



# Health, Safety & Environmental Policy

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## POLICY REVIEW RECORD

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# HEALTH AND SAFETY POLICY AND PROCEDURES

## INTRODUCTION

We are aware of our duties and responsibilities in accordance with the Health and Safety at Work etc Act 1974 and other specific health and safety legislation.

The general objectives within the scope of the legislation are:

- To secure the health, safety and welfare of employees at work.
- To protect the people other than employees at work against risks to their health and safety arising from our actions / work activities.
- To identify hazards in the workplace, carry out risk assessments and introduce control measures in order to alleviate or reduce the risk to an acceptable level.
- To control the production, storage and use of substances hazardous to health and protect others coming into contact with such products.

**To assist us with our duty of care and achieve the above objectives we have retained the services and guidance of Hunt & Sykes Safety Services Ltd.**



## Health & Safety Policy

### Section 1

#### Policy Statement

#### Skills People Group

## Health & Safety Policy Statement

Skills People Group is firmly committed to ensuring the health, safety and welfare of the employees and others as a core business requirement alongside quality, productivity and customer satisfaction. We recognise people as the Company's most valued asset and, in aiming for an injury free work environment; they should not be placed at unreasonable risk at any time.

Through a pro-active and efficient management system we aim to promote, maintain and continually improve health and safety, whilst upholding legal requirements as a minimum.

The Directors are the persons having overall responsibility for health and safety and its organisation and arrangements within the Company. A unified approach is required throughout all levels of the Company to ensure the safety of all personnel, our sub-contractors, trainees and those affected by our work operations.

Responsibility for the implementation of this policy lies with management and supervisory staff, while all employees are responsible for ensuring they co-operate and comply with this policy and all related safety standards and practices.

Skills People Group will make all necessary resources available to ensure a successful health and safety management system. Senior management will provide necessary guidance and documentation through:

- Accepted safety standards and procedures
- Adequate instruction, information and training, and
- Implementation and strict enforcement of the Company Policy at all levels.

The management formally review this Policy and it's associated procedures annually. This review will take into account consultation with the workforce and any changes to work operations, industry best practice and relevant statutory requirements.

This Policy, and all subsequent revisions, will be made available to each employee or interested party, as required.

Richard Carrington

Managing Director

Date: 12<sup>th</sup> November 2019

Next review date: November 2020



## **Health & Safety Policy**

### **Section 2**

#### **Responsibilities of Staff**

## Responsibilities of Staff

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## 2.1 Introduction

Managing Health and Safety is an integral function of management within Skills People Group. We are clear about our mission and values and through excellent implementation of teaching, learning and assessment methods we aspire to be a national leader in the delivery of professional and technical learning development.

It is therefore essential that this be reflected in the individual duties and responsibilities at every level of management within the organisation. Likewise, it is important to ensure that the avoidance of accidents and the provision and maintenance of a safe training working environment is a common objective throughout the organisation. This will be achieved through the proactive management of Health and Safety issues in conjunction with forward planning of all operations & training.

To this end, Health and Safety responsibilities have been clearly defined as follows and are no less important than the responsibilities they may have in performing any other function. Failure to follow instructions in respect of Health and Safety, PPE and Emergency Procedures may be considered gross misconduct.

## 2.2 All Personnel / office & Home-based Employees

- Understand the Skills People Group Ltd Policy for Health, Safety and Environmental matters.
- Actively promote at all levels the Company's commitment to effective Health, Safety & Environmental management.
- Make suggestions to improve the Company's health, safety and environmental management.
- Ensure that each place of work is actively maintained in a safe manner, and accept ownership of the safety procedures laid down for their benefit.
- Work in a safe manner at all times and set a personal example by wearing appropriate Personal Protective Equipment within working areas.
- Assist Skills People Group in achieving high standards of Health, Safety & Environmental performance.
- Keep your own work area tidy and safe, and actively encourage safe working by others.

- Bring to the attention of Supervisors, any faults, defects or potential unsafe areas, systems of work, or equipment.

## 2.3 Directors

- Provide the organisation, finances and resources necessary for the implementation of the Company Health, Safety & Environmental Policy.
- Person having ultimate responsibility for health and safety.
- Ensuring that equal importance is applied to health and safety as to other business functions.
- Ensure that staff at all levels receive appropriate training in relation to their employment.
- Monitor the Health, Safety & Environmental performance of Skills People Group and take appropriate action whenever safety performance is below the highest industry standards.

## 2.4 Managers

- Ensure that Safety is planned at the pre-contract stage of all new contracts.
- Plan safety into work & training activities, this will ensure that all trainers have adequate time, resources, information, skills and training to carry out the operations safely.
- Discuss health, safety and environmental performance with all personnel at each location on a regular basis.
- Monitor the overall health, safety and environmental performance at each location and ensure that action is taken whenever Skills People Group's standards are not being met.
- Ensure that ALL new employees, including sub-contract employees are instructed in the Company requirements when being inducted.
- Ensure that all employees have the required skills competence and where required certification to carry out the role for which they are being employed.

