

Company Policy Procedure	HS-001	Issue Number	14
		Issue Date	March 2023
Health and Safety Policy		Originator	PH
		Amended by	PH
		Approved by	MD

1. Objective

It is the policy of the management of SETA to do all that is reasonably practicable to ensure a safe and healthy working environment. The promotion of health and safety measures is regarded as a mutually beneficial objective for management, Apprentices, Learners, customers, contractors and employees. The avoidance of hazards arising from the company's operational activities, services or products is of paramount importance.

Our aims are:

- *Maintain control of health and safety risks arising from our activities*
- *Consult staff on matters affecting their health, safety & welfare*
- *Provide and maintain safe plant and equipment*
- *Ensure safe handling, storage and use of substances*
- *Provide appropriate information, instruction and supervision for staff/Apprentices/visitors*
- *Ensure staff are suitably trained and competent to do their work safely*
- *Continually develop a safety culture to remove or reduce the possibility of accidents, injuries and ill health*
- *Maintain a safe and healthy working environment.*
- *Assess risks, record significant findings and monitor safety arrangements*
- *Review and revise safety policies & procedures periodically and introduce amendments to improve arrangements*
- *To comply with Health and Safety (H&S) regulations*

2. Responsibility

The Trustees, Chief Executive Officer and Chief Operating Officer are responsible for developing a safety culture and providing a safe and healthy working environment. They are responsible for ensuring that the provisions of the Health and Safety at Work Act 1974 and all associated regulations and legislation are met and that the Company's organisation, arrangements and procedures are implemented.

The Trustees, Chief Executive Officer and Chief Operating Officer are responsible for the overall implementation of the Health and Safety Policy and shall arrange for funds to be available to meet the requirements of this policy.

The Business Services Manager and Centre Compliance Manager have the day-to-day responsibility for ensuring compliance with this Policy and with Health and Safety Procedures.

It is the duty of all management and supervisory staff to comply with safety procedures, whether written or verbally advised for their own protection or the protection of those under their supervision and others who may be affected by their actions. They must maintain a safe and healthy place of work to ensure that everything reasonably practicable is done to prevent personal injury or damage to property in the process of their activities.

Employees must act in a responsible way with due regard to their own health and safety, other employees, Learners, visitors, contractors and members of the public. They are required to co-operate with supervisors and safety representatives and to adhere to safety guidance provided to maintain standards of health and safety within the organisation.

3. Policy

The company will provide appropriate instruction, training, supervision and information to enable all employees to perform their work safely and efficiently. Training will be provided to employees to ensure that they are aware of their duties and responsibilities and that health and safety is a prime consideration in all aspects of their work and the work of contractors, customers and visitors on Company premises.

SETA will emphasise the high degree of individual personal responsibility that must be accepted by each employee in all matters of health and safety.

Learners will not engage in technical/practical activity without adequate supervision.

Every employee has a duty to co-operate with management by:

- *Working safely and efficiently*
- *Using protective equipment provided and meeting statutory obligations*
- *Reporting accidents/incidents that have or could have caused injury or damage*
- *Adhering to company procedures for securing a safe place of work*
- *Assisting in the investigation of accidents with the objective of introducing measures for preventing recurrence*
- *Identifying potential hazards and reporting them for corrective action*

Neglect of health and safety requirements will be regarded as a serious disciplinary matter.

The Company endorses the need for joint consultation to maintain the communication necessary to achieve good health and safety standards.

Elected employee representatives for Health and Safety matters are invited from each discipline to attend meetings to review Health and Safety issues.

Audits of Health and safety procedures and inspections of the workplace are carried out at least annually by management and relevant staff. All Health and Safety issues logged during the course of audit inspections will be referred to the Business Services Manager and/or Centre Compliance Manager for action.

Staff views and questions relating to Health and Safety matters are actively encouraged and should be raised with the area supervisor, who in turn will communicate this to the Business Services Manager and/or Centre Compliance Manager.

4. General Arrangements

Summary of objectives:

- *Provide and maintain safe equipment and safe systems of work*
- *Make arrangements for the safe use, handling, storage and transportation of materials, substances and other articles*
- *Provide adequate information, instruction, training and supervision to ensure all personnel are aware of their responsibilities and how to carry out their duties safely*
- *Provide safe places to work with safe access and exit*
- *Provide a system for rapidly identifying and effectively dealing with hazards*
- *Implement control measures to reduce risks as reasonably practicable*
- *Providing suitable personal protective equipment (PPE) and clothing where hazardous conditions cannot be eliminated*

Accident Reporting

Any reportable accident or injury is to be and entered in the Accident Report Book and a copy forwarded in accordance with HSE guidelines for Accident & Incident Reporting & Investigation. Minor accidents are entered on a SETA Accident Report Form.

Accident Investigation

All significant accidents or near-misses are to be reported to the Business Services Manager and/or Centre Compliance Manager. A documented investigation into the incident will be carried out to identify the cause and to implement measures to prevent reoccurrence.

