



# Health & Safety Policy

| Version 1 – January 2023 |

## Contents

<b>Policy Statement</b> .....	3
<b>Risk assessments</b> .....	4
<b>Organisation &amp; Responsibilities</b> .....	4
<b>Health &amp; Safety Responsibilities at Staff Power Group</b> .....	5
<b>Training information</b> .....	6
<b>Machinery &amp; Equipment</b> .....	7
<b>Hazardous Substances</b> .....	7
<b>Manual Handling</b> .....	7
<b>Employee Rules</b> .....	8
<b>Electricity</b> .....	8
<b>Contractors &amp; Visitors</b> .....	9
<b>Display Screen Equipment (DSE)</b> .....	9
<b>Maintenance of the premises</b> .....	9
<b>Policy review</b> .....	10

# Policy Statement

Staff Power Group places a fundamental importance on the health, safety and welfare of learners, apprentices and employees.

We consider that all learners are entitled to learning that takes place in a safe, healthy and supportive environment. We are committed to providing suitable and sufficient arrangements for learner health and safety as a critical element of our legal Health & Safety obligations. We see this as essential both to maximising a positive experience of learning and to promoting achievement.

The 'safe learner' concept is central to our policy and we consider health and safety to be an integral part of our quality delivery of training. We will promote risk awareness and the learning of health and safety as an integral part of any learning and seek to encourage and support all our learners in becoming safe and healthy workers.

This statement forms part of our health and safety policy required under Health and Safety at Work Act 1974 (section 2.3). This safety policy also includes the organisation's responsibilities for health and safety, the completion of risk assessments, protective and preventive measures for health and safety.

It is our policy to comply with all health and safety legislation, including Regulations, Codes of Practice and other guidance. We will endeavour to provide a safe and healthy working environment including, premises, equipment and systems of work that are safe and without risks to health, as far as is reasonably practicable.

We will provide suitable and sufficient information, instruction and training for employees and learners to ensure our policy is understood and implemented. Employees and learners must comply with any training and information which is given and follow safe systems of work including the use of any necessary personal protective equipment/clothing.

We accept our responsibility for health, safety and welfare of others (public, contractors and visitors) that may be affected by our business.

This policy will be brought to the attention of all employees and learners. The safety policy will be kept up to date by periodical reviews (at least annually) and will take account of any new equipment, processes or changes to work which affect health and safety.

## **Signed:**

Lee Johnston, Head of Operations.

## Risk assessments

**Location:** Risk assessment records are in the Health and Safety Checks File and within Business Continuity Plan.

**Completion:** On completion of risk assessments, any issues will be reviewed and relevant control measures identified, recorded and monitored in line with this policy.

**Review:** Risk assessments will be reviewed annually or earlier if significant changes take place.

**Staff:** The company will ensure that risk assessments are completed where appropriate and reviews are carried out periodically. This will include the vetting of the learning environment by appropriately qualified staff prior to the placement of learners. We conduct a thorough health and safety vetting on all employer premises (upskilled apprentices) and external training facilities.

**Training:** Training, information, instruction and supervision will be provided as required to employees and learners.

## Organisation & Responsibilities

**Responsibility:** Overall responsibility for health and safety in the Company lies with the Managing Director who will lead on health and safety matters and will ensure that this policy is carried out.

**Health and Safety Champion:** Lee Johnston, Head of Operations, will inspect the office and related activities following a regular planned review programme. Lee Johnston will have responsibility for health and safety and will report any failures of policy, hazards, dangerous events etc. to the Managing Director. Lee Johnston will be supported in this role by regular training and support.

**First Aider:** Anthony Hudson is the designated first aider at work for Staff Power Group. They have a First Aid at Work certificate which will be renewed every 3 years. At the office of the Hope Street Xchange, the first aid box is kept in the main office of the building.

**Fire Warden:** Anthony Hudson is the designated Fire Warden and is based at the office of the Hope Street Xchange.

**Meetings:** Health and Safety will be discussed at all formal meetings including supervision, learner progress reviews where appropriate, and information will be circulated to all relevant people.

**Employees:** All employees have a duty to act responsibly and not to put themselves or others at risk including our apprentices and learners by their acts or omissions. They must co-operate with the Company on health and safety matters and report any unsafe conditions to the Health and Safety Champion. They must follow safe systems of work, and keep their workplaces clean and tidy always. Employees have a primary role in promoting increased learner awareness of Health & Safety in the workplace. They will promote safe working practices and review their application throughout the learning programme and especially during reviews.

**Learners:** Learners have a duty to act responsibly and not to put themselves or others at risk by their acts or omissions. They must report any unsafe conditions to the Health and Safety Champion and cooperate with the Company on all Health & Safety matters. They must follow safe systems of work and help maintain a safe learning environment always, both for their own benefit and that of others.

