



**Holistic Safety Business
Health and Safety Management System 2023**

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1. Scope

This document covers the management of Health and Safety for Holistic Safety Business Ltd. The document applies to all employees at all business premises and to employees who are temporarily at other Companies, on the road, overseas or home based. All contractors, service providers and visitors should also be made aware of/ comply with this document.

2. Introduction

This management system has been established in line with the requirements of ISO 45001 – Occupational Health and Safety management systems. The policy set out on the following page identifies the Company's policy on Occupational Health and Safety as determined by the Board of Directors.

The following document provides the written policy, organisation and general arrangements as required by section 2 (3) of the Health and Safety at Work etc. Act 1974.

3. Policy Statement

Holistic Safety Business Ltd
Registered Offices:
Hardy House
Northbridge Road
Berkhamsted
Herts
HP41LF
Tel: +44 (0) 161-818-6118
email: info@holisticsb.com

HSB - HEALTH AND SAFETY POLICY STATEMENT

The HSB Board of Directors recognise that Health and Safety requirements are of paramount importance, and will ensure that priority is given to all areas of the business. This can only be achieved by its directors, managers, staff and contractors all working together on a programme of continuous improvement, putting in place effective systems to identify hazards and eliminating them before injury or ill health occurs and it is their intention that:

- Responsibilities for health and safety are cascaded throughout all management and supervision;
- Adequate resources are provided to ensure that proper provision can be made for health and safety within the organisation;
- Hazards are identified on an ongoing basis and that the inherent risks are properly addressed and adequate measures applied to ensure that risks are kept to an absolute minimum;
- Systems of work are provided that are safe and without risks to health;
- The health, safety and welfare of HSB staff, learner and contractor is of the utmost importance;
- Good and effective management systems will prevent injury and ill health resulting from employment;
- The development of a safety culture, with genuine commitment throughout the organisation to the prevention and elimination of accidents/ incidents and ill health is essential;
- Every accident or case of ill-health resulting from employment is unacceptable and avoidable with appropriate systems of work, plant, substances, training and supervision;
- Thorough reporting and investigation of all accidents/ incidents where there was potential for significant injury or property damage is essential as a means of identifying the root cause of incidents and of taking effective action to prevent any future repetition;
- No persons should be asked, expected or allowed to work in an unsafe or unhealthy manner;

- Encouraging, performing or turning a “blind eye” to unsafe acts is a serious matter and will be dealt with as such;
- Regular auditing of work areas and activities is an important means of involving people and improving conditions;
- The above shall provide the base for HSB to manage health and safety effectively;
- Compliance with this Policy is mandatory

ALL LEARNING activities shall be subject to the same standards that we believe to be essential. Every effort shall be made to assist, encourage and influence individual companies to improve their own health and safety performance.

Russell M Prince

Russell M Prince

Operations Director

01st June 2023

4. Responsibility & Authority

“Holistic Safety Business was formed in” was formed in 1966 to provide a training service to small and medium sized companies in both the UK and overseas. The registered head office is at Hardy House, Northbridge Road, Berkhamsted England HP4 1EF and is a company registered in England, Company number 10751001.

These are:

- This Health and Safety Policy applies to all staff in the company and to their responsibilities to others affected by the company’s activities.
- The responsibility and authority for ensuring that the Company’s Health & Safety Policy and Procedures are implemented and maintained is that of the Operations Director. The detailed implementation and maintenance of the Policy and Procedures is undertaken by the Operations Director and other Directors and Managers.

4.1 Competent Body

Holistic Safety Business is a competent body on its own behalf utilising the Safety Advisors employed by the company to provide advice to ensure the requirements of the HSAW act 1974 and the Management of Health & Safety at Work Regulations 1999 and all sub-ordinate legislation is met.

Holistic Safety Business have nominated a Safety Advisor t. These being:

- Russell M Prince CFIOSH RSP - Operations Director

4.2 Responsibility

To ensure commitment to and the provision of safe working conditions, the responsibilities of the Operations Director (for the maintenance and improvement of health and safety) within the organisation are detailed as follows.

The Policy also lays out the responsibilities of relevant managers, other staff, and learners.

5. Planning for hazard identification, risk assessment and risk control

Hazard identification and the assessment of the associated risks will be carried out in all areas of the business. Following this, actions will be determined as necessary to control the risks at the lowest practicable level. This shall be applied at all levels within the organisation and for all types of work.

We will carry out suitable and sufficient assessments of the risks to the health and safety of our employees and others affected by our work activities in compliance with the Management of Health and Safety at Work Regulations.

The Risk Assessments will:

- Identify all hazards with a potential to cause harm to our employees and others who may be affected.
- Evaluate the probability and severity of injury or damage.
- Analyse the options for eliminating, reducing, or controlling the risks and then take the appropriate action.
- Review the assessments periodically and particularly where they may no longer be valid or where there has been a significant change in work activities, processes etc.
- Keep records in writing or electronic form of the significant findings of risk assessments and identify employees who may be especially at risk.
- Provide our employees and employees of other employers working on our premises with comprehensive and relevant information on risks, preventative and protective measures, emergency procedures and competent persons.

In addition to the above, it is our policy to carry out specific risk assessments in accordance with the other Regulations and Codes of Practice.

The line management in charge of routine work, working alongside other relevant persons or employees will ensure risk assessments are carried out in their areas of responsibility, and will record and take immediate action on significant findings, other actions from Risk Assessments will be dealt with by the line manager in a timely manner. In the case of non routine work the line management will initiate a risk assessment before the commencement of the activity; this may require the assistance of the Health and Safety advisor.

Car driver Risk Assessments will be carried out for all staff who drive on Company business (see Road Risk Assessment).

6. Legal and other requirements

- The main Statutes and Statutory instruments applicable to the business are identified in the legal register. The Operations Director will keep the list up to date and periodically republish it as required, this will be done by referring to HSE Direct, and the HSE web site.
- The Operations Director will also regularly review the requirements of HSB personnel through the attendance of the Health and Safety Committee meetings.
- The Operations Director will inform the appropriate Management/Supervision of any working procedures that will require reviewing due to legislation requirements or HSB requirements. All managers will make staff aware of changes to Health and Safety practice that become necessary as a result of changes to legislative or other requirements.

7. Objectives

Where practicable, health and safety objectives shall be quantifiable for all functions and at all levels of the organisation. Management objectives shall be identified in all Health and Safety management Procedures developed on sites. For specific health and safety issues that become

apparent through the day-to-day management process these will be prioritised into action plans. The planned actions will be reviewed periodically and closed out when complete. The Board of Directors will meet every three months, to set and prioritise objectives. Targets and time frames for achievement will be allocated where appropriate. The objectives will be communicated by regular site-specific health and safety meetings with the minutes being communicated to all staff via notice email. The objectives will address both corporate and local issues and will be realistically achievable.

The primary objectives for the organisation will be:

- Improve the competence of the work force at all levels through appraisal and training.
- Reduce the number of workplace accidents and the number of workdays lost due to workplace injury by 10% year on year.
- Improve the Health and Safety culture of the organisation.
- Work towards the accreditation of ISO 45001.