- Ensure that personnel with adequate skills and training are in each position to conduct all work in an organised, planned, safe and environmentally sound manner.
- Ensure that all employees are aware of their health, safety and environmental responsibilities, and allow sufficient time and resources for them to fulfil these responsibilities.
- Make full use of the services of the Company Safety Advisors and take into account any recommendations made by them.

## 2.5 Tutors / Trainers / Assessors

- Organise and plan sites so that training / assessments are carried out to Company Standards with minimum risk to employees, students' other contractors, and members of the public, equipment, materials and the environment. Seek the advice of the Company Safety Advisors to assist and co-operate with regard to the implementation of any improvements, which may help to enhance these standards.
- Plan safety into all site training operations.
- Ensure that adequate supplies of suitable personal protective equipment are available on site.
- Ensure that COSHH, Noise and Risk Assessments in respect of training activities are carried out, effectively monitored, reviewed and made available as requested.
- Ensure that you have received an induction / instruction at every site from the Client / Principal Contractor.
- Ensure that you follow the instructions given to you at the induction, and that you always act in a responsible, safe, and environmentally proper manner.
- Actively participate in the effective management of Health, Safety & Environmental issues by reporting all incidents, accidents and near misses.
- Keep your own work area tidy and safe, and actively encourage safe working by others.

## 2.6 Operatives

- Ensure that you have received adequate induction instructions from the supervisor.
- Ensure that you have been given adequate task specific details (i.e. Risk and COSHH Assessments), and that you understand what is required, and you have the correct PPE, tools and equipment to carry out the task safely.
- Ensure that you follow the instructions given to you at the induction, and that you always act in a responsible, safe, and environmentally proper manner.
- Actively participate in the effective management of Health, Safety & Environmental issues by reporting all incidents, accidents and near misses.
- Keep your own work area tidy and safe, and actively encourage safe working by others setting a good example.
- Bring to the attention of Supervisors, any faults, defects or potential unsafe areas, systems of work, or equipment.
- Do not undertake tasks or operate machinery you are not trained or authorised to do.

## 2.7 Subcontractors

- Ensure persons under your control work in a safe manner and in accordance with this health, safety and environmental policy, Safe System of Work and applicable Risk Assessments.
- Supply all requested Health, Safety and Environmental documentation for competence assessment purposes in a prompt manner and adhere to Skills People Group requirements.
- Obey all company rules at all times and any instruction given by Skills People Group management staff.
- Assist the Skills People Group Management in achieving Company Safety Standards by reporting unsafe operations and conditions.
- Suggest ways of improving overall health, safety and environmental performance.
- Ensure the provision of your services in no way compromises Health, Safety & Environmental performance.

## 2.7 Company Safety Advisors

Upon Request:

- Assist the company management in preparing Health, Safety and Environmental Procedures and documentation and assist the management team to review and implement remedial actions as required.
- Provide information in the form of instructions, Best Practice Guidance notes, Codes of Practice, relevant articles etc.
- Ensure the Company induction instructions are reviewed and are relevant to the work in hand and are effectively carried out.
- Advise Management if a specific contract is not likely to achieve satisfactory Health, Safety & Environmental Standards, and further advise the Director as appropriate to develop a corrective action plan.
- Communicate effectively with the Health and Safety Executive regarding policy, inspections, accidents and incidents, ensuring that accidents and dangerous occurrences are reported promptly.
- Investigate accidents and incidents as required by RIDDOR 2013. Make known and discuss all findings and recommendations.
- Work with the Company Management team to identify any necessary changes or additions to the Policy and any specific areas of the policy where particular emphasis or improvement is required.
- Monitor the effectiveness of the company's approach to Health, Safety & Environmental issues by undertaking site inspections and audits and report on improvements necessary.
- Bring to the attention of the Company Directors issues that are not being addressed and identify to them individuals that are not managing their operations in line with Company values, systems and procedures.
- As the nominated competent health and safety advisors for Skills People Group Hunt & Sykes Safety Services Ltd can be contacted at any time by the management or employees. The following contact details are provided:

Hunt & Sykes Safety Ltd  
2 Carlton Boulevard  
Lincoln  
Lincolnshire  
LN2 4WJ

Contact: Dean Sykes  
Mob: 07803 697058  
Email: [dean@huntandsykessafety.co.uk](mailto:dean@huntandsykessafety.co.uk)

Contact: Steve Hunt  
Mob: 07803 697059  
Email: [steve@huntandsykessafety.co.uk](mailto:steve@huntandsykessafety.co.uk)

Contact: James Whelan  
Mob: 07455 971274  
Email: [james@huntandsykessafety.co.uk](mailto:james@huntandsykessafety.co.uk)



## **Health & Safety Policy**

### **Section 3**

#### **Arrangements**

## Arrangements

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- 3.35 New and expectant mothers

### 3.1 Introduction

Skills People Group Ltd maintains a safety culture of proactive Health, Safety & Environmental management, based on principles that have consistently proved successful in the past, namely:

- Effective communication
- Empowerment of staff at all levels
- Information, instruction and adequate training
- Discipline
- Measurement and review of performance

The following section details Skills People Group Ltd Health & Safety Management Systems and its implementation throughout the business.