# Health & Safety Responsibilities at Staff Power Group

**Overall:** Director – Dave Macmillan

**Office:** Lee Johnston

**First-aid:** Designated Persons – Anthony Hudson

**Health and Safety:** Lee Johnston

Accidents/ reporting to HSE by Dave Macmillan / Lee Johnston

**Fire Discovery:** If an employee discovers a fire, they should follow the advice on the 'Fire Action' notice. Untrained staff should not tackle a fire but proceed safely to the assembly point via the escape routes.

The following arrangements apply to the Company Office at the Hope Street Xchange, Sunderland.

## **Arrangements for fire are as follows:**

- fire extinguishers are provided around the premises;
- in the event of a fire alarm, employees must make their way to the assembly point outside the front exit of the building, to the right

The Health and Safety Champion will be responsible to see the office of Staff Power Group is clear and will account for all Staff Power Group staff at the assembly point. Hope Xchange staff will contact the emergency services.

Employees and learners must keep fire routes and exits clear and not interfere with any fire safety arrangements. The Company will fulfil the requirements of the Fire Precautions (Workplace) (Amendment) Regulations 1999.

## **Accidents:**

**Internal Reporting:** All employees who have an accident at work or are ill because of work must report it to their Line Manager. This will be noted in the accident book, which is kept in the office: Staff Power Group, Hope Street Xchange, Sunderland, SR1 3QD.

**External Reporting:** The Health and Safety Champion will inform HSE of any reportable accidents.

**Investigation:** The Health and Safety Champion will investigate all accidents/incidents to determine the cause and will be responsible for implementing appropriate counter-measures.

**Visitors:** Any visitor, contractor or learner who has an accident must also report the matter to the Health and Safety Champion. The employee responsible for the visitor, contractor or learner must ensure the accident book is filled in correctly.

Apprentices/ Learners are advised to follow their company procedure in line with their employer's policy for accident or ill health. Apprentices/Learners are advised to contact their assessor via telephone or email if accident or ill health impacts upon delivery of their qualification. This will be internally assessed to determine if a break in learning is required.

All near misses should also be reported to the Health and Safety Champion Lee Johnston.

**Dangerous Occurrences:** Any dangerous occurrence will be reported immediately to HSE and form F2508 will be sent by the Health and Safety Champion.

**RIDDOR:** The Company will fulfil the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.

**Emergency Services:** At Staff Power Group, Sunderland, the registered first aider will call the emergency services and ensure the comfort of any injured person, where applicable.

**Recording:** A record of first aid will be kept on the appropriate form in the Health and Safety file.

**Requirements:** The Company will fulfil the requirements of the Health and Safety (First Aid) Regulations 1981.

## Training information

All employees, apprentices, learners and employers will be informed of this policy, risk assessments and control measures. All new employees will complete a programme and have health and safety arrangements explained to them by their line manager.

**Equipment:** Employees and learners will be coached in the correct use of equipment prior to its use, where appropriate. A record of employee's training and instruction will be kept in the individual's Training/ Personnel file.

**Capability:** The Company will endeavour to ensure that employees and learners can carry out every required task in Health and Safety terms.

**Risk Assessments:** Specific training and instruction will be provided as appropriate to the employees and learners as identified in risk assessments.

**This will include training, as appropriate, in:**

- health and safety arrangements.
- employee/learner/apprentice responsibilities.
- control measures following risk assessments.
- safe use of equipment (including display screen equipment where appropriate and electrical safety).
- accident and first-aid arrangements.
- fire arrangements.

**Guidance:** Any employee/learner who is uncertain of how to do a job safely must ask the relevant responsible person. Anyone who wants further training in health and safety is encouraged to request it.

## Machinery & Equipment

All equipment provided by the Company will be to the correct safety standards. This includes annual PAT testing.

**Safety Devices:** All safety devices and controls must always be used by employees and learners.

**Faults & Defects:** Any fault or defect in a piece of equipment or controls must be notified immediately to the relevant responsible person, either line manager, tutor/ assessor or the Health and Safety Champion. Equipment must not be used until it has been repaired and safe to use again. Employees should check equipment before operation.

**Maintenance & Records:** Equipment will be maintained and records of this will be kept.

**Usage:** Employees and learners will not be allowed to use equipment until they have been trained to do so.

**Advice:** Any employee or learner who is unsure of any piece of equipment, safety feature or controls should seek advice from the responsible person.

**Requirements:** The company will fulfil the requirements of the Provision and Use of Work Equipment Regulations 1998.

## Hazardous Substances

**Risk Assessments:** Risk assessments for all hazardous substances will be completed, where appropriate, and kept in the Health and Safety file.