8. Health and Safety Management Programme

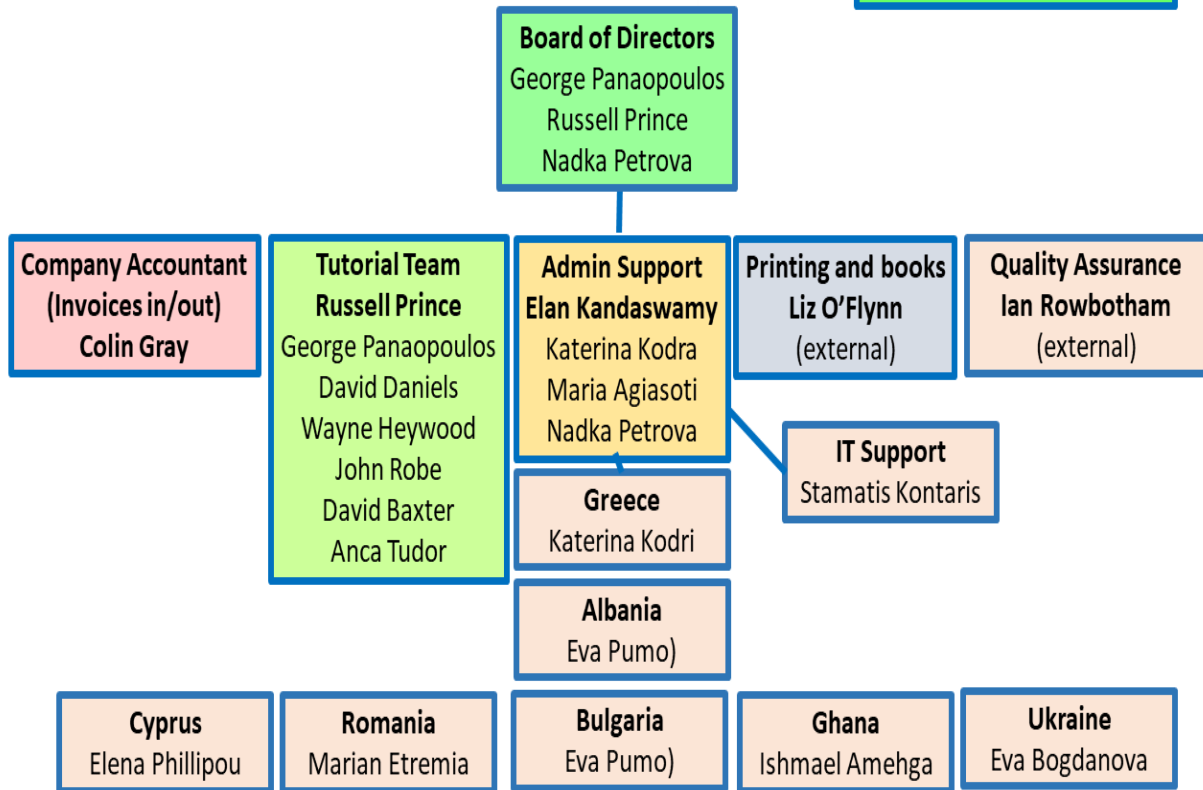
In order to implement the organisations objectives, a programme will be developed setting targets and responsibilities. Managers and Course Leaders will be responsible for the implementation of these programmes onto their respective departments. The programmes will be reviewed at least quarterly at Team meetings, and managers/course leaders will report back to the Operations Director quarterly.

The programme will incorporate:

- Actions to achieve relevant Health and Safety targets
- Allocation of resources, responsibilities, timing, and priorities.
- Training requirements where appropriate.
- Requirements arising from audits and non conformances (internal and external).

9. Structure and Responsibilities

The organisation chart below shows the organisation of Holistic Safety Business.



Health and Safety Responsibilities for: Operations Director

Having overall responsibility within HSB for ensuring:

Health & Safety

- The company Health and Safety Policy and ensuring it is reviewed when necessary and updated to reflect changes in legislation, operation, or specification.
- That objectives specified within the Policy reflect fully all aspects of the Company's operations.
- That Health and Safety responsibilities are clearly defined for all managers, course leaders and employees.

Communication and Consultation

- Adequate consultation exists enabling:
- The Health and Safety Policy to be communicated to all employees within the company and that all employees are aware of the hazards and the control measures that affect them.
- The commissioning and maintenance of an effective Health & Safety Committee is undertaken

Finance and Planning

Adequate finance is agreed with the Divisional Director to meet the Company's legal and moral obligations for Health and Safety Management.

Insurance

That insurance cover meeting at least the minimum legal requirement is obtained and maintained, and a copy of the insurance documents are displayed.

Training

Training commensurate with the Company's operations and the requirements of Health and Safety Policy is provided.

Accident/Incident Reporting

- Adequate arrangements for recording and reporting of accidents/incidents are in place.
- Liaison with the Health and Safety Executive and other government/enforcement authorities on health and safety issues is undertaken, and that the company's legal obligations for the reporting of accidents and dangerous occurrences are met.

Contingency Planning

Suitable arrangements are in place to control serious hazards or situations of imminent danger. Immediate managers carry out their health and safety responsibilities as directed by the Health and Safety Policy Statement.

Health and Safety Responsibilities for: DIVISIONAL DIRECTOR

Having responsibility within HSB for ensuring:

Management Responsibilities

- The Health and Safety Policy Statement is brought to the attention of all employees under their control and the requirements outlined within the Policy are fully implemented.
- New Health and Safety Legislation is reviewed and that any alterations in the Policy are communicated to relevant employees and implemented.

Risk Assessment

- Managers have undertaken Risk Assessment of all relevant areas and that suitable control measures are in place.

Communication and Consultation

- That consultation with all employees has taken place and is on going and its effectiveness is monitored.

Training

- The training requirements for all staff under your control and this Policy have been met.

Finance and Planning

- The funds made available for health and safety are adequate and applied in the relevant areas

Contingency Planning

- Adequate contingency planning for specific hazards and situations of imminent danger are in place.

Housekeeping

- Adequate housekeeping standards are maintained.

Welfare

- Adequate welfare activities are provided and maintained.

Work Environment

- The work environment is maintained in adequate condition.

Plant, Equipment and Premises

- All plant and premises are maintained in accordance with legal requirements and best practice.

Monitoring

- That the requirements of this Policy are met, and that suitable pro-active and reactive methods are in place to measure the Company's Health and Safety performance.

Health and Safety Responsibilities for: COURSE LEADERS

Having responsibility within HSB for ensuring:

Management Responsibilities

- The Health and Safety of all employees and learners in your control and they are aware of their responsibilities, and they are clearly understood.
- They monitor to ensure health and safety rules are being followed.

Monitoring

- You undertake any monitoring responsibilities at the agreed frequencies as dictated by this Policy and monitor those employees in your control also carry out their health and safety monitoring activities where applicable.
- You monitor employees/learners undertaking their health and safety responsibilities.
- That health and safety inspections of all areas under their control are undertaken at intervals contained in the procedure.
- They undertake sufficient safety checks as necessitated by the procedure, but at levels determined by accident/incident report and increased occupancy.

All staff are responsible for:

- Compliance with the Health and Safety Policy and any procedures/work instructions associated with their work.
- The performance of the Health and Safety management System.
- Taking care of their own Health and Safety and others that may be affected by their acts or omissions.
- Report or take appropriate actions on any dangers or shortcomings in protection arrangements.
- Ensuring that any visitors under their control are aware of emergency procedures and high-risk areas.
- Ensure that all work equipment is used according to training/ instruction provided.
- Maintaining a good standard of housekeeping in their work area at all times.

- Where employees are required to visit customers, suppliers, work sites they are required to establish from the client any hazards to which they may be exposed and to work within the clients defined control measures.

Health and Safety Responsibilities for: LEARNERS (those undertaking training and education)

- Having responsibility within HSB for ensuring:

All Learners must:

- Make themselves familiar and conform to any safety rules, procedures and practices during their learning period in HSB
- All machinery and equipment used in the pursuit of skills and knowledge must be used and operated as instructed
- Not perform any activity or operation unless they feel confident to do so. If any doubt exists, they must STOP and consult with the Course Leader.
- Follow orders and instructions issued to maintain health and safety standards.
- Report immediately any hazard, defect, near miss, incident, or accident to the Course Leader.
- Follow and comply with health and safety requirements whilst undergoing training i.e., take reasonable care for themselves and others.
- Behave in a safe manner for their own sake and for their colleagues and others.
- Contribute towards a healthy and safe working/training environment.

10. Training, awareness and competence

All staff will receive Health and Safety awareness training appropriate to the competence levels required by their job and this will be updated at least 3 yearly or sooner if:

- There are increased risks from a transfer or change of job/ responsibilities.
- Refresher training is required due to technological or legislative changes.
- Training is identified in a needs analysis.
- Levels of skill or qualification are identified for specific roles.
- Needs are identified through Risk Assessment.
- Training requirements are identified and required corporately.

11. Consultation and Communication

Health and Safety information is relayed to personnel through:

- Training.
- Regular Health and Safety committee meetings (Minutes placed on notice boards).
- Regular management and team meetings.
- Memos and e-mails.
- Team and individual briefings.
- Work instructions/procedures.

Nominated representatives of employee safety will be consulted at the earliest opportunity on measures designed to secure employee Health and Safety at work. Assistance and facilities where appropriate will be provided so they can carry out their functions effectively.

Health and Safety committees are formed and contain a broad representation from each section.

Health and Safety Committee terms of reference:

The objectives of the committee is to promote the co-operation between management and employees on Health, Safety and Welfare matters, providing a forum for discussion, ideas and recommendations, to promote a positive Health and Safety culture.

The functions of the Committee are:

- To monitor Health and Safety performance, recommending where appropriate new health and safety measures, standards or to revise existing ones.
- To examine outcomes of Health and safety tours and audits.
- To review training requirements.
- To present proposals for improvement of the Health and Safety management System.

To improve Health and Safety communications.

