

## **Fareport Training Organisation Ltd**

# **Health & Safety Policy & Procedure**

### **General Policy**

In compliance with the Health & Safety at Work etc Act 1974 and the Management of Health and Safety at Work Regulations 1999, together with all additional Health and Safety Legislation that is applicable to the operation of the company, it is the policy of Fareport Training Organisation Ltd to ensure the health, safety and welfare of all employees, learners, contractors and visitors whilst on its premises.

It is the responsibility of the Managing Director Mr Michael Reeve, through his management system to ensure his employees are adequately trained, provided with sufficient information, instructions and supervision to enable them to carry out their role without causing unnecessary risk to themselves or others.

The Managing Director is also responsible for the procedures that ensure the premises are kept in a satisfactory condition and that all work equipment is maintained and tested as necessary to ensure its safe operation.

It is the responsibility of each employee to read and understand the contents of this Policy Statement. Any concerns or need for clarification should be brought to the attention of the Health & Safety Manager (HSM).

This Policy Statement will be reviewed annually and is available at all times to employees.

### **Health & Safety Procedure**

This Health & Safety Procedure will be reviewed and where necessary adjusted and re-issued at least annually.

#### **1. Organisation**

- a. The Managing Director has the overall responsibility for the management of Health & Safety. This includes providing adequate resources to ensure the premises; equipment and materials are maintained and kept in good condition to avoid unnecessary harm, in accordance with the requirements of the Provision and Use of Work Equipment Regulations 1998. Any potential risk to staff will be assessed and where appropriate, control measures will be implemented to minimise the risk as far as is reasonably practical.

- b. In accordance with Regulation 7 of the Management of Health and Safety at Work Regulations 1999, the Company has appointed, Zena Payne, the Health and Safety Manager, as the Company's Health and Safety Co-ordinator. She is nominated as the competent person for the purpose of assisting the Company to undertake necessary measures to ensure compliance with statutory provisions. She will take advice where necessary.
- c. In compliance with the Health and Safety (Consultation with Employees) Regulations 1996, it is Company policy to consult with all employees on matters which affect their health and safety. Management will always consider suggestions or comments on ways in which our health and safety performance can be improved. Any suggestions should be made to the Health and Safety Manager.
- d. The HSM will ensure the regular inspection/testing of all fire fighting equipment, fire alarm systems, fire detectors, emergency lighting, portable electrical equipment and lifts. Records of such inspections/testing will be kept maintained and updated.
- e. The HSM will ensure that regular fire evacuation exercises are carried out on each site.
- f. The HSM is responsible for ensuring that First Aiders and /or Appointed Persons are assigned to each office and that sufficient First Aid materials and equipment are available.
- g. The HSM is responsible for monitoring and reviewing training requirements in the context of health and safety.
- h. The HSM is responsible for ensuring suitable and sufficient risk assessments are carried out for all activities undertaken by staff and ensuring the findings are recorded and made available to all members of staff.
- i. The HSM is responsible for ensuring the vetting and monitoring of all external work placements is carried out in accordance with the LSC Procedures.
- j. The Office Managers are responsible for the implementation of the Company's Policies and Procedures in the areas within their control.
- k. All staff are required to carry out their duties in a safe manner and in compliance with the Policies and Procedures approved by the Managing Director and to report any identified hazards to their line manager immediately.

- I. All members of staff are responsible for ensuring that neither they nor their colleagues are put at unnecessary risk by their own actions. Equipment that has been provided in the interest of their safety must not be tampered with.

## 2. Arrangements

### Fire

- a. In the event of discovering a fire, the fire alarm must be sounded immediately by breaking the glass of the nearest call point.
- b. The Fire & Rescue service should be called by dialling 999 and the precise details of the nature of the alarm and exact address of the premises given.
- c. Trained staff may attempt to extinguish the fire using the appropriate extinguishers as long as they are not putting themselves at risk.
- d. On hearing the alarm sound, the building should be evacuated immediately without delaying to collect personal items. Evacuation should be via the fire exits, **not the lifts**. If possible, doors and windows should be closed en route to the assembly point where you will report to your line manager.
- e. Line managers must account for all members of staff under their control and report to the most senior person at the assembly point.
- f. Trainers are responsible for ensuring that all learners are evacuated and accounted for. Hosts are responsible for the evacuation of their visitors.

**Under no circumstances must any one re-enter the building without express approval of the Fire and Rescue Senior Officer.**

### Accident

- a. In the event of an employee or learner sustaining an injury, first aid assistance should be sought immediately.
- b. It is the responsibility of the individual to ensure that the details of the accident and the nature of the injury are entered in the Accident Book.
- c. If required, an ambulance should be called by dialling 999, giving the precise location of the premises and details of the injury.

- d. If the injury is serious, the office manager is to be informed immediately. He/she will then inform the HSM who will then notify the enforcing authority under the RIDDOR regulations using form F2508.
- e. If a Learners injury is reported to RIDDOR, the HSM will notify the Learning and Skills Council.

### **Risk Assessment**

- a. Risk assessments will be carried out and recorded on all duties undertaken by staff. The office manager will be notified of any findings and is responsible for this information being relayed to his/her staff.
- b. Risk assessments include general risks, manual handling, display screen equipment, noise, fire and the use of hazardous substances.

### **Training**

- a. The HSM is responsible for the basic induction training of all new staff. This is to include the contents of this policy and any specific requirements associated with the area in which they will be required to work.
- b. Specific job training will be provided as the need arises.

### **Learners**

- a. The Company is responsible for the health, safety and welfare of all its learners on the premises of Fareport Training as well as external placements.
- b. Learners are required to comply with this policy where appropriate as well as the specific instructions of their tutor. Trainers are responsible for ensuring that learners are given adequate induction training including Health & Safety procedures as well as any potential risks associated with the training they are receiving.
- c. A thorough Health & Safety Assessment will be carried out in accordance with the LSC Contract on every external employer and their premises prior to the commencement of on-the job training. The placement will be given a 'risk banding', which recognises the occupational risks associated with the training the learner will receive as well as the effectiveness of the employers system for controlling such risks. The placement will be subject to on-going Health & Safety monitoring at a frequency determined by the 'risk banding'.
- d. It is the responsibility of the HSM to ensure the vetting and monitoring process is carried out effectively by routinely sampling report forms

produced by the assessor. On occasions, the HSM will be required to accompany the assessor through out a vetting and monitoring process.

- e. The learner will be required to adhere to the external employers Health & Safety policy only if the standard of the Health & Safety policy is higher than that of Fareport Training Organisation Ltd.

#### Environmental Policy

- a. It is the policy of Fareport Training Organisation Ltd to conduct their business in a manner that minimises any potential impact on the environment.
- b. Where ever possible, only environmentally friendly materials and substances will be used and waste kept to a minimum by re-cycling. Approved contractors will be used to for the disposal of unwanted materials where recycling is not possible.
- c. Hazardous substances will not be allowed to escape into either the atmosphere or watercourses via drains or sewers.

#### Housekeeping

- a. All employees are responsible for ensuring their own work area is kept clean and tidy.
- b. All employees are responsible for ensuring that access and fire escape routes are kept clear at all times.

igned



J Reeve BE, Managing Director

Date 05 08

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