### 3.2 Proactive Planning Management

Delivery of Training/ Assessment Project / Contract health, safety and environmental planning is addressed during the contract pre start study.

### 3.3 Communication, Responsibility and Discipline

Skills People Group ensures that all personnel are given a clear understanding of what is expected of them and the consequences when individuals do not co-operate. Communication, motivation and discipline are essential parts of the system. Operational personnel will be informed in the following ways;

#### a) Inductions and Briefings

All personnel must undertake a work place specific Health, Safety & Environmental induction, detailing the known hazards that they may encounter. This induction will be carried out by a senior member of staff and recorded.

Additional briefings will be required, including risk assessments, method statements, COSHH, noise assessments and environmental requirements, depending upon the nature of the work to be undertaken, and the materials to be used. The appropriate briefing record must be completed and retained.

## **b) Supervisors**

All supervisors are made aware of their roles and responsibilities for each task before starting the work, with particular reference to Health and Safety management. Each supervisor is accountable for the provision of clear instructions to the personnel under his/her control.

Such instructions will include: -

- Identification of job-specific risks
- Methods of working
- Handling of materials
- Use of work equipment
- Use of personal protective equipment
- Environmental and waste management procedures

## **c) Notice boards**

A Health and Safety notice board will be established in the reception areas, which will display relevant information, and will include: -

- Company Health, Safety & Environmental Policy Statement
- Safety News Flashes
- Emergency procedures
- Relevant Insurance Certificates and Statutory Notices
- List of trained First Aiders
- Health and Safety at Work Poster
- Contact details of Company Safety Managers

## **d) Consultation**

To ensure an effective two way communication process is in place within the company between employees at all levels the following provisions are in place

- Management visit the working locations and include question and answer forums directly with employees.
- Safety Advisors visit the working areas as requested and liaise directly with the workforce on Health and Safety issues.
- The safety representative also acts as an intermediary between the workforce and management for those operatives not comfortable dealing directly with management.

**e) Discipline**

There is a formal disciplinary procedure within Skills People Group.

The formal disciplinary actions for less serious offences are:-

- Recorded verbal warning.
- Written warning.
- Final written warning.
- If an employee fails to correct his behaviour, offences may ultimately lead to dismissal with due notice.
- An employee may be suspended whilst alleged misconduct is investigated.

Less serious offences would include, but are not limited to: -

- Minor breaches of rules and regulations
- Offences involving the misuse or unauthorised use of Company or client property, services or facilities
- Actions harmful to good order, cleanliness and the welfare of others.

For gross industrial misconduct the penalty is normally summary dismissal without notice. Offences that constitute gross industrial misconduct include, but are not limited to: -

- Wilful or reckless damage to, or misuse of property of either the Company or any client.
- Introduction, possession or use of alcohol or illegal drugs at work
- Working whilst under the influence of alcohol or illegal drugs endangering safety and/or impairing effective working
- Wilful or reckless non-compliance with safety legislation and regulations, including rules issued by clients
- Wilful falsification of records
- Refusal to carry out a reasonable working instruction
- Wilful disregard of the Company policies, procedures, rules, quality requirements, or conditions of employment
- Wilful disregard of other statutory requirements

### 3.4 Complaints Procedure

Within Skills People Group, any employee wishing to make a complaint may do so in writing (anonymously if required) to a supervisor or member of the management. All complaints will be treated in the strictest confidence. Upon receiving a written complaint, HR or manager is to carry out a full investigation and record any findings. On completion of the investigation appropriate action is to be taken as required to resolve the situation. Records of any actions that are taken and any personnel informed are to be maintained on the original complaint form. The employee who originated the complaint is then to be informed in writing of any decisions that have been made and/or actions taken.

Complaints made by non-employees should be directed to the quality team or directors of the Company in the first instance.

### 3.5 Training

Staff training is an integral part of the Skills People Group company culture. Training requirements are regularly reviewed covering every employee of the Company. It is the Company's aim to ensure that all personnel receive the training they require to fulfil their appointment successfully.

A wide range of Health, Safety and Construction skills training certification of relevant trade awarding bodies is required by our staff. This includes task specific training for plant equipment MEWP, etc also, first aid, work at height, PASMA, abrasive wheels, safety awareness, SMSTS, SSSTS etc.

The Company training needs are regularly reviewed to ensure that our standards are not compromised. Company training requirements are reviewed prior to commencement of each contract to ensure the tutors / assessors for that contract are sufficiently trained. The Company training records for each individual are maintained at head office and a training database maintained to record this training. It allows training to be structured and is reviewed on an on-going basis to identify any re-training requirements.

### 3.6 Control & Dissemination of Information

Up to date health, safety and environmental information is received by the Company Safety Advisors through membership, annual subscriptions to safety publications and update services both on CD-ROM and the Internet. This includes all current information relating to changes, reviews and additions to existing legislation, guidance, 'best practice' and enforcement implemented by the Health & Safety Executive.

