IT /Design Suites	Learner Support Manager
Miss L Jameson	Business Support	First Floor Offices/classrooms
Mr A Colbert	Business Support	Ground Floor Offices
Miss B Clay	Business Support	Ground Floor Reception
Miss E Dougan	Business Development	Workplace H&S

#### Staff trained in the use of the roof harness:

- Paul Cumberpatch
- Gareth Watson
- Ross Lawrence

#### Fire Marshalls:

Aaron Stevenson	Joe Bryan	Sharon Hearst
Paul Cumberpatch	Chris O'Neill	Ross Lawrence
Adam Colbert	Gareth Watson	

*Last Date of Training 6 January 2017 – Refresher due January 2020*

#### Qualified first aiders are:

Name	Department
Ms S Hearst	Learner Support Manager
Mr Aaron Stevenson	Teaching Assistant
Mr Adam Colbert	Business Support

*Last Date of Training 19 October 2016 – Refresher due October 2019.*

#### Designated Safeguarding Officers

- Lorraine Jameson
- Paul Cumberpatch
- Sharon Hearst