

Health & Safety Policy and Procedure v8

1.1 Policy Statement

Any Driver Ltd recognises and accepts its health and safety duties for providing a safe and healthy working environment (as far as is reasonably practicable) for all its workers (paid or volunteer) and other visitors to its premises under the Health and Safety at Work Act 1974, the Fire Precautions (Workplace) Regulations 1997, the Management of Health and Safety at Work Regulations 1999, other relevant legislation and common law duties of care. Throughout this Statement, terms such as “staff”, “workers”, “employees”, include both paid and volunteer workers. It is the policy of the Organisation to promote the health and safety of volunteers, staff and of all visitors (visitors include learners) to the Organisation’s premises (“the Premises”) head office and training / assessment centres and to that intent to:

- Take all reasonably practicable steps to safeguard the health, safety and welfare of all personnel on the premises
- Provide adequate working conditions with proper facilities to safeguard the health and safety of personnel and to ensure that any work which is undertaken produces no unnecessary risk to health or safety
- Encourage persons on the premises to co-operate with the Organisation in all safety matters, in the identification of hazards which may exist and in the reporting of any condition which may appear dangerous or unsatisfactory
- Ensure the provision and maintenance of plant, equipment and systems of work that are safe
- Maintain safe arrangements for the use, handling, storage and transport of articles and substances
- Provide sufficient information, instruction, training and supervision to enable everyone to avoid hazards and contribute to their own safety and health
- Make, as reasonably practicable, safe arrangements for protection against any risk to health and safety of the general public or other persons that may arise for the Organisation’s activities
- Make specific assessment of risks in respect of new or expectant mothers and young people under the age of eighteen
- Provide information to other employers of any risks to which those employer’s workers on the Organisation’s premises may be exposed

This policy statement and/or the procedures for its implementation may be altered at any time by the Organisation’s senior management and Health and Safety Officer. The statement and the procedures are to be reviewed in January of each year.

1.2 Statutory Duty of the Organisation

The Organisation will comply with its duty to ensure, as far as is reasonably practicable, the health, safety and welfare at work of its workers and of visitors to its premises and, in general, to:

- Make workplaces safe and without risks to health
- Ensure articles and substances are moved, stored and used safely
- Give associates/employees the information, instruction, training and supervision necessary for their health and safety

In particular, the Organisation will:

- Assess the risks to health and safety of its associates/employees
- Make arrangements for implementing the health and safety measures identified as necessary by this assessment
- Record the significant findings of the risk assessment and the arrangements for health and safety measures
- Draw up a health and safety policy statement; including the health and safety organisation and arrangements in force, and bring it to the attention of its workers
- Appoint someone competent to assist with health and safety responsibilities
- Set up emergency procedures
- Provide adequate First Aid facilities
- Make sure that the workplace satisfies health, safety and welfare requirements, e.g. for ventilation, temperature, lighting and for sanitary, washing and rest facilities
- Make sure that work equipment is suitable for its intended use as far as health and safety is concerned, and that it is properly maintained and used
- Prevent or adequately control exposure to substances that may damage health
- Take precautions against danger from flammable or explosive hazards, electrical equipment, noise or radiation
- Avoid hazardous manual handling operations and, where they cannot be avoided, reduce the risk of injury
- Provide free any protective clothing or equipment, where risks are not adequately controlled by other means
- Ensure that appropriate safety signs are provided and maintained
- Report certain injuries, diseases and dangerous occurrences to the Centre Manager

1.3 Statutory Duty of the Organisation's Employees

This covers employees and associates.

- To take reasonable care for their own health and safety, and that of other persons who may be affected by what they do or do not do
- To co-operate with the Organisation on health and safety
- To use work items provided by the Organisation correctly, including personal protective equipment, in accordance with training or instructions
- Not to interfere with or misuse anything provided for health, safety and welfare purposes;
- To report at the earliest opportunity injuries, accidents or dangerous occurrences at work, including those involving the public and participants in activities organised by the Organisation
- Health and Safety law applies not only to employees in the workplace, it also applies to organisations and people who occupy or use community buildings to which members of the public have access

1.4 Policy for Visitors and Contractors

On arrival all visitors should report to reception and sign in the visitors' book. The person they are meeting or working for takes 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. It's vital that all visitors and contractors sign out when they leave the premises. Learners will also sign the attendance register.

Organisation of Health and Safety

2.1 Health and Safety Rules

All employees and associates must exercise ordinary care to avoid accidents in their activities at work and comply with the following general rules and with any further rules which the Organisation may publish from time to time.

2.2 Accident Forms and Book

The book must be kept in a locked drawer once completed.

Any injury suffered by a worker or visitor in the course of employment or otherwise on the Organisation's premises, however slight, must be recorded, together with such other particulars as are required by statutory regulations, on an accident form maintained by the Organisation.

2.3 Fire Precautions

All personnel must familiarise themselves with fire escape routes and procedures and follow the directions of the Organisation in relation to fire.