Defective Equipment

Defective equipment must be reported to management, immediately removed from use and clearly marked as faulty until repaired; details will be entered in the on-site Equipment and PAT Log.

Good Housekeeping

Tidiness, cleanliness and efficiency are essential factors in the promotion of health and safety. The following is to be adhered to at all times:

- *Corridors and passageways kept free from obstruction*
- *Shelves in storerooms stacked neatly and not overloaded*
- *Heavy items to be placed on lower shelves to assist manual handling*
- *Floors kept clean and dry*
- *Emergency exits must not be obstructed*
- *Rubbish and litter to be removed at the end of each working day*

Electrical Equipment

- *Only authorised and qualified personnel are to install, repair or attempt to repair electrical equipment*
- *Where 13-amp sockets are in use, only one plug per socket is permitted*
- *Use of adaptor sockets & multi-socket adaptors is not permitted*
- *Electrical equipment that is known to be, or is suspected to be faulty must not be used and should be removed from use immediately*
- *All portable electrical equipment must be tested annually by a qualified engineer*
- *Private electrical equipment is not to be brought onto the premises or used unless its use is approved by management and it has been tested*

Control and Use of Harmful Substances

When using a harmful substance, whether it is a material, cleaning fluid or chemical substance, individuals must ensure that adequate precautions are taken to prevent ill-health. No new materials or chemical substances are to be brought into use unless a COSHH assessment under the Control of Substances Hazardous to Health Regulations 2002 has been carried out and clearance given for use by the Business Services Manager and/or Centre Compliance Manager. Staff must not attempt to use a harmful substance unless suitably trained. Harmful substances are to be stored in the secure COSHH cabinet when not in use. Substances in use in practical training classes are only to be used by Learners or Apprentices under strict supervision. Access is prohibited to Learners; only staff are allowed to obtain what is required.

Please see '**HS-005 - Control of Substances Hazardous to Health (COSHH) Compliance**' for further details on how SETA deals with COSHH requirements.

Smoking

Smoking is not permitted within any SETA buildings and is allowed only in the designated external smoking area. Cigarettes are to be fully extinguished before they are placed in the allocated cigarette bin. Combustible materials (e.g. paper or empty cigarette packets) are not to be placed in the cigarette bin.

Emergency Provision

Fire, police or ambulance services can be contacted by dialing 999.

Names and locations of First Aiders are clearly signposted around the building. Staff in the front office area will locate a First Aider in an emergency.

First aid is not to be administered by anyone unqualified in first aid. First Aid trained staff receive refresher training every 3 years.

Fire Safety

Fire procedures are available for all personnel to read and are issued at induction to new staff. Fire notices 'Action to be taken in the event of a fire' are posted in the main areas of the building close to the fire points. The notices clearly identify the evacuation routes and assembly point.

Personnel are responsible for familiarizing themselves with the location of fire points and fire exits. They should also know the location of the assembly point in the event of an evacuation.

Fire evacuation procedures, fire safety training and fire alarm testing are carried out periodically.

Visitors

It is the duty of all of the staff and students in SETA to safeguard visitors. All visitors sign-in on the iPads on arrival in Reception and sign-out again when leaving. Visitors are not allowed into the building without permission from officers and/or Managers, and will be accompanied by their host at all times.

Contractors

Contractors report to Reception upon arrival and departure, and are subject to signing in and out on the iPads.

They must comply with SETA safety policies and safe working procedures and be appropriately supervised.

Contractor risk assessments and safe working systems are to be inspected prior to work commencing.

Lone Working

All lone working is to be approved by the Chief Executive Officer and a lone working risk assessment carried out.

5. Related Policies and Procedures

Please refer to the following list for further detailed information regarding specific Health and Safety policies and procedures:

- HS-002 - Personal Protective Equipment
- HS-003 - Risk Management
- HS-004 - Risk Assessment
- HS-005 - Control of Substances Hazardous to Health (COSHH) Compliance
- HS-006 - First Aid
- HS-007 - Critical incident Management Plan and Recovery
- HS-008 - Building Evacuation
- HS-009 - Lone Working

- HS-010 - Home Working
- HS-011 - Safeguarding
- HS-012 - Pandemic Contingency Plan
- HS-013 - COVID-19 Test and Trace
- HS-014 - Drug and Alcohol Abuse
- HS-015 - Asbestos Communication Plan
- HS-016 - Noise at Work
- HS-017 - Inspection and Maintenance of Work Equipment
- HS-018 - Use of Mobile Scaffold Towers
- HS-019 - Welding Bay Local Exhaust Ventilation
- HS-020 - Visiting External Speakers and External Based Activities
- HS-021 - Bullying and Harassment
- HS-022 - Health and Safety Incident Reporting
- HS-023 - Prevention of Extremism and Radicalisation
- HS-024 - COVID-19 Self-Isolation
- HS-025 - Protect Duty Compliance (Martyn's Law)

6. Review

This document will be reviewed by the Business Services Manager, the Centre Compliance Manager and the Chief Operating Officer in liaison with the Chief Executive Officer every 3 months, or as and when new Health and Safety legislation is introduced or amendments are released.