12. Health and Safety Documentation

Health and safety documentation will be kept to a minimum required for both effective and efficient implementation of requirements. The following will be maintained as a minimum:

- **Health and Safety management procedures:** to manage provision to satisfy statutory requirements.
- **Risk Assessments:** that covers all aspects of work carried out identifying hazards, persons at risk, potential injury, extent of the risk and the measures necessary to eliminate or control the risks at a tolerable level.
- **Work instructions, workplace specific procedures:** these will be used to provide a safe system of work defining the preventative and protective measures required at the point of work.

13. Document and Data Control

All Health and Safety documents produced for managing Health and Safety shall be controlled to ensure that:

- They can be located.
- They are periodically reviewed and revised as necessary and approved for adequacy by authorised personnel.
- Current versions of relevant documents and data are available at all locations where operations essential to the functioning of the Health and Safety Management System are carried out.
- Obsolete documents and data are promptly removed from all points of issue/ use.
- They remain legible and clear
- Archived Health and Safety data are retained due to legal requirements and knowledge preservation, being identified for retrieval.

14. Operational Control

Risk assessment shall be used to identify safety critical processes requiring preventative or protective measures. Safety critical processes or operations requiring preventative or protective measures shall be planned and shall be carried out safely under specified conditions by:

- Establishing and maintaining a workplace procedure or Workplace Instruction to cover situations where their absence could lead to deviations from the health and safety policy and objectives
- Stipulating operating criteria in the Method Statement/safe system of work, including the use of permits to work where necessary
- Establishing and maintaining procedures related to the identified health and safety risks of goods, work equipment and services purchased. This includes the communication of relevant procedures and requirements to suppliers and contractors
- Establishing and maintaining procedures for the design of workplace, process, installations, machinery, equipment operating procedures and work organisation,

including their adaptation to human capabilities, in order to eliminate or reduce risks at source

15. Emergency Preparedness and Response

Risk assessments will take into account emergency conditions when they are carried out and will identify safety critical processes. Emergency procedures are in place on site. The Operations Director will ensure that the procedures are up to date, tested, displayed where appropriate and that all staff are trained with practical testing of the procedures taking place at least annually. All visitors, contractors etc. will also be made aware of emergency procedures that affect them.

16. Performance Measuring and Monitoring

- Company Objectives and Targets will be tracked by the monitoring and measurement of management programmes; this will be continually reviewed by the Board of Directors
- Regular Health and Safety tours will be carried out on each site, encouraging participation from all levels in the Company including the Board of Directors. Records of emergency arrangement testing, and evacuation alarm testing shall be kept by the Operations Director.
- Course Leaders will initiate regular inspections of their respective areas of responsibility to ensure that processes requiring preventative or protective measures are adequately controlled.

17. Evaluation of Compliance

- An evaluation of Compliance will be carried out by the Operations Director on an annual basis whilst reviewing the Legal and other requirements register. This evaluation will also be required following major non conformances in the Health and Safety Management System or its performance. In performing the evaluation results of audits, regulatory inspections, risk assessments, documents, records, tours, inspections, Near Misses monitoring test results etc. will be considered.

18. Accident and Incident Reporting and Investigation

- All accidents, dangerous occurrences and Near Misses no matter how trivial they seem must be reported immediately to direct supervision. Investigations will be carried out by the Operations Director, with the assistance of the Administration Team where required.
- Accidents will be reported and investigated in line with company Accident Reporting and Investigation procedures. This covers not only the formal reporting of an accident but intends also to establish the cause rather than blame to help to prevent any future accidents.
- Near Miss reporting is widely encouraged remembering that we are trying to establish cause and will not place blame on any person. Do not ignore Near Misses, no matter how trivial as you could be stopping someone (maybe yourself) getting hurt in the future.

19. Non-Conformances, Corrective and Preventive Action

- Non conformances can arise in relation to the management system or in terms of the Health and Safety performance; everyone is responsible for identifying and reporting both potential and actual non conformances using the appropriate Health and Safety forms. Non conformances will be investigated so that both corrective and preventive measures can be implemented to prevent reoccurrence.

20. Records and Record Management

- All records will be legible, identifiable and traceable to the activities involved. All records will be stored and maintained in a way that they are readily retrievable and protected against damage.

- Forms will be used where identified in procedures for the recording of Health and Safety information. All Health and Safety records will be kept for a period of forty years.

21. Audit

The Operations Director will produce an audit plan for each financial year and undertake audits to ensure that each sections management system:

- Conforms to planned arrangements for Health and Safety Management
- Has been properly implemented and maintained
- Is effectively meeting the Companies policy objectives.

The audit programme will review the results of previous audits and provide information on the audit results to senior management. Any non conformances and observations found at the time of the

22. Management Review

The Board of Directors will review the Health and Safety Management System annually or more frequently if required. The review will be documented and will cover the following topic areas:

- Need for changes to the policy
- Review of objectives
- Results of audits
- Safety performance reports
- Changing circumstances within the Company
- Legislative changes
- Corporate Requirements

Company Procedures to support the Policy

- Hazard Identification and Risk Assessment
- Reporting and Investigation of Accidents, Incidents and Near Misses
- Control of Health and Safety Documents and Data
- Health and Safety Training
- Health and Safety Working at Height
- Permits to work
- Safe Systems of Work
- Provision and Use of Work Equipment
- Contractors and Visitors
- Health and Safety Communications
- Control of Substances Hazardous to Health
- Overseas and Domestic Travel
- First Aid Provision
- Emergency Evacuation
- Fire Risk Control
- Non Conformance, Corrective and Preventative Action
- Personal Protective Equipment Procedure
- Management of Change

HAZARD IDENTIFICATION AND RISK ASSESSMENT

1. PURPOSE AND SCOPE

This procedure ensures that hazards at work are identified and the associated risks to people are assessed.

2. RESPONSIBILITY

- 2.1 Managers/instructors will ensure that risk assessments are carried out in their respective areas of responsibility.
- 2.2 Managers/instructors will ensure that follow up work from Risk Assessments is carried out in a timely manner appropriate to the rating of the risk and that appropriate measures are put into place to control the risk to as low a reasonably practicable level.
- 2.3 Managers/Course Leaders will ensure that safe systems of work are put into place where necessary appropriate to the risks identified.
- 2.4 Managers/Course Leaders will ensure that all staff are made aware of significant risks relating to their work and risk assessments will be made available to all staff.
- 2.5 The Operations Director/Safety Advisor will audit a sample of Risk Assessments on a yearly basis.
- 2.6 Out of date risk assessments will be archived by the Operations Director.

3. PROCEDURE

- 3.1 Risk assessments will be carried out on all work activities/ work equipment.
- 3.2 If the process contains specific hazards identified on the HSB Risk Assessment Process flow diagram (figure 1) then the highlighted specific risk assessments will be carried out.
- 3.3 Risk assessments will be reviewed whenever
 - There is reason to suspect that an assessment is no longer valid
 - A change is going to be made in the process/ equipment/ substances
 - Movement of the work equipment/ work area has taken place
 - A significant incident has occurred on that activity/ work equipment
 - There is a change in legislation affecting the process
 - At least within a 12-month period.
- 3.4 Where possible the Risk Assessment will be carried out by more than one person and will involve persons where possible who use the equipment/ substances/ work in the locality, in all cases at least one person in the group will be trained to carry out risk assessments.
- 3.5 Risk assessment form contains sections on all common hazards but this list is by no means exhaustive and the section 'Other Hazards' should be used for hazards identified that are not included on the form.
- 3.6 All identified risks will be rated as per the tables in figure 2 Risk Estimate Rating Category Definitions.
- 3.7 In carrying out the assessment normal, abnormal and emergency conditions will be considered.

3.8 In the process of the assessment the assessor will consider where appropriate:

- Legislative Requirements
- Health & Safety Executive guidance and Approved Codes of practice
- Predictable human error
- British or International standards
- Manufacturers and/ or suppliers product information
- Industry group or trade association guidance
- Accident, ill health and near miss data
- Past Risk Assessments
- Adequacy of current control measures
- All personnel that may be affected.

3.9 Where risks are intolerable an action plan must be implemented to minimise the risk where reasonably practicable to do so.

3.10 When applying risk control measures the risk assessor will apply where practicable the preferred hierarchy of risk control measures:

Preferred



Last Resort

- **Elimination** (avoid the risk altogether)
- **Substitution** (e.g., use a less hazardous chemical)
- **Engineering Controls** (e.g., use equipment to help in lifting)
- **Safe Systems of Work** (suitable operational procedures)
- **Personal Protection** (Use of Personal Protective Equipment PPE)

3.11 All actions required from the risk assessment will be tracked by the Manager/instructor and will be carried out in a timescale relevant to the measured risk.

