

Health and Safety Policy



Authorised and signed on behalf of Skillnet LTD

A handwritten signature in black ink, appearing to read 'Richard Wilman'.

Richard Wilman
Finance Director

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Introduction

Skillnet is a place that all learners and employees will feel safe and secure when they come to learn.

Skillnet is a community and all those directly connected (staff, governors, Parent/guardian, families, learners and employers) have an essential role in ensuring all health and safety regulations are implemented, followed and reported when an issue is found.

Purpose

Skillnet recognises its health and safety duties under the Health and Safety at Work etc. Act 1974 and associated regulations that have followed the original Act.

It is Skillnet's policy to provide and maintain safe and healthy working conditions, equipment, and systems of work for all our staff and learners on training programmes and for members of the public or contractors visiting our premises.

Scope

This Policy applies to all colleagues employed by Skillnet including temporary, freelance and sub-contractors. All parties have a legal responsibility to take seriously Health and Safety in the work place and ensure all non-compliance with current regulations is reported. The policy covers all locations where learning is delivered and where our learners and employees visit to carry out learning and work

Our Commitment

Skillnet places the highest importance on Health and Safety, and the safety and wellbeing of our learners is paramount. This policy sets out our commitment to health and safety and to promote a safe place to work and learn:

To this end, we will, so far as is reasonably practicable:

- Provide a working environment, equipment and systems of work, which are free from hazard and without risk to health, on our own premises or on premises that have been approved by Skills Coach staff trained to IOSH standards to risk assess the hazards within the workplace.
- Make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances and for providing comprehensive information about risks and precautions.
- Provide such information, instruction, training and supervision as is necessary to ensure the health and safety at work of staff and others.
- Set annual targets for health and safety performance, including targets for learners in achieving safe learner status.

- Ensure that the premises under Skillnet's control are maintained safely and without risk to health and with adequate access and egress (in and out) of the premises.
- Make adequate arrangements and facilities for the welfare of employees at work and, if appropriate, health surveillance.
- Provide and maintain arrangements for the emergency evacuation of premises in case of fire or other emergency.
- Conduct accident investigations to establish the causes of accidents using Accident reporting flow chart. The Welsh Placements use the Welsh Reporting of incidents Dangerous Occurrence and Disease Procedure flow chart.
- and implement such corrective action as is necessary to eliminate or reduce risk to the lowest practicable.
- Implement, monitor, and review such systems and procedures as are necessary to ensure that health, safety, and welfare performance strives for continuous improvement to achieve best practices in all aspects of the organisation's activities.
- This policy and associated procedures, guidance, and documentation will be reviewed on a regular basis to ensure their accuracy and relevance.
- Make available to all employees' details of all risk assessments carried out.
- Control the activities of all subcontractors carrying out work on its behalf and ensure that these subcontracted activities do not adversely affect the health and safety of the Company's employees, customers, or other individuals.

Definition of Health and Safety

Health refers to our general well being. It means that we have a positive sense of mental, physical and social well being. Safety is a feeling of security where we can work without fear of danger or injury.

Key Contacts and Responsibilities

Designated Health and Safety Lead

Richard Wilman – 07970 268420

Deputy Designated Health and Safety Lead

Paul Burdett - 07867 467264

The person with overall and final responsibility for health and safety in Skillnet is the Finance Director, Richard Wilman. The Finance Director will ensure the necessary resources are available e.g., staff, funds, and materials to implement the company's health and safety policy.

The Finance Director will be assisted by the Shareholders, Managers, who will all be responsible for ensuring the day-to-day implementation of the policy in their areas of operation.

The Health and Safety Lead will deputise for the Shareholders where necessary.

While the management of Skillnet will do all that is within its powers to ensure the health and safety of its employees and learners, it is recognised that health and safety at work is the responsibility of each and every individual associated with the company.

It is the duty of each employee and learner to take reasonable care of their own and other people's safety and welfare and to report any hazards or situations which may pose a threat to the well-being of themselves or any other person.

The management of Skillnet will ensure that every employee and learner receives the training necessary to carry out his or her tasks safely. However, if an employee or learner is unsure how to perform a certain task or feels it would be dangerous to perform a specific task, then it is the employee's and learner's duty to report this to their supervisor. It is every employee's and learner's responsibility to report immediately any situation which could jeopardise the wellbeing of themselves or any other person.