All relevant health, safety and environmental information is passed on to staff, to promote awareness and to keep them up to date with legislation and codes of practice. This is done through ongoing CPD, online training courses, safety visits, toolbox talks, and internal communication and safety bulletins.

### 3.7 Policy Review, Monitoring and Procedural Change

Health, Safety & Environmental performance can best be enhanced through a policy of continuous improvement and analysis of past performance. From monitoring past performance of systems, individuals, projects and the like, new objectives can be set with performance parameters and criteria for measurement. New objectives and improvements add value to the Company as a whole.

At any one time there are numerous contracts on-going, these are overseen by directors and managers who visit these locations on a regular basis. The Safety Managers visit the office as requested and a report is produced and forwarded to the directors who then display the report containing his comments.

The Management team meet on a regular basis to discuss general safety issues that have arisen. This includes accident investigations, results of Company audits and new information pertinent to Health, Safety & Environmental issues, such as new legislation, codes of practice, Company information etc. Actions for future initiatives are discussed and agreed and new information from these meetings is distributed to all employees to encourage and motivate contract teams to manage Health, Safety & Environmental issues effectively.

This Health & Safety Policy and Environmental Policy are reviewed annually, but also amended in accordance with changes in statutory legislation and improved company practices.



### 3.8 Risk Assessments & Method Statements

The Safety Advisors in consultation with the director responsible for health and safety, who has sufficient training/experience, carry out a bank of applicable generic risk assessments. They utilise a standard Generic Company format and are used in conjunction with a site-specific assessment as required that will make reference to generic assessments for more detailed information. These are always site-specific. The tutors / assessors are then accountable for ensuring that the risk assessment information is implemented and relayed to the relevant parties/trainees in a manner that is clear, understood and enforced.

Risk assessments will identify all hazards and evaluate risks to Tutor / assessors, trainees' other contractors, and the public. No training is to commence until the risk has been eliminated or reduced to an acceptable level. The site-specific risk assessment will make reference to specific hazards that have not been fully eliminated or the control measures incorporated and signed by the person carrying the assessment.

Company Safe System of Work for tutors / assessors visiting other work places will be produced and this document will specify operations indicating the precautions necessary to protect personnel including staff occupying the premises / work place and anyone else whom may be affected by the training / instruction.



### 3.9 Substances Hazardous to Health

Substances hazardous to health may be encountered in various forms, chemicals, radiations, dusts, gases, fumes and solids.

Where a hazard is known adequate measures to protect the individual shall be implemented, this may be by eliminating that substance, substituting it for a safer alternative, supplying the appropriate personal protective equipment, ventilating or cleaning a particular area, or removing the hazard by following specific safe procedures and practices.

The primary task however, will be to identify the substance then seek technical advice on all necessary precautions.

Every effort will be undertaken to protect employees of the Company and others from harmful effects.



### 3.10 Accident and Incident Reporting

Within Skills People Group, all accidents/incidents and near misses must be reported to the Head Office at the time of the event. For all injuries, including minor injuries, the tutor / Supervisor must ensure that incident is recorded on an accident report form and forwarded to Head Office. Failure to report an accident or undertake incident reporting will be considered as a potential act of gross misconduct.

This company director responsible for health & Safety is responsible for reporting all notifiable injuries in compliance with RIDDOR, and any external stakeholders where required; this will be completed via the internet and copies retained. The Safety Managers will complete an investigation and produce an accident file for all reportable accidents /

incidents this will include recommendations any further preventative procedures that can be implemented.

This reporting procedure is of the utmost importance as further investigation may need to be carried out by the Safety Managers and the Health and Safety Executive may need to be notified. This procedure is the same for the reporting of incidents and near misses.

All incidents which require notification under the Health and Safety Executive Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 will be investigated as follows:

- Tutor / Assessors reports accident / dangerous occurrence to Head Office.
- The Company will contact the safety advisors if required to carry out an initial investigation.
- If reportable the company director will send the report to HSE via the Internet reporting system and copies retained.
- Accident panel, which may comprise of some or all of the following staff (depending on the severity of the incident) to discuss the investigation findings.

Directors  
 Safety Advisors  
 Tutor / Assessor

- Recommendations for preventative actions will be notified and/or be discussed with all Company Staff within two weeks of accident / dangerous occurrence.

Accident statistics are formulated from figures collated to generate statistics for the Company. At the end of each year the accident statistics are analysed to enable Skills People Group to focus on setting the correct objectives for the forth-coming year.

Contact Details for the HSE Incident Contact Centre:

Online: Responsible persons should complete the appropriate online report form (F2508). The form will then be submitted directly to the RIDDOR database. You will receive a copy for your records

If you have problems accessing a form, this may be due to the (Internet) security settings on the PC that you are using. A series of frequently asked questions is available to help you complete your online form.

Telephone: All incidents can be reported online but a telephone service is also provided for reporting fatal and major injuries only - call the Incident Contact Centre on 0845 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm).