3.12 Where an operational procedure is required, this will be developed in line with Safe Systems of Work.

3.13 If a number of risks are present that require a high degree of control, then a permit to work will be issued highlighted by the Risk Assessment

3.14 The level of training and instruction required will also be considered in the assessment.

HAZARD IDENTIFICATION AND RISK ASSESSMENT

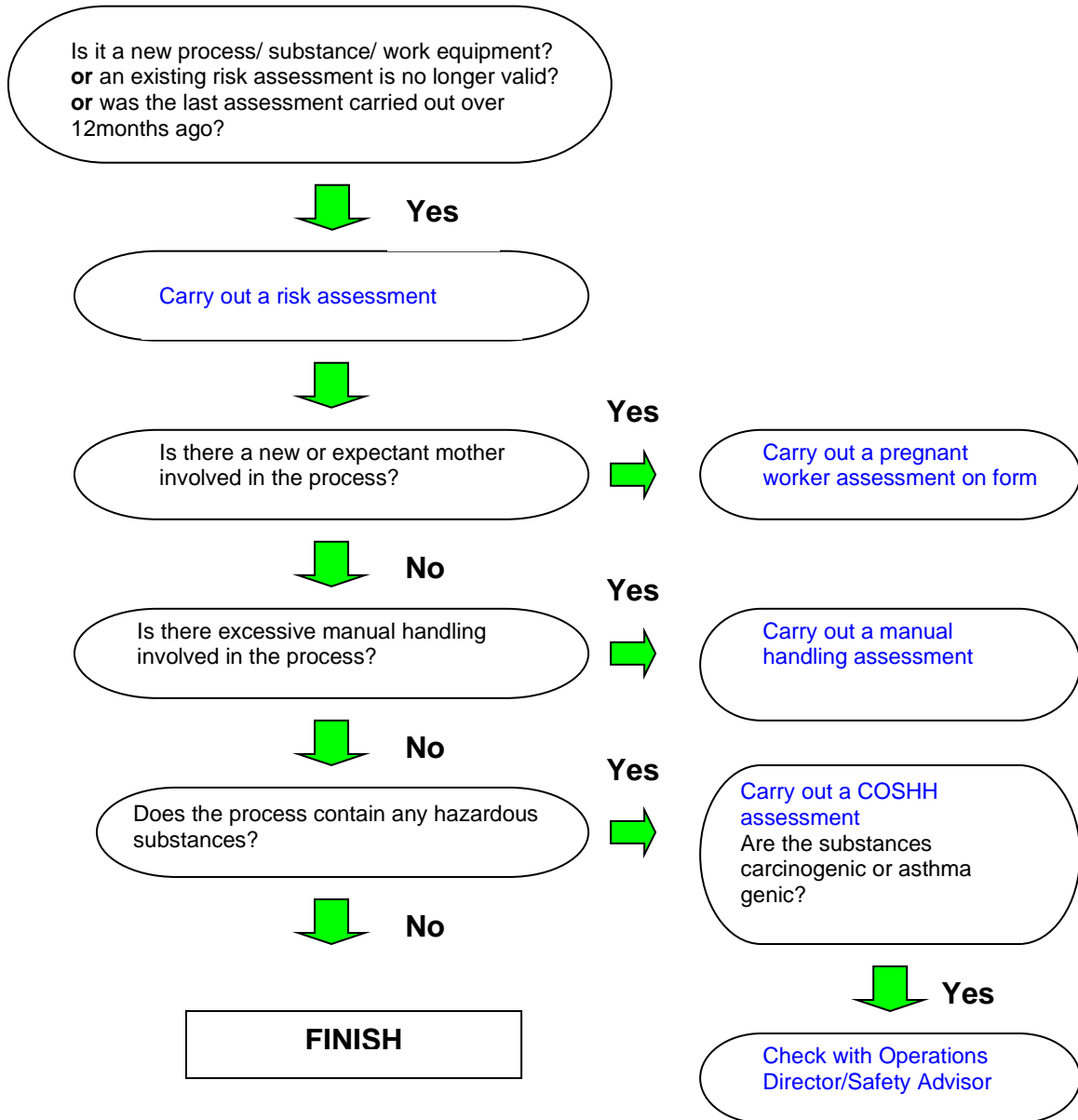


Figure 2: Risk Estimate Rating Category Definitions

| | | |
|------------|-----------------------|--|
| Key | H= High Risk | Intolerable risk, immediate action required |
| | M= Medium Risk | Moderate risk present, action required to control the risk to as low a level as reasonably practicable. |
| | L= Low Risk | Tolerable risk, further action may not be required but could be taken to control risk, monitoring will probably be required to ensure that any control measures are working. |

| | | <i>Likelihood</i> | | | | | Likelihood Rating | Severity Grading |
|-----------------|---|-------------------|---|---|---|---|---|-------------------------|
| | | 5 | 4 | 3 | 2 | 1 | | |
| Severity | | | | | | | 1. Very remote/ impossible | 1. Trivial injury |
| | 5 | H | H | H | M | L | 2. Unlikely but possible | 2. Minor injury |
| | 4 | H | H | M | M | L | 3. Foreseeable that it could occur | 3. Major injury |
| | 3 | H | M | M | L | L | 4. Likely to occur | 4. Severe injury |
| | 2 | M | M | L | L | L | 5. Inevitable/ has been known to happen | 5. Death |
| | 1 | L | L | L | L | L | | |

HEALTH AND SAFETY THE REPORTING AND INVESTIGATION OF ACCIDENTS AND NEAR MISSES

1. PURPOSE AND SCOPE

This procedure describes the requirements for the reporting and investigation of accidents, potential accidents (Near Misses), dangerous occurrences and work-related ill health for apprentices, employees, visitors, and contractors ensuring regulatory compliance.

2. RESPONSIBILITY

- 2.1 The Operations Director/ Safety Advisor will ensure that all statutory RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) reporting requirements to the Health and Safety Executive (HSE) are dealt with in line with the Regulations.
- 2.2 If an accident involves an apprentice the employer will be notified and consulted throughout the investigation of accidents, incidents and near misses.
- 2.3 The Operations Director will ensure that all lost time injuries, work related ill health, dangerous occurrences and near misses are investigated in their areas of responsibility with the help of the Operations Director/Safety Advisor where required.
- 2.4 The Operations Director will ensure that all actions required from outcome of Investigations are carried out to agreed timescales.
- 2.5 The Operations Director will track all required actions from the outcomes of Investigations through the Health and Safety meetings.
- 2.6 HSB will hold an accident book for the recording of all accidents at work.
- 2.7 First Aid personnel will ensure that an entry into the accident book is made for each person that they deal with.
- 2.8 The Course Leaders will report all accident figures and days lost to the Operations Director on a monthly basis.
- 2.9 The Operations Director will report all RIDDORS and associated investigation reports to the Board of Directors
- 2.10 All personnel (including learner) are responsible for the reporting of accidents, near misses and work-related illness to their immediate Supervision, and for reporting injuries (no matter how trivial seeming) to a first aider ensuring that the details of which are entered into the accident book.

3. PROCEDURE FOR MINOR FIRST AID ATTENDED ACCIDENTS (also refer to flow chart in figure1)

Injuries will be reported to first aiders, and to the immediate supervision of the injured party.

- 3.1 First aiders after treating the injured party will fill in an entry into the first aid book.
- 3.2 Each completed entry will be passed onto the Operations Director as soon as is reasonably practicable.

- 3.3** An accident report form will be completed as soon as reasonably practicable after the accident by the immediate supervision of the injured party and will not be used to establish blame but to establish cause.
- 3.4** A copy of the accident form will be passed onto the site Human Resources Department to be put into employee/learner files.
- 3.5** Lost time due to injury will be monitored by the Safety Advisor and if any injury leads to over 7 days of absence (including a weekend) this will become RIDDOR reportable.
- 3.6** All lost time accidents resulting in 5 days absence from their normal duties (including weekends and bank holidays) will be recorded by Human Resources/Safety Advisor.
- 3.7** Completed forms will be sent to the Human Resources Department/Safety Advisor.