Staff and learners also have a responsibility to report all accidents, injuries, and incidents, however minor, whether occurring at Skillnet's premises or employer's premises. Accident records are crucial to the effective monitoring and revision of the policy and must therefore be accurate and comprehensive.

Monitoring and auditing compliance of the policy's implementation will be carried out by the Health and Safety Lead on a regular basis.

Consultation

Communication between employees at all levels is an essential part of effective health and safety management. Regular Departmental Meetings will provide a forum in which information may be conveyed and employee's questions on health and safety issues answered. In addition, monthly Management Meetings will provide an opportunity to assess the continuing effectiveness of the policy.

As part of Hot topics every month, there is a section on Health and safety for current Health and safety issues for the Skills coaches to discuss with their learners

Communication

The management of Skillnet 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 Skillnet health and safety policy.

Cooperation and Care

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

All employees and learners are expected to cooperate with safety officers and accept their duties under this policy. 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.

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.

Safety Training

Safety training is regarded as an indispensable ingredient of an effective health and safety programme. It is essential that every employee and learner be trained to perform his or her job effectively and safely. It is the opinion of the management of Skillnet that if a job is not done safely then it is not done effectively.

Skillnet will ensure that all employees and learners will be trained in safe working practices and procedures prior to starting any new position. Training will include advice on the use and maintenance of personal protective equipment appropriate to the task concerned and the formulation of emergency procedures.

Training sessions will be held as often as is deemed necessary and will provide another opportunity for employees and learners to express any concerns they might have about their jobs.

Workplace Inspections

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

Regular inspections of the workplace will be carried out by the HR Manager and Health and Safety Manager. In addition, inspections will be conducted in the relevant areas whenever there are significant changes in the nature and/or scale of our operations.

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.

Work Equipment

It is the policy of Skillnet to comply with the requirements of the Provision and Use of Work Equipment Regulations 1998.

Skillnet will endeavour to ensure that all equipment used in the workplace is safe and suitable for the purpose for which it is used.

Skillnet will ensure that all employees and learners are 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 well-being 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, and records maintained of all servicing and statutory inspections.

Skillnet will ensure that 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.

Personal Protective Equipment

It is the policy of Skillnet to comply with the requirements of the Personal Protective Equipment at Work Regulations 1992.

Skillnet will ensure that 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 Skillnet will be properly assessed prior to its provision and will be maintained in good working order.

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

Manual Handling Operations

It is the policy of Skillnet to comply with the requirements of the Manual Handling Operations Regulations 1992 by ensuring that hazardous manual handling operations will be avoided, as far as is reasonably practicable by the use of mechanical equipment.

Where it is not possible to avoid hazardous 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 to see if there is any reason to suspect that it is no longer valid.

All staff and learners will receive information and training in the use of kinetic handling techniques to reduce the risk of injury to the lowest level possible.

Display Screen Equipment

It is the policy of Skillnet to comply with the requirements of the Health and Safety (Display Screen Equipment) Regulations 1992.

Skillnet will conduct health and safety assessments of all workstations staffed by employees who use display screen equipment as part of their usual work and will ensure that all workstations meet the requirements of the regulations.

Eyesight tests will be provided for display screen equipment users on request.

Where necessary, display screen equipment screen users will be provided with the basic necessary corrective equipment such as glasses or contact lenses.

All display screen equipment screen users will be allowed regular breaks from the screen and be provided with appropriate and adequate training on the health and safety aspects of this type of work. Additional training and information will be provided whenever the organisation of the workstation is substantially modified.

Control of Substances Hazardous to Health

It is the policy of Skillnet to comply with the requirements of the Control of Substances Hazardous to Health Regulations 2002.

A risk assessment will be conducted of all work 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.

Skillnet 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.

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

New or Expectant Mothers

It is the policy of Skillnet to comply with the European Directive on Pregnant Workers.

In addition to the general risk assessment, a further assessment of risk to new or expectant mothers will be conducted. Where a risk to new or expectant mothers is identified, working conditions and/or working hours will be adjusted so as to avoid the risk. Where this is not reasonable the employee(s) concerned will be suspended from work on full pay.

Fire Safety

Skillnet's fire safety policy and procedures take into account of special fire hazards in specific areas of the workplace.