For more information about RIDDOR or to report online visit: <http://www.hse.gov.uk/riddor/>

### 3.11 First Aid

Provisions for First Aid will be supplied and kept in each building in compliance with the First Aid Regulations 1981 as amended 2013.

A number of full time personnel have received training from recognised organisations and hold certificates of competency valid for three years.

At least one competent first aider will be resident at the working area who will be responsible for ensuring first aid facilities are available and kept stocked.

Should the need occur, training of further personnel would be undertaken to ensure adequate arrangements are maintained.

### 3.12 Emergency Procedures

The Company have contingency arrangements for dealing with emergencies; details of such arrangements are covered in induction training of personnel.

Emergency procedures will be identified and displayed within office areas. Tutors / Assessors are responsible for confirming the emergency procedures for each site they visit and ensure this has been passed onto any trainee under their supervision. The emergency procedures will include actions to be taken in an emergency situation, locations and contact details for emergency services etc.

The Company has in place a Fire Management Plan and risk assessment in compliance with the Regulatory Reform (Fire Safety) Order 2005. Individuals have been allocated responsibilities including the inspection and testing of fire equipment, records are maintained of training and fire drills and external inspections by competent service providers.

### 3.13 Drugs and Alcohol Policy

Skills People Group recognises that its own health is dependent upon the physical and physiological health of its employees. Accordingly, it is the right, obligation and intent of Skills People Group to maintain a safe, healthy, and efficient workplace for all its employees, and to protect the Company's projects, equipment, operations and reputation.

The Company Policy on Drug, Alcohol or Substance misuse aims to ensure a drug-free working environment, and to comply with criminal, civil and health and safety laws that relate to the maintenance of a workplace free from illegal drugs, alcohol and cigarette Smoke.

Whilst the statutory alcohol breath limit is 35 microgrammes per 100 millilitres of breath or 80 milligrammes of alcohol per 100 millilitres of blood it is company policy that it is not acceptable to drive after the consumption of any alcohol, even if you feel fit to drive.

Alcoholic drinks should be avoided if you are driving, even if you are attending a meal or social event with a customer or client.

Consideration needs to be given to the levels of alcohol consumed the night before, either on business or in your own time when planning to drive the next day, particularly if you have an early start. Individuals generally only have a broad appreciation of the level of alcoholic units in drinks and often underestimate the amount of time needed for the body to reduce the amount of alcohol in their system.

The taking of all class A, B, and C drugs is illegal, even though recently society is being given a general message that the taking of some Class C drugs such as cannabis is becoming more acceptable, particularly in relation to the control of pain in medical research.

The message is direct in relation to taking drugs and driving – Don't. The adverse influence of drugs in effecting levels of driving ability and concentration needs to be clearly understood. Estimates indicate that up to a third of road incidents may be attributed to the influence of drugs.

Smoking is prohibited in all enclosed premises in the workplace, including company vehicles or any vehicle being used on company business.

This policy applies to all employees, consultants, contractors, customers and visitors.

Disciplinary action will be taken against an employee who does not comply with this policy.

### **3.14 Fault Reporting**

No Skills People Group personnel will be expected to operate or use any facility, piece of work equipment, machinery or tools that are damaged or not working correctly. Procedures exist that encourage individuals to carryout inspections before using equipment.

Personnel who carryout inspections and discover defects with equipment or facilities can report defects and any action taken either on the specific equipment report sheets

ensuring that all relevant details are included. A written monthly inspection of the machinery is to be carried out. Completed forms will be held in the main office.

### 3.15 Lifting Equipment



All lifting equipment and lifting accessories will be tested, examined and certified in accordance with Lifting operations and Lifting Equipment Regulations (LOLER) 1998.

Lifting equipment and accessories will be examined by a competent person before each use.

Suitable risk assessments will be carried out for lifting operations and safeguards put in place to ensure the safety of all personnel, plant and equipment, members of the public and others not involved in the lifting operations.

All relevant information will be supplied to personnel involved in lifting operations.

### 3.16 Driving for Business Purposes



The Company has in place procedures to ensure all vehicles are adequately insured, maintained and serviced and with a valid MOT. A vehicle database is maintained containing all vehicles and dates when service MOT and insurance are required.

All vehicles must be maintained in compliance with the requirements of the Road Vehicles (Construction and Use) Regulations and the Road Vehicle Lighting Regulations.

Company vehicles must be maintained according to the manufacturer's recommendations and serviced by an appointed dealer to maintain the warranty provisions where applicable. A valid MOT certificate must be available.

A driver of a privately-owned vehicle used for business purposes must ensure that it is regularly serviced and maintained in a safe condition at all times. A valid MOT and adequate business insurance must be made available

It is the driver of the vehicle's responsibility to regularly check or have checked the condition of lights; tyre pressures and treads depth (including the spare tyre), oil, and windscreen washer and fluid levels.

Company vehicle drivers will make daily visual inspections of their vehicle; this process will form a defect reporting procedure to ensure unsafe vehicles are dealt with promptly and in an appropriate manner.