HEALTH AND SAFETY THE REPORTING AND INVESTIGATION OF ACCIDENTS AND NEAR MISSES

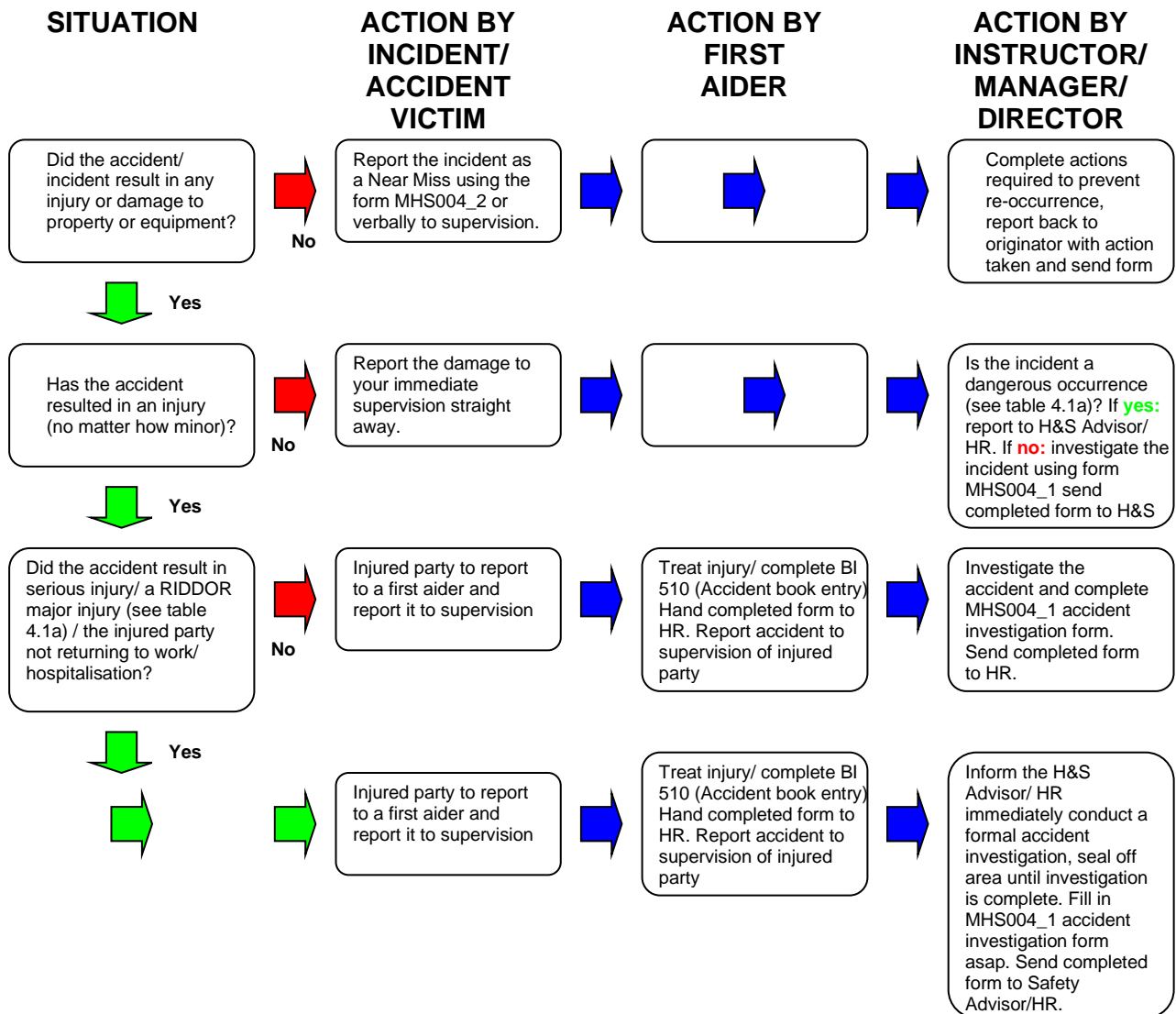


Figure 1: Flow diagram explaining the procedure for reporting accidents, near misses and dangerous occurrences.

4. PROCEDURE FOR RIDDOR REPORTABLE ACCIDENTS (also refer to flow chart in figure1)

4.1 Accidents become RIDDOR reportable if they have led to loss of life, a major injury (see table 4.1a), led to over 7 days of absence from work (including a weekend), a dangerous occurrence (see table 4.1a) or work-related ill health/diseases (see table 4.1a).

Table 4.1a

| Examples of Major Injuries | Examples of Dangerous Occurrences | Examples of Diseases |
|--|--|---------------------------------------|
| Fractures other than fingers, toes or thumbs (break, crack or chip). | Failure of any freight container when being raised lowered or suspended | Hand arm vibration syndrome |
| Amputations. | Failure of any pressure system | Carpel tunnel syndrome |
| Dislocations of shoulder, hip, knee or spine | Collapse of scaffolding (complete or partial) | Legionellosis |
| Temporary or permanent loss of sight | Explosion or fire stopping the plant or building operating for >24hours | Occupational dermatitis |
| Chemical or hot metal burn or penetrating injury to the eye | Collapse of a building or structure | Occupational Asthma |
| Injury from electric shock or burn leading to unconsciousness, resuscitation or 24 hr hospital admittance | Plant or equipment comes into contact with un-insulated overhead power line | Poisoning |
| Any injury: leading to hypothermia, heat induced illness or to unconsciousness, requiring resuscitation or leading to hospital admittance > 24hours. | The collapse, overturning or failure of any load bearing part of lift, hoist, crane, derrick, fork lift truck, mobile powered access platform, access cradle or excavator. | Mesothelioma, lung cancer, asbestosis |
| Loss of consciousness caused by asphyxia or exposure to harmful substance or biological agent. | | Acne |
| Acute illness req. hospital treatment or loss of consciousness due to absorption, inhalation or ingestion of a substance. | | |

This information is a brief summary only. Full details can be found on HSE website.

- 4.2 All accidents in any of the categories in 4.1 will be reported immediately to the Chief Executive, Operations Director and the Human Resources Officer.
- 4.3 All accidents in any of the categories in 4.1 will be reported to the HSE via the Incident Contact Centre as soon as is reasonably practicable this will be done via the internet at <http://www.hse.gov.uk/riddor/> or by calling 0845 300 9923 by the Operations Director or Human Resources Officer.
- 4.4 The accident scene will be preserved, and a formal investigation will take place headed by the Manager of the area concerned, assisted by the Operations Director. The Operations Director will ensure that the appropriate report form is completed as soon as is reasonably practicable and in addition, a more detailed report will be completed by the Operations Director.
This is to establish the root cause of the accident and not to effect blame. Accident causation will be established, and actions developed to prevent accidents occurring in the future
- 4.5 All reports will be forwarded to the Operations Director and the Chief Executive
- 4.6 All RIDDORS reports and investigations will be reported to The Board of Directors by the Chief Executive or a representative.
- 4.7 All required actions from investigations will form minutes in and be tracked via the Health and Safety meetings.

5. PROCEDURE FOR NEAR MISSES (also refer to flow chart in figure1)

- 5.1** All staff and learners will report Near Misses to their immediate supervision. This will be reported by either filling in the appropriate form or verbally to the supervision or anonymously via a Health and Safety representative.
- 5.2** The immediate supervision will complete the appropriate form if the Near Miss was reported verbally.
- 5.3** The manager/course leader is responsible for ensuring that necessary actions are developed and carried out to ensure non re-occurrence.
- 5.4** Completed forms will be returned to the Operations Director for recording



CONTROL OF DOCUMENTS IN THE HEALTH AND SAFETY MANAGEMENT SYSTEM

1. SCOPE

This procedure describes the method for controlling and issuing of Health and Safety documentation.

2. RESPONSIBILITY

- 2.1** The Operations Director shall be responsible for the control of Health and Safety master documents via the intranet.
- 2.2** The Operations Director shall be responsible for the issue and renewal of electronically distributed copies of the Health and Safety Documentation.
- 2.3** The Managers/Course Leaders shall be responsible for reading and maintaining the documentation and advising the necessary personnel/learners under their control of the existence of such documentation.
- 2.4** The Manager/Course Leader shall be responsible for continually reviewing documents to ensure that references contained within are not redundant or otherwise incorrect. Similarly, they are further responsible for recommending improvements to such documents.
- 2.5** The Operations Director shall be responsible for keeping archive files of top level documents.
- 2.6** Managers/Course Leaders are responsible for producing and managing local Work Instructions or Procedures as required to secure Health and Safety requirements identified by risk assessment.