The fire risk assessment will identify the measures necessary to comply with current fire safety and prevention codes and to ensure that fire hazards are either eliminated or strictly controlled. The Shareholders are responsible for the provision and maintenance of fire prevention and detection equipment. All equipment will be regularly inspected and tested, and records will be maintained.

All employees within the firm have a duty to report immediately any fire, smoke, or potential fire hazards to the fire service (dial 999) and to comply with fire precautions and procedures.

All employees and learners have a duty to conduct their operations in such a way as to minimise the risk of fire. This involves keeping combustible materials separate from sources of ignition and avoiding unnecessary accumulation of combustible materials.

Fire extinguishers are located at strategic points throughout the workplace. Employees and learners must not attempt to tackle a fire themselves unless they have received training in the safe use of fire extinguishers and by doing so, they are not putting themselves or others at risk. If the situation is dangerous or potentially dangerous the employee should activate the alarm and evacuate the building immediately.

Fire doors designed to slow the spread of fire and smoke throughout the workplace have been installed at strategic points. Fire doors are designed to close automatically after opening and must never be obstructed or wedged open.

Exit doors and corridors must never be locked, blocked, or used as storage space.

Emergency lighting has been installed in exit corridors, above emergency exit doors, and throughout the workplace in case of power failure to ensure a safe evacuation in areas where there is insufficient natural lighting or there are significant hazards.

Smoking

Smoking is prohibited in all areas of the workplace. Any member of staff or learner found smoking on company premises will be disciplined.

Emergency Evacuation Procedures

Fire alarm tests and drills are carried out at each Skillnet location and is recorded in the fire safety book. These tests are done regularly to ensure the fire systems are working properly

In the event of a fire or any other evacuation, all staff, visitors and learners must leave by the nearest fire exit when the alarm is set off, and meet at the designated fire safety meeting point. A roll call of all people on site is carried out by the fire marshals after they have done a full sweep of the building to ensure everyone has left the building

Fire Precautions Your Duty

It is your responsibility to be familiar with all means of escape provided and with the Emergency Evacuation routine for the site that you are visiting. Each site will have its own evacuation procedures and appointed fire marshals.

Named fire marshals are listed in the reception area and the Emergency Evacuation routine will be clearly identified in all Skillnet premises and will be available to all employees and learners. The Shareholders will ensure that sufficient staff are trained as fire marshals.

The Generic Emergency Evacuation routine is as follows:

- Raise the alarm verbally then use the alarm call point by breaking the glass and pressing the button.
- After making people aware. Exit the building at the nearest fire exit. Do not run. Leave any work or equipment/computers or bags and do not return them.
- The evacuation assembly points are different for each site, make sure you are familiar with the location.
- Fire marshals will account for staff and visitors using the visitor's signing-in book, make sure you know who the fire marshals are.
- Staff are responsible for all visitors or guests in their care, in the event of an emergency.
- All staff are responsible for letting people know if they are leaving a building.
- Fire marshals will clear a building, making sure that any disabled people have assistance.
- The fire alarm system will indicate where the detector/alarm call came from.
- Fire marshals will only tackle a fire if it can be overcome easily. In the event

of an emergency, fire marshals assume overall charge until the emergency services arrive.

- Phone the fire brigade on 999

FDSA Fire Alarm calibration and fire extinguisher testing is carried out yearly at all Skillnet sites and is recorded in the site fire book.

Accident Investigation and Report

It is the policy of Skillnet to comply with DCELLS H&S Code of Practice Requirements and the Reporting of Injuries, Diseases, and Dangerous Occurrences Regulations 1995 (RIDDOR 95).

Skillnet sees accident investigation as a valuable tool in the prevention of future incidents and to inform any relevant risk assessment. An accident book will be available at all Skillnet premises and confidential records maintained and held.

Any reportable accidents, diseases, or dangerous occurrences will be reported to the enforcing authorities without delay, and subsequent investigations carried out as soon as is reasonably possible. The Health & Safety Manager must be informed immediately of any such occurrence.

Any accidents that result in learners being absent from work for more than seven consecutive days or major injury will be reported to the HSE and an appropriate investigation will be carried out.

In the event of an accident resulting in injury, a report will be entered on the accident reporting app by the Skills Coach/Staff detailing:

- The circumstances of the accident including photographs and diagrams wherever possible
- The nature and severity of the injury sustained
- The identity and statements from 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 an official statement has the right to have a lawyer or trade union representative present at the company's expense.