Company vehicle drivers must always adhere to statutory restrictions and the Highway Code and drive in a respectful manner.

Any traffic violations or incidents which employees are involved in will be fully investigated by Skills People Group and any necessary action taken to ensure preventative measures are in place to prevent future recurrences.

Copies of individuals' licence are to be held on file at headquarters and these are to be reviewed annually.

Company vehicle drivers are instructed never to attempt to drive whilst potentially under the influence of alcohol or any drug, which could impair their performance.

Company drivers are to inform the management of any driving convictions.

### 3.17 Good Housekeeping

It is acknowledged a clean environment is safer, more pleasant to work in and is a pre requisite in pro-active safety management, a duty is therefore placed on each supervisor to ensure good housekeeping standards are maintained in our office's and each training area we are responsible for.

All gangways, stairways, access points, floor levels and fire exits will be maintained free from obstruction and kept in a clean and tidy condition.

### 3.18 Personal Protective Equipment



All PPE is to be provided free of charge and is to be purchased from reputable suppliers meeting the requirements of British standards or European standards and displaying the CE mark on the product.

Each employee will hold sufficient quantities of personal protective equipment suitable for any operation requiring bodily protection. Where it is not clear of the standard of PPE required the safety, managers are to be consulted for guidance.

Safety footwear is mandatory as necessary, sandals, trainers and ordinary footwear is not permitted in construction areas.

Safety helmets are mandatory on site in designated areas.

Skills People Group Management are to carry out regular inspections of PPE to check for serviceability and replace if required. All issues of PPE are to be signed for on the company PPE issue sheet and returned to head office (Office Manager) to be retained.

### 3.19 Noise and Vibration



It is not always possible to reduce noise levels, as noise emitted from sources beyond the control of Skills People Group may be evident.

Some machinery in use do emit noise levels in excess of statutory action levels; in such cases the following will apply.

Sufficient supplies of hearing protection will be held by employees for use when noise levels exceed a safe limit.

Personnel will receive advice and instruction on the use of ear protection.

### 3.20 Plant, Equipment and Machinery



Provision and Use of Work Equipment Regulations 1998. These regulations are applicable to all work equipment from 5 Dec 1998 and all existing equipment must also comply after 5 December 2002.

Operation of plant will be by competent personnel only or by trainees under direct supervision of instructors / assessors.

Tutors / Assessors are to confirm competent persons on site have undertaken routine inspections and defective items have been removed from service until repaired.

Should it be deemed appropriate, operational instructions for any item of plant or equipment will be available for reference on site.

Training may be undertaken on site, or where more appropriate, off site at specialist training centres.

Where certificates of test and examination are required by statutory regulations, a copy of a current certificate will be checked.

Any item hired to site will be delivered with a current test certificate and relevant health and safety information, which shall be held on site for the duration of hire.

All plant and site vehicles will be maintained in a good state of repair, and in the case of vehicles, be in a roadworthy condition to a standard of at least that required obtaining an M.O.T. Certificate but not necessarily a Road Fund Licence.

### 3.21 Powered Hand Tools and Equipment



Only competent persons or trainees with management authority and under supervision of a skilled person may operate powered tools or equipment.

Operatives must inspect power tools and equipment before use to ensure they are in good working order, defective items should be returned immediately for repair.

All electrically operated equipment used shall be subjected to Portable Appliance Testing at regular intervals by a competent person. The Site instructor is responsible for ensuring all appliances being used for training / assessment has a valid PAT test certificate.

The correct guard must be in place at all times.

Loaded tools may never be left unattended, unload before storage.

Eye protection must be worn during use and loading.

### 3.22 Electrical Equipment



All electrical portable appliances in the office building are to be entered onto an electrical register. The company Office Manager is responsible for ensuring all office equipment is subject to regular PAT test by trained personnel. Assessors are responsible for ensuring any portable appliances used by them for training and assessment has a valid PAT test. Users are responsible for visually inspecting the appliances within the areas prior to use for any sign of visual damage.

Trailing cables, extension leads will wherever possible be supported off floor levels to prevent damage or tripping hazards.

### 3.23 Security

All persons working on the premises will comply with the Skills People Group security arrangements.

Only authorised personnel are permitted to work in these premises. Staff members are required to sign in and out of the office and all visitors must be signed in and escorted.

It is not permitted to remove any substance or article from the premises without written permission by an authorised person.

Failure to comply with the above may result in dismissal from the premises.

### 3.24 Stress

Research has revealed that stress in the workplace is a growing problem but one that has not been widely recognised, or generally accepted within the building and construction industry.

Our policy to avoid or prevent stress shall be achieved by a combination of management and task related provisions which will include:

Management Related:

- The fostering of good relationships between staff and management.
- Well set and achievable objectives.
- Good and effective two way communications.
- Employee involvement.
- Good management support.
- Staff training.

Task Related:

- Well defined tasks.
- Clear responsibilities.
- Proper use of skills.
- Good control of hazards and risks.
- Support from senior management.