3. PROCEDURE

- 3.1** The Health and Safety Management System and associated procedures will be issued electronically
- 3.2** The Operations Director and the Board of Directors shall be responsible for the approval and issue of new documentation electronically in a read only format and any amended documents will be updated, and superseded documents withdrawn from the intranet site.
- 3.3** Amending of documents shall be made by the Operations Director on request from Managers/Course Leaders, or by audit non conformances/observations of auditing bodies, or by introduction of legal/lawful requirements, or from decisions arising from the management review.
- 3.4** The Operations Director shall ensure that the masters of superseded documents are archived.
- 3.5** On receipt of updated documents, the recipients shall advise their staff accordingly of changes or clauses which, within the scope of their responsibilities, will effect their duties, and are responsible for replacing previously hard copied documentation in their areas of responsibility.

- 3.6 Each document shall have a unique procedure number. Each document shall have an issue number and issue date. Each page of the document will contain the said information.



HEALTH AND SAFETY TRAINING

1. PURPOSE AND SCOPE

This procedure ensures that all staff receive Health and Safety training and specific training in the Health and Safety responsibilities and likely Health and Safety risks of their individual jobs, and that training records are kept.

2. RESPONSIBILITY

- 2.1 The Operations Director is responsible for identifying levels of Health and Safety skill/qualifications for specific job roles.
- 2.2 The Managers ensure that all staff and new starters are made aware of the HSB Health and Safety Policy and that they receive Health and Safety induction training.
- 2.3 The Operations Director will ensure that the need for specific periodic refresher training is identified (e.g., First Aid refresher training).
- 2.4 Managers will ensure that all staff receive, specific training in Health and Safety requirements/ responsibilities of their job/ area of work. They will also ensure that the Operations Director are informed of any training their staff receive.
- 2.5 Managers will assess the Health and Safety training needs of their staff.
- 2.6 The Operations Director will review training with regards to the requirements of legislation changes.
- 2.7 The Operations Director will keep and maintain training records.

3. HEALTH AND SAFETY AWARENESS TRAINING

- 3.1 All staff shall receive training in Health and Safety awareness including the major risks of the organisations activities, the Health and Safety Policy, legal duties of the employer and employees, emergency procedures and be introduced to the Health and Safety management system.
- 3.2 Health and Safety Awareness training shall be a part of the training for all new staff at any level in the organisation.

4. COMPETENCE AND TRAINING NEEDS

- 4.1 The Health and Safety competence and training needs of each member of staff shall be reviewed regularly by their respective manager's especially when transfers, changes in responsibility or jobs have occurred
 - accidents, near misses etc. have occurred
 - return from long term illness
 - changes in H&S procedures have occurred
- 4.2 All Health and safety training courses will be reviewed by the Operations Director for suitability and content.
- 4.3 Detailed training plans will be developed for staff in high-risk jobs.

5. TRAINING RECORDS

- 5.1** The Training Record for each employee shall show when reviews have been carried out, training needs identified, and training given.
- 5.2** Evidence of training, e.g., certificates of courses attended, shall be recorded on each individual's record.



WORKING AT HEIGHT

1. PURPOSE AND SCOPE

This procedure ensures that all work is controlled where a person could be injured falling from it which includes at or below ground level. This includes access or egress from such a place except by a staircase in a permanent workplace.

2. RESPONSIBILITY

- 2.1 The Operations Director has overall responsibility for the implementation of this procedure on their site.
- 2.2 The Manager/Course Leader will ensure adherence to this procedure within their area of control
- 2.3 All staff working at height will ensure that they comply fully with this procedure.
- 2.4 The Operations Director will check the arrangements for working at height of Contractors and will ensure that their risk assessments are inspected.
- 2.5 Only competent contractors will be selected for work at height on any site and will be checked by the Operations Director before work is carried out.

PROCEDURE

- 3.1 Work at height will be avoided if it is safe and reasonably practicable to carry out the work by other means.
- 3.2 Work at height will only be carried out by trained/competent personnel who both understand the hazards associated with the work and are competent in the use of the necessary equipment required for the work.
- 3.3 Work at height will only be carried out in suitable weather conditions that will not incur additional health and safety risks.
- 3.4 Before work at height is carried out a risk assessment of the task will be carried out by the local area supervision see procedure (Hazard Identification and Risk Assessment). The following will be considered when carrying out the assessment:
 - Avoidance of the work at height
 - The work equipment required
 - Emergency access and rescue
 - Weather on all outside work
 - Duration and frequency of use of equipment
 - Distances and consequences of a fall
 - Work on fragile surfaces
 - Falling objects
 - Risks to others in the area
 - Competence of the operators

- Overhead risks (e.g., cables)
- Loading of the equipment

- 3.5** All work at height equipment will be inspected before its use and inspected in line with statutory requirements.
- 3.6** Work at height equipment found to be in a substandard condition will be labelled as “Dangerous Do Not Use” and reported immediately to Supervision.
- 3.7** A Permit to Work system will be used where multiple high risks are present.



HEALTH AND SAFETY SAFE SYSTEMS OF WORK

1. PURPOSE AND SCOPE

This procedure ensures that safe systems of work are established where Health and Safety risks have been identified that require the application of control measures.

2. RESPONSIBILITY

- 2.1 The Manager/Course Leader shall establish the requirement for safe systems of work.
- 2.2 The Manager/Course Leader will ensure that safe systems of work are put into place appropriate to the risks identified.
- 2.3 The Manager/Course Leader will establish safe systems of work for any plant, equipment, or substances that they are responsible for bringing onto site.
- 2.4 The Manager/Course Leader will ensure that all staff receive specific information, instruction, and training in safe systems of work applicable to their work area.

3. PROCEDURE

- 3.1 The following steps will be taken in determining a safe system of work:
 - A risk assessment will be carried out in line with SPHS1 (Risk Assessment) which will involve the systematic examination of a task in order to identify all hazards and their inherent risks assessed.
 - Existing methods of control will be identified along with any additional controls that may be required.
 - Safe methods of work will be defined.
 - Implementation of a work instruction/ procedure.
 - The system will be reviewed when the risk assessment is updated as defined in SPHS1.
- 3.2 The system of work can be written or verbal depending on the risks/ nature of the work being carried out.
- 3.3 The safe system of work not only applies to permanent activities and processes, but also applies jobs that vary day to day as well as to isolated jobs which occur at infrequent or irregular intervals.
- 3.4 Activities where risks cannot be eliminated or controlled to a manageable level will require a permit to work.

HEALTH AND SAFETY THE PROVISION AND USE OF WORK EQUIPMENT

1. PURPOSE AND SCOPE

This procedure ensures that Health and Safety standards are maintained on the introduction of new plant and equipment and in the use of existing plant and equipment.

2. RESPONSIBILITY

- 2.1 The Operations Director will ensure that high standards of Health and Safety are maintained on the introduction of new plant and equipment, and for ensuring maintenance/ statutory inspections are carried out in line with requirements.
- 2.2 The Manager/Course Leader will ensure that high standards of Health and Safety are maintained on existing and on the introduction of new plant, and equipment in their respective area of responsibility.
- 2.3 The Manager/Course Leader will ensure that plant and work equipment is used by trained operatives to work instructions and / or manuals issued
- 2.4 All staff will use work equipment/ plant in line with any training that they have been provided with
- 2.5 A provision and use of work equipment check will be completed by Manager/Course Leader before any new plant/ work equipment is issued.
- 2.6 All plant and equipment will conform to European Standards (and will be CE marked) and British standard specification in respect of Safety where appropriate.
- 2.7 All dangerous parts will be adequately guarded, and all guards properly secured and interlocked where appropriate.
- 2.8 The plant and equipment will be electrically safe and properly installed by a competent and qualified person.
- 2.9 Both individual and cumulative noise levels will be considered before the introduction of the new plant/ equipment
- 2.10 Adequate instructions/ manuals for the safe use of plant, equipment and substances will be obtained from the Supplier.
- 2.11 Maintenance of the plant/ equipment will be assessed to ensure that so far as is reasonably practicable the operations are without risk to operatives.
- 2.12 New plant/ equipment will be risk assessed and safe systems of work developed where appropriate
- 2.13 All new plant/ equipment will contain where appropriate:
 - One or more controls to bring the equipment to a complete stop
 - One or more readily accessible emergency stop controls
 - All controls are clearly marked
 - Adequate signage/markings for means of Health and Safety
 - Means of isolation from the energy supply
 - Warnings or warning devices for means of Health and Safety
- 2.14 All users of work equipment will be adequately trained in the correct use of new plant and equipment; the training will be recorded.
- 2.15 Second hand/ hired plant/ equipment will be comprehensively serviced by the manufacturer or a recognised competent agent prior to use and relevant handbooks obtained.