2.4 Equipment and Appliances

No equipment or appliance may be used other than as provided by or specifically authorised by or on behalf of the Organisation and any directions for the use of such must be followed precisely.

2.5 Safety Clearways

Corridors, doorways and fire exits must be kept free of obstructions and properly lit.

2.6 Maintenance

Defective equipment, furniture and structures must be reported as such without delay.

2.7 Hygiene and Waste Disposal

Facilities for the disposal of waste materials must be kept in a clean and hygienic condition. Waste must be disposed of in an appropriate manner and in accordance with any special instructions relating to the material concerned.

2.8 Display Screen Equipment

The Organisation recognises its responsibility to ensure the well-being of workers who habitually use display screen equipment for a significant part of their normal work. Employees and associates are advised to ensure that they take a five-minute break from the display screen equipment at least once an hour and are advised that, if they experience vision defects or other discomfort that they believe may be wholly or in part a consequence of their use of such equipment, they have the right to an eye-test at the Organisation's expense.

2.9 Alcohol, Drugs and Tobacco

Smoking within the premises and the use of Drugs (except under medical supervision) on the premises are prohibited at all times. The use of intoxicants (alcohol) is prohibited during working hours, and no

employee/associate may undertake his/her duties if under the influence of alcohol or drugs (except under medical supervision).

Arrangements and Procedures

The site Health and Safety Officer is responsible for ensuring that the safety policy is carried out and that responsibilities for safety, health and welfare are properly assigned and accepted at all levels.

3.1 First Aid and Accident Reporting

3.1.1 First Aid

- The current First Aider(s) for the premises is/are displayed in the reception area or training room
- First Aid Boxes are provided in the reception and / or training room, it is the responsibility of the centre manager to ensure all staff and learners are made aware of the location at their centre

3.1.2 Accidents

- In the first instance a first aider should be called
- In the event of a serious injury or illness, call for a member of staff, visitor or learner call for an ambulance directly. To call an ambulance – dial 999 and ask for “ambulance”
- All accidents must be reported to the Health and Safety Officer or another member of staff on duty immediately or as soon as practicable
- All accidents must be entered on an accident form, available from the reception desk. The procedures for “notifiable” accidents as shown in Appendix A below must be followed
- The Health and Safety Officer will investigate incidents and accidents, writing a detailed report for the Organisation’s senior management team to consider the actions necessary to prevent recurrence

3.2 Fire Drills and Evacuation Procedures

3.2.1 Fire Drills

- All employees, associates and learners must know the fire procedures, position of fire appliances and escape routes
- A test evacuation must be carried at least one a year and documented accordingly

3.2.2 in the event of Fire

- Persons discovering a fire should sound the nearest alarm or shout “fire, fire” if an alarm isn’t available
- The first duty of all workers is to evacuate all people from the building by the nearest exit immediately the fire is discovered
- All persons must evacuate the building and, where possible without personal risk, leave all doors and windows closed
- Each centre has an assembly point which must be communicated to all staff, associates and learners during their first visit to the building

- The receptionist or another nominated member of staff must bring the signing in sheet out to use as a roll call to check everybody has left the building
- The Assessor must take the course register out, to act as a second check of full evacuation
- No-one should leave the assembly point without the permission of a member of staff
- In the event of a false alarm no-one should enter the building until the senior accountable person gives permission to do so
- If any fire occurs, however minor, the Fire Brigade must be called immediately by dialling 999 and asking for “Fire”
- When the Fire Brigade arrives advise whether all persons are accounted for and location of fire
- No-one should enter the building until the Fire Brigade have given the all clear and permission to do so

3.2.3 Chemicals and Equipment

- All chemicals used in the training rooms but be stored in accordance with manufacturer guidelines for temperature, time and any other specific requirements
- Chemicals must be handled and used in line the manufacturer guidelines, including any mixing of chemical as part of the training activities or assessments
- Use Personal Protective Equipment (PPE) (clothing and gloves) as recommend by manufacturers
- Equipment must be stored, handled and used in line with manufacturers guidelines

3.2.4 General

- Slippery floors and dangerous; use warning signs
- All thoroughfares, exits and gates must be left clear at all times
- Corridors and fire exits must not be blocked by furniture or equipment
- Vehicles must not be parked near to the building so as to cause any obstruction or hazard
- Hazards or suspected hazards or other health and safety matters should be reported to the Health and Safety Officer or the staff member on duty immediately or as soon as practicable, so that action can be taken. If the hazard is of a serious nature, immediate action must be taken to protect or clear the area to prevent injury to staff or other users
- If any member of staff, visitor or learner has a disability or educational learning need that might make evacuation difficult or slow down their response, a plan must be out in place for such occurrences. Whilst we recognise that other more able people may wish to help, they shouldn't put their own lives at risk in doing so

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Policy Approved by: Neil Evans

Signature: N. Evans