The completed report on the app will be analysed by the Health & Safety Lead, who will attempt to discover why the accident occurred and what action should be taken to avoid a recurrence of the problem.

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

First Aid

Named first aiders are listed in the reception area.

The location of First Aid facilities will be clearly identified in all Skillnet premises and will be available to all employees and learners during working hours.

The Shareholders will ensure that sufficient staff are trained in First Aid techniques. Trained staff are responsible for ensuring that first aid supplies are regularly inspected and maintained.

A list of emergency telephone numbers to include doctors and hospitals will be available at each location.

Risk Assessment for Staff

All staff on induction are required to complete a risk assessments questionnaire for HR and H&S to assess the types of risk assessments needed i.e., Fire/Building, Driving, and WorkStation station.

Risk Assessment for Learners

All learners' work placements are vetted, and risk assessed by a Skills Coach before learners are signed up. The data is kept on MAYTAS for our records and monitored and updated according to Risk banding by the Skillnet Skills Coach (i.e., high risk every 3-month medium, risk every 6 months).

All practical tasks are risk assessed at training centres before the learner is observed carrying out practical tasks by tutors. Risk assessments are kept in the learner's practical folder.

Building Fire Risk Assessment

All building risk assessments across Skillnet sites are completed every 6 months by the Skillnet H&S lead or deputy.

General

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. Any person under the influence of alcohol or any other intoxicating drug which might impair motor skills or judgment, whether prescribed or otherwise, shall not be allowed on the job.
4. Horseplay, practical joking, or any other acts which might jeopardise the health and safety of any other person are forbidden.
5. Any person whose levels of alertness and/or ability are reduced due to illness or fatigue will not be allowed to continue with their work if this might jeopardise the health and safety of that person or any other person.
6. 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.
7. All waste materials must be disposed of carefully and in such a way that they do not constitute a hazard to other workers.
8. No employee or learner should undertake a job that appears to be unsafe.
9. No employee or learner should undertake a job until he or she has received adequate safety instruction and is authorised to carry out the task.
10. All accidents and near misses must be reported to a member of staff to record in the accident book.

Working Environment

1. Work sites must be kept clean and tidy.
2. Any spillage must be cleaned up immediately.
3. Waste materials and rubbish must be removed routinely.
4. All combustible waste materials must be discarded in sealed metal containers.
5. All pits and holes must be covered when not in use and clearly marked with warning signs when in use.

Walkways

1. Walkways and passageways must be kept clear from obstructions at all times.
2. If a walkway or passageway becomes wet it should be clearly marked with warning signs and / or covered with non-slip material.
3. Trailing cables are a trip hazard and should not be left in any passageway.
4. Any change in the floor elevation of any walkway or passageway must be clearly marked.
5. Where objects are stored in or around a passageway, care must be taken to ensure that no long or sharp edges jut out into the passageway in such a way as to constitute a safety hazard.
6. Where a passageway is being used by any vehicles or other moving machinery an alternative route should be used by pedestrians wherever possible. If no alternative route is possible the area should be clearly marked with warning signs.

Tool and Equipment Maintenance

1. Company machinery and tools are only to be used by qualified and authorised personnel. It is the responsibility of the supervisor to determine who is authorized to use specific tools and equipment.
2. It is the responsibility of all employees to ensure that any tools or equipment they use are in good and safe condition. Any tools or equipment which is in any way defective must be repaired or replaced.
3. All tools must be properly and safely stored when not in use.
4. No tool should be used without the manufacturer's recommended shields, guards, or attachments.
5. Approved personal protective equipment must be properly used where appropriate.
6. Persons using machine tools must not wear clothing, jewellery, or long hair in such a way as might pose a risk to their or anyone else's safety.
7. Employees and learners are prohibited from using any tool or piece of equipment for any purpose other than its intended purpose.

Personal Protective Equipment

1. Employees and learners must use all personal protective equipment provided to them in accordance with the training and instruction given to them regarding its use.
2. Employees and learners who have been provided with personal protective equipment must immediately report any loss of or obvious defect in any equipment provided to their supervisor.

Manual Lifting and Moving

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 that is too heavy to manage comfortably.
6. Where team lifting or moving is necessary one person should act as coordinator, 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 to lowering an object to the ground.

TRACKING and REFERENCE INFORMATION
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