- 2.16** All new plant/ equipment will be immediately entered into the equipment register and issued with a relevant number and will also be entered into relevant service/ statutory inspection schedules.



CONTRACTORS AND VISITORS

1. PURPOSE & SCOPE

This procedure ensures that when Visitors or Contractors are on HSB site, that they are aware of the Company's commitment to Health and Safety and carry out their visit/work in accordance with the Company's Health and Safety requirements.

2. RESPONSIBILITY

- 2.1** The Operations Director has overall responsibility for the Health, Safety, and welfare of Visitors/ Contractors on site.
- 2.2** The Manager/Course Leader is responsible for inviting the visitor is responsible for ensuring the Contractor is aware of and accepts the Companies Health and Safety responsibilities and procedures.
- 2.3** Anyone who brings a visitor on to site is responsible for ensuring their Health and Safety and informing them of risks and emergency procedures.

3. CONTRACTOR ON SITE

- 3.1** The Operations Director will make checks on Contractors by sending out the request for information prior to the visit and indicating the required information before any work can take place.
- 3.2** The Contractor will read, sign, and provide any information required by the Operations Director before any work is undertaken on the site.
- 3.3** The information returned by the Contractor will be reviewed for completeness and suitability by the Operations Director.
- 3.4** The Operations Director will inform any relevant Managers of work being undertaken in their respective areas of responsibility.
- 3.5** The Contractor will designate a responsible person for the contractors whilst on site who will ensure that the contractor works within the Companies responsibilities.
- 3.6** The Contractor shall be made aware of the Companies specific Health and Safety requirements applicable to the task being undertaken via a site induction.
- 3.7** Permits to work will be issued to Contractors where risks require a greater degree of control.

4. VISITORS ON SITE

- 4.1** Contractors and Visitors to site will be treated with respect at all times.
- 4.2** Learners visiting site for the purpose of training will.

For short courses i.e., NEBOSH, IOSH etc. visitors will sign in at reception or sign in on the course register and will be inducted by the course tutor prior to the commencement of the course.

- 4.3** The induction training received by contractors and visitors on their first day will cover the following points.

- a. The Health & Safety Work etc Act
- b. The Company Health & Safety Policy
- c. Fire Evacuation Procedure
- d. First Aid Facilities
- e. Personal Protective Equipment
- f. Site Hazards
- g. Procedure for Reporting Accidents, Injuries & Incidents
- h. Welfare - location of canteen, toilets, rest rooms & other associated m

HEALTH AND SAFETY COMMUNICATIONS

1. SCOPE

This procedure ensures that all communications both within the Company and to external stakeholders are clear, effective, and relevant.

2. RESPONSIBILITY

- 2.1 The Operations Director will arrange Meetings to ensure annual (or as required) reviews of the Health and Safety Management System are undertaken by Managers and Course Leaders.
- 2.2 The Operations Director will ensure that Health and Safety meetings are held as per this procedure.
- 2.3 Managers/Course Leaders will ensure that Health and Safety updates/issues are communicated to their staff/Learners.
- 2.4 Everyone is responsible for communicating defects in the Health and Safety Management System (within their capabilities) to their immediate supervision or to a Health and Safety representative if they so prefer.

3. COMMUNICATIONS WITH REGULATORS

- 3.1 In all cases, the Operations Director shall be the Companies representative.

4. INTERNAL COMMUNICATIONS

- 4.1 The details of the Health and Safety Management System shall be conveyed to staff by:
 - Training
 - Health and Safety site committee meetings to be held at least quarterly on the site.
 - The distribution of procedures/ work instructions.
 - Manager/Course Leader Meetings
 - Use of notice boards
 - Availability of Minutes of Meeting
 - Performance indicators
 - Team briefings
 - Memos and e-mails
- 4.2 Records of all communications given out will be kept by the relevant Manager/Course Leader.
- 4.3 All internal complaints/ enquiries will be followed up by the relevant area supervision and relevant actions/ no action communicated back to the original complainant/ enquirer.

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH

1. PURPOSE AND SCOPE

This procedure ensures that hazardous substances are identified and limited in their use as far as is reasonably practicable and where their use is unavoidable the associated risks to people are assessed and appropriate controls are in place.

2. RESPONSIBILITY

- 2.1 The Manager/Course Leader will ensure that COSHH (Control of Substances Hazardous to Health) assessments are carried out in their respective areas of responsibility.
- 2.2 The Operations Director will order all substances into the Company and ensure the Approved Substances register is kept up to date
- 2.3 COSHH assessments will be carried out by trained nominated persons.
- 2.4 The Manager/Course Leader will ensure that follow up work from COSHH Assessments is carried out in a timely manner appropriate to the rating of the risk and that appropriate measures are put into place to control the risk to as low a reasonably practicable level.
- 2.5 The Manager/Course Leader will ensure that safe systems of work are put into place where necessary appropriate to the risks identified.
- 2.6 The Operations Director will ensure that any Contractors working on HSB site have carried out suitable and sufficient COSHH assessments appropriate to the work being undertaken.
- 2.7 Managers/Course Leaders will ensure that all staff are made aware of significant risks relating to their work and COSHH assessments will be made available to all staff.
- 2.8 The Operations Director will approve all substances.
- 2.9 Out of date COSHH assessments will be archived by the Operations Director.

3. PROCEDURE (Read in conjunction with flow chart in Figure 1)

- 3.1 All COSHH assessed approved substances will be kept on an 'Approved Register' which will be updated by the Department Manager/Course Leader.
- 3.2 No hazardous substances will be introduced into HSB that are not on the Approved Register.
- 3.3 The approved substances register will contain a listing of all substances used in the Company along with:
 - Which Department they are used in
 - A current copy of the substances Material Safety Data Sheet (MSDS)
- 3.4 Any new substance requiring approval should be highlighted in the new substance box on the purchase requisition and sent to the Operations Director along with a MSDS for assessment and approval/ rejection.
- 3.5 COSHH assessments will be carried out on all hazardous substances.
- 3.6 COSHH assessments will be reviewed whenever:
 - There is reason to suspect that an assessment is no longer valid.
 - A change is going to be made in the process/ equipment/ substances.
 - Movement of the work equipment/ work area has taken place.
 - A significant accident/health issue has occurred on that activity.

- At least within a 24-month period.

3.7 Where possible the COSHH Assessment will be carried out by more than one person and will involve persons who use the substances in the locale, in all cases at least one person in the group will be trained and authorised to carry out COSHH assessments.

3.8 In carrying out the assessment normal, abnormal and emergency conditions will be considered.

3.9 In the process of the assessment the assessor will consider:

- Legislative Requirements
- Health & Safety Executive guidance and Approved Code of practice: L5 Control of Substances Hazardous to Health
- Predictable human error
- British or International standards
- Manufacturers and/ or suppliers Material Safety Data Sheet (MSDS)
- Industry group or trade association guidance
- Accident, ill health and near miss data
- Past COSHH Assessments
- Adequacy of current control measures
- Risk assessments of the task using the substance

3.10 When applying risk control measures the COSHH assessor will apply where practicable the preferred hierarchy of risk control measures:

Preferred



Last Resort

- **Elimination** (avoid using the substance altogether)
- **Substitution** (e.g., use a less hazardous chemical)
- **Engineering Controls** (e.g., use ventilation equipment)
- **Safe Systems of Work** (suitable operational procedures)
- **Personal Protection** (Use of Personal Protective Equipment PPE)

3.11 All actions required from the COSHH assessment will be tracked by the Manager and will be carried out in a timescale relevant to the measured risk.