*Additional information on the subject of Stress at Work is contained in INDG424 published by the HSE.*

### 3.25 Use of Mobile Telephones



It is important measures are in place to reduce the risk of injury to individuals whilst using mobile phones. Conversations on any phone require concentration and should not be undertaken whilst trying to carry out other activities, or in situations where your attention should be focused on the hazards in the surrounding environment.

To avoid the unsafe use of mobile phones this policy applies to all Skills People Group employees.

Only work-related phone calls are to be taken in the working areas all personal phone calls are to be restricted to break periods or away from the working area.

Research has proved that using a mobile telephone whilst driving whether hands free or not is distracting and reduces the driver's attention to what already is a hazardous

activity. The following points are made with the requirements of the amended regulations being taken into consideration:

Drivers of vehicles shall only use a mobile phone whilst driving on a road if the vehicle is provided with a hands-free kit.

- Drivers of vehicles shall only use a mobile phone whilst driving on a road if the vehicle is provided with a hands-free device.
- Drivers are advised that outgoing calls should only be made if the vehicle is parked in a safe place off the road.
- Incoming calls should only be accepted if they can be answered by the pressing of a single, easily accessed button or voice command and it is safe to do so.
- Calls received whilst driving on a road should be kept to a short duration- this must be considered by both the caller and receiver.



### 3.26 Manual Handling

Operations where manual handling is a significant risk are identified through planning all operations effectively. Processes can then be implemented to eliminate or reduce the risk accordingly.

Where manual handling cannot be eliminated manual-handling assessments will be undertaken using the Specific Manual handling assessment form. The assessment considers the task to be undertaken, the load involved, individual's capabilities and the working environment. Suitable information and training will be provided to persons required to carry out manual handling activities. No member of our staff is to attempt to lift beyond their capabilities seek assistance!!

*Manual Handling Operations Regulations 1992*

### 3.27 Health Surveillance

Skills People Group realize that occupational ill health is preventable and that by taking effective steps to control health risks at work, the costs of absence through sickness and lost production can be reduced.

The Company has a legal duty under the management of Health and Safety at Work Regulations and the Control of Substances Hazardous to Health Regulations to provide health surveillance at work.

We will ensure that:

- Risk assessments are carried out for the operations taking place.
- COSHH Assessments are produced for any substances which are hazardous to health.
- Where the Risk or COSHH assessments identify the requirement, place effected employees under suitable health surveillance.
- Regular consultation is made with our employees and where applicable safety representatives, over the arrangements for health surveillance and the requirement for affected employees to participate in these arrangements.
- All affected employees are made aware of the relevant health risks and of the health surveillance procedure.
- The person conducting the health surveillance procedure is competent to carry out the task.
- The results of any health surveillance will be accurately recorded, and the records will be made for available for inspection as required.
- Any recommendations identified as a result of the health surveillance will be actioned and if necessary the risk and COSHH assessments will be reviewed.
- Our employees and safety representatives are informed of the collective results of health surveillance.

### 3.28 Working at Height

All work at height is to be suitably planned before commencing using the hierarchy of controls.

- Avoid Work at height where possible.
- Use work equipment or other measures to prevent falls.
- When the risk of a fall cannot be eliminated, use work equipment or other means to minimise the distance and consequences of a fall if it should occur.

Where work at height is identified within our operations that cannot be eliminated the necessary preventive and protective measures will be implemented to ensure that all personnel are protected from any fall or falling material that could result in an injury being sustained.

Employees and any other persons involved in any work at height must co-operate with the systems put in place to protect them.

The necessary equipment to allow safe access to and egress from the place of work will be provided, usually Tower Scaffold, podium steps and in some circumstances MEWP (*mobile elevating work platform*).

Regular inspections of all equipment required for working at height will be undertaken use of scaff tag system by trained operatives (PASMA).

Competent persons will be appointed to be responsible for the planning and supervision of all work at height and associated activities.

Suitable information and training will be provided to persons who are required to undertake activities that involve work at height. Refresher training will also be given at reasonable intervals (IPAF, PASMA etc.).

*Work at Height Regulations 2005*

**3.29 Management of Sub-Contractors**

All specialist sub-contract tutors / assessors employed by Skills People Group are carefully selected to ensure a high level of competence in the duties for which they are employed by satisfactory completion of a questionnaire. Sub-contract tutors / assessors must satisfy the company management as to their competence and meet their requirements and standards before commencement of work.

Sub-contractors, or anyone else under the control of Skills People Group, will receive company specific induction training detailing rules and procedures given by a senior member of staff.

**3.30 Barriers** 

Where a hazard is likely to exist from training activities, barriers shall be positioned to prevent unauthorised access, should circumstances require it the work area will be screened. This could be deemed necessary where grinding, burning, exposed live services take place and containment is required, or where weld glare may affect others not involved in the operation. Where the risk of a fall exists, a competent person must erect a fixed barrier.

Notices of warning of such hazards will be fixed at suitable points adjacent to the working area.

**3.31 Work Safe Procedure**

Skills People Group acknowledge their responsibilities and duty of care under the Health & Safety at Work, etc Act 1974, and will undertake to maintain safe working systems which affect the health, safety and welfare of our employees and subcontractors.