**Guidance:** Employees and learners must follow guidance identified following the completion of risk assessments to ensure they do not expose themselves or others to an unacceptable level of risk.

**Illness:** If an employee or learner feels ill because of using a substance, they must report it to the nominated responsible person, who will record this in the accident book so that the matter can be investigated.

**Advice:** If an employee or learner is uncertain about the use of any substance they must seek advice from the nominated responsible person before using it.

**Disposal:** Hazardous substances must be disposed of carefully as recommended in the assessments.

## Manual Handling

Employees and learners must not move any load, which they think may cause them an injury.

**Training:** will be given to employees in safe working methods, where appropriate.

**Injury:** Any employee or learner who is injured during any manual handling operation must report it to the relevant person who will record it in the accident book.

**Lifting:** Two-person lifts are to be encouraged, where practical.

The Company will fulfil the requirements of the Manual Handling Operations Regulations 1992.

## Employee Rules

**Training:** Below is a list of some of the basic rules for employees, apprentices and learners to follow:

- keep your work area clean and tidy, particularly from things likely to cause injury.
- always use equipment the way described in instructions.
- follow the safety procedures and rules from the risk assessments and ask if you are ever uncertain.
- never interfere with equipment, electricity or any safety features.
- report any defects or damage to equipment.
- do not put yourself or others at risk by engaging in horseplay or substance misuse.

**Rules:** It is a requirement of employment for employees to abide by health and safety rules. Any employee breaching safety rules will be subject to disciplinary procedures.

**Reporting:** Any employee or learner who notices a hazard must report it immediately. Staff Power Group encourages suggestions from employees and learners to promote good practice in Health & Safety.

**Requirements:** It is a requirement of all employees and learners to abide by health and safety rules, as agreed at their induction. Any employee or learner seriously breaching safety rules may be required to leave their employment or learning programme.

## Electricity

This section primarily applies to the use of electrical equipment at the office of Learning for Excellence, Frederick Street, Sunderland, SR1 1LN.

**Maintenance & Inspection:** The Company will maintain all electrical equipment and carry out regular inspection checks which includes annual PAT testing.

**Defects or Damage:** Any defects or damage to electrical equipment must be reported immediately by staff to the relevant person. Anyone suffering an electrical shock must report this as an accident

**Repairs:** A competent electrician or an electrical contractor will carry out any necessary electrical work. No employee must carry out electrical repair work for themselves

**Records:** Electrical equipment that requires testing and inspection will be marked and a record kept of the result. Any records will be kept in the Health and Safety file.

The Company will fulfil the requirements of the Electricity at Work Regulations 1989.



## Contractors & Visitors

Contractors and visitors must all enter through the main office and sign in. No members of the public are allowed into the office unless accompanied.

**Responsibility:** Contractors and visitors will be accompanied by a known member of staff, who is responsible for them. In the case of an emergency, it is the responsibility of that member of staff to lead them out of the building to the assembly point. They must remain at the assembly point for identification by a senior member of staff. Fire evacuation posters are clearly visible in the main office of Frederick Street.

**Authorisation:** Visitors must not operate any equipment, unless authorised to do so.

**Informing:** Contractors must inform the Company of any hazardous substances or anything that might affect the health and safety of employees and learners, including electrical or other equipment. Contractors carrying out any work on Company premises will be given a copy of this policy and expected to abide by it. Risk assessments for work will be required of any contractor.

## Display Screen Equipment (DSE)

This section primarily applies to the use of electrical equipment at the Company's Office. Staff Power Group, Hope Xchange, Sunderland SR1 3QD.

**Risk Assessment:** All workstations are laid out with standard equipment and all staff will complete a workstation risk assessment during induction, with adjustments identified where necessary. Control measures will be put in place as identified by HSE to reduce the risk from the use of DSE and other potential risks, i.e. employees and learners are required to have a short break regularly (e.g. 5 minutes every hour) from use of DSE.

**Workstations:** Employees and learners will be shown how to use DSE properly and how to make appropriate adjustments to their workstation. Any other relevant information and training will be provided.

**Requirements:** The Company will meet the requirements of the Display Screen Equipment Regulations 1992.

## Maintenance of the premises

This section primarily applies to the use of electrical and other equipment at the Company's Office, Hope Xchange, Sunderland SR1 3QD. The premises will be maintained in a safe and healthy condition always. Employees must take responsibility for general housekeeping, cleanliness and tidiness.

## Policy review

This policy will be reviewed on an annual basis. Staff Power Group reserves the right to amend this policy, following consultation, where appropriate.