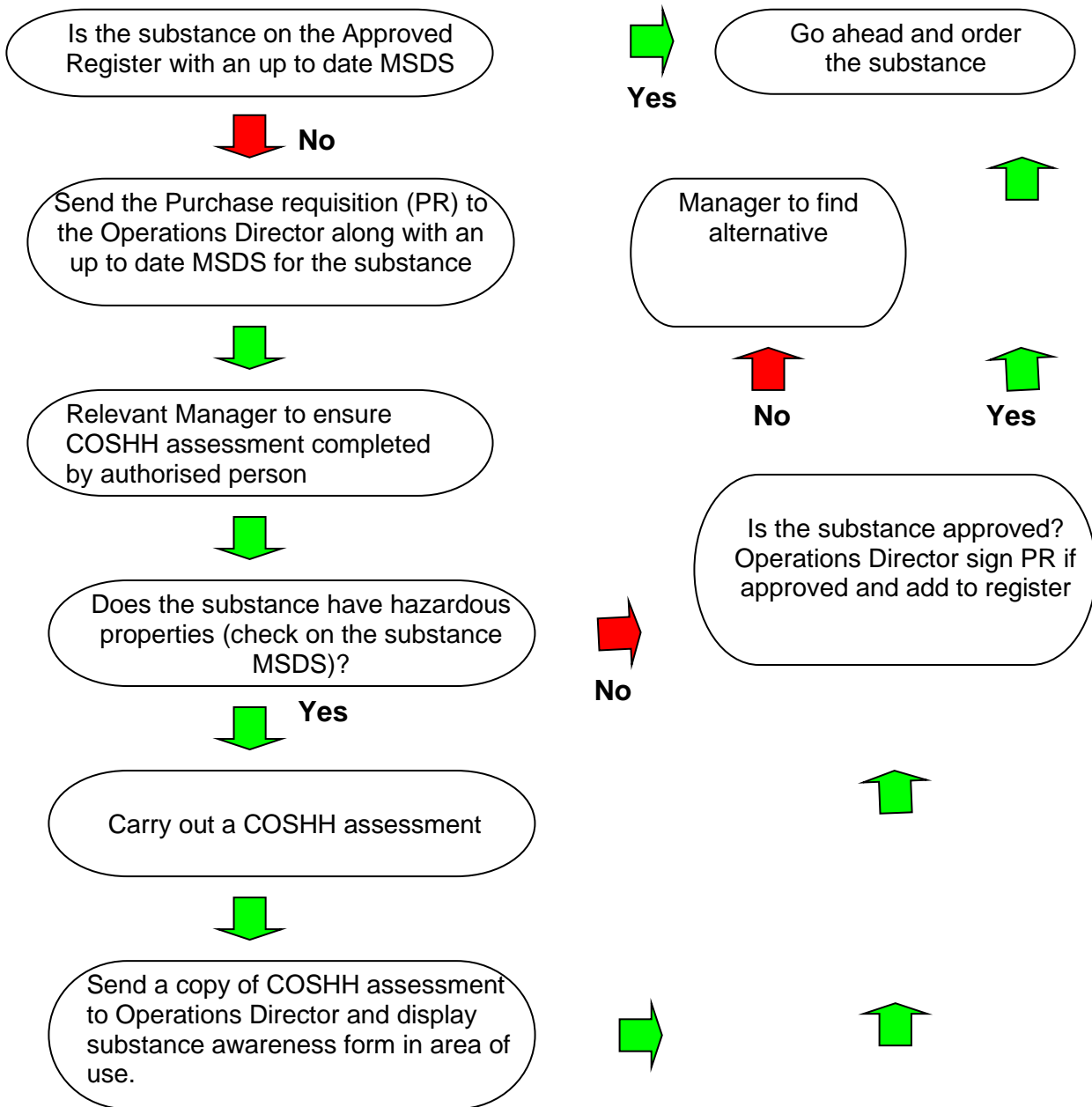
3.12 Where an operational procedure is required this will be developed in line with Safe Systems of Work.

3.13 If several risks are present that require a high degree of control then a permit to work will be issued highlighted by the Risk Assessment.

3.14 The level of training and instruction required will also be considered in the assessment.

3.15 All hazardous substances that are out of date/ no longer used will be disposed of as soon as is reasonably practicable in line with Environmental Disposal of Hazardous Waste procedures.

Ordering/ Assessment of Substances Hazardous to Health



OVERSEAS AND DOMESTIC TRAVEL

1. PURPOSE & SCOPE

This procedure ensures that when HSB Employees are travelling on Company business both within their home Country and abroad that the hazards and risks of the activities are identified and controlled to a reasonably practicable level.

2. RESPONSIBILITY

- 2.1 Managers have overall responsibility for the Health, Safety and welfare of their staff whilst travelling.
- 2.2 The Administration Department will inform the Operations Director of all new starters who will be required to drive on Company business.
- 2.3 Managers/Course Leaders will ensure that Risk Assessments are carried out before business travel is undertaken.
- 2.4 Managers will arrange for car driver risk assessments to be created.

3. CAR TRAVEL

- 3.1 Everyone required to drive on Company business will be subject of a risk assessment.
- 3.2 The Operations Director will evaluate the risk assessments and in consultation with the Manager they will determine and implement the appropriate risk controls.
- 3.3 A drivers declaration form will be signed by all drivers for the Company, and anyone required to be insured on scheme cars on an annual basis and copies of driving licenses and insurance certificates (for privately owned vehicles showing business use coverage) will be submitted to the Operations Manager.

4. FOREIGN TRAVEL

- 4.1 Anyone who travels abroad outside their home country on HSB business will be assessed separately to assess the health risks associated with that country.
- 4.2 The following link will be used for reference: <http://fitfortravel.scot.nhs.uk/home> and then the country you are visiting entered.
- 4.3 Information that will be available through this link includes:
 - Vaccination recommendations
 - Health alerts for the Country
 - Safety information alerts e.g., natural disasters, coups etc.
 - Malarial risk maps
 - General travel advice
- 4.4 All foreign travel will be checked and authorised by the Manager to ensure all risks have been identified as is reasonably practicable.
- 4.5 Travellers will ensure that pick ups are arranged at the destination airport, or a pre-booked transport is used.

FIRST AID PROVISION

1. PURPOSE & SCOPE

This procedure ensures that there are sufficient adequately trained personnel able to give immediate assistance to casualties with workplace illness or injuries and are able to summon an ambulance or other professional help and that the relevant equipment is available to carry out these duties.

2. RESPONSIBILITY

- 2.1 The Operations Director will ensure that adequate first aid cover is available at all times on their respective site.
- 2.2 The Operations Director will ensure that all first aid training requirements are identified and met in a timely manner.
- 2.3 Managers/Course Leaders will identify persons suitable for a first aid role within their sections ensuring that all out of hours is covered, and for displaying information on how to find a first aider in their section
- 2.4 A nominated person will be responsible for checking the contents of First Aid provisions to ensure replenishment/replacement takes place of used/out of date/damaged equipment.

3. FIRST AIDER SELECTION AND TRAINING

- 3.1 When selecting a First Aider the following will be considered as a minimum:
 - Reliability
 - Disposition
 - Communication skills (written and verbal)
 - Aptitude and ability to learn
 - Ability to cope with stressful situations
- 3.2 The number of First Aiders will be decided by taking the following into consideration:
 - Workplace hazards and risks
 - Size and geographical areas of the site
 - Accident history
 - Numbers of employees
 - Shift work and out of hours working
 - Absences of first aiders through illness and annual leave
- 3.3 All first aid training will be carried out by a training provider whose training and qualifications are approved by the Health and Safety Executive, the course being 3 full days in length including an examination providing a certification of competence valid for 3 years.
- 3.4 Before the end of the 3 years validation period of the certificate a refresher course and examination will be attended by the First Aider (this will be of shorter duration to the initial 3 days).

4. FIRST AID EQUIPMENT

- 4.1 Sufficient first aid equipment and facilities will be arranged on site taking the following into account:
- Workplace hazards and risks
 - Size and geographical areas of the site
 - Accident history
 - Numbers of employees
- 4.2 At a minimum stock a First Aid Kit will contain the following items:
- A leaflet giving general guidance on first aid
 - 20 individually wrapped sterile adhesive dressings of various sizes
 - Two sterile eye pads
 - Four individually wrapped triangular bandages (preferably sterile)
 - Six safety pins
 - Six medium sized (approx. 12cm x 12cm) individually wrapped sterile un-medicated wound dressings
 - Two large (approx. 18cm x 18cm) individually wrapped sterile un-medicated wound dressings
 - One pair disposable gloves
- This list is a guide and depending on the risks in the area additional equipment may be required e.g., eye wash stations in an area using chemicals, extra plasters in a packing area, extra pressure pads/ bandages to stop severe bleeding in a fabrication area.
- 4.3 Tablets, medicines etc. will **not** be kept/ issued by the Company or nominated first aiders.
- 4.4 The Operations Director will nominate a responsible person for making regular checks of first aid equipment and facilities on their site.
- 4.5 Notices will be displayed in relevant areas throughout each site identifying First Aiders.
- 4.5 HSB will keep an up-to-date plan of where first aid equipment can be located.

EMERGENCY EVACUATION

1. PURPOSE & SCOPE

This procedure ensures that each site has an effective tested emergency evacuation procedure in place and that all employees, visitors and contractors to site are aware of its requirements.

2. RESPONSIBILITY

- 2.1 The Operations Director will ensure that a site-specific emergency evacuation procedure is in place for their site.
- 2.2 The Operations Director will ensure that