This Worksafe Policy will ensure that we provide and maintain a blame free procedure for questioning, and ultimately refusing to undertake work where it is considered unsafe, and/or a risk to employee or other peoples' health and safety. Where there is potential or imminent risk of accident or incident, that is not already sufficiently controlled, the work is to be stopped and the system of work changed to remove or minimise the risk.

The following list is not exhaustive but details some of the reasons why Skills People Group would expect this Worksafe Procedure to be implemented:

- You are not competent to undertake the work / training
- You do not have the correct work equipment
- There is not a documented safe system or risk assessment for the activity
- You do not have the correct Personal Protective Equipment

Skills People Group have in place a confidential reporting system that will provide employees with the means of reporting anonymously, any incident, unsafe act, concern and safety or environmental related issue.

The Directors will ensure Skills People Group will not discipline, discriminate or impose any form of penalty on an employee who uses this Worksafe and refusal to work procedure. The employee or employees who initiated the Worksafe Procedure will be kept informed of any decisions made throughout the process.

### 3.32 Home Workers

Because of the type of company that we are and the industry within which we work, it will be necessary for some of our employees to be based from, and / or work from home ('Home Working') either on a full time or part time basis.

Approval for home working must be obtained from the relevant director. Home working is at the entire discretion of the Company and the facilities provided will be those deemed necessary for the performance of the employee's job role.

The employee must inform the Company if the home location changes and seek confirmation that home working arrangements may continue at the new home address.

*Management:* It is recognised that home workers and field-based staff may feel a sense of isolation through loss of regular face to face contact with their co-workers. To mitigate this, participation and/or attendance at regular team meetings and daily contact will be maintained either by email or phone. From time to time it may be necessary to visit a home worker at a suitable location close to their home during normal office hours. Home workers and field-based staff will be expected to attend the office or some other appropriate venue from time to time according to the needs of the business and their department.

*Health & Safety:* It is a legal requirement for Construction Skills People (employer) to ensure the health, safety and welfare of all employees, so far as is reasonably practicable, whilst at work. Equally, all members of staff are required to take reasonable care at work for their own health and safety and that of others who may be affected by their actions at work.

The permanent home worker must allow reasonable and appropriate access to their home to enable health and safety checks to be carried out, if an acceptable safety standard is achieved but modification is required to install equipment. Where provided, home workers are responsible for ensuring that their Display Screen is correctly installed, that it remains in a comfortable position, and that regular breaks are taken while working at a VDU. The home worker or field-based worker will be responsible for maintaining their working

environment to the agreed standards and will be responsible for reporting any hazards or potential health and safety issues to their manager.

Should you sustain an injury or a near miss whilst working from home, you are required to complete an Accident Report Form and submit it to the Office Manager, and also inform your Line Manager immediately.

### 3.33 Construction (Design & Management) Regulations 2015

Skills People Group is fully aware of its responsibilities under all current health and safety legislation, including the Construction (Design and Management) Regulations 2015 and has the necessary competence, experience and resources to deliver construction training and assessment. Our safety procedures cover planning, utilisation of competent personnel in a co-ordinated team approach, training and, where necessary, discipline. Skills People Group believes that following its procedures will enable it to fulfil all duties and requirements under these regulations.

### 3.34 Display Screen Equipment (DSE)

Computer equipment is used extensively by employees in the office. These employees have been designated as 'users' under The Health and Safety (Display Screen Equipment) Regulations 1992 (as amended in 2002)

A guide has been produced to aid employers and employees alike:

<http://www.hse.gov.uk/pubns/indg36.pdf>

'Users' are provided with information and training about the risks to their health and how to minimise them.

Workstations in the Office and those used by other staff identified as 'users' have been assessed to ensure they satisfy minimum requirements and the risks are reduced to lowest level reasonably practicable.

Frequent changes of activity occur; therefore, no special breaks need to be planned into work routines to prevent the onset of fatigue.

'Users' are entitled to free eye tests and any special spectacles required for display screen work. Users are to contact Human Resources in the first instance.

Work related upper limb disorders such as pain to the muscles; repetitive movements associated with intensive keyboard or mouse operations can bring about pain to ligaments and nerves of the hand and arm. Properly arranged workstations and organisational systems will minimise the risks of these disorders. Employees should be

aware of this type of injury and report any pain, discomfort, swelling or weakness experienced during or shortly after keyboard/mouse work.

### **3.35 New & Expectant Mothers**

Skills people Group recognises that there is a necessity to take additional steps to ensure the health and safety and to assess and manage the risks to new and expectant mothers and their children taking into account any additional risks caused by their work. Expectant mothers are asked to inform their line manager as soon as possible after their pregnancy is confirmed so that a risk assessment can be completed. Skills People Group will assess and monitor the ability of pregnant women to perform their work safely and without exposure to significant risks to their health, throughout the declared term of pregnancy and the post-natal period and, where necessary, implement appropriate control measures arising out of the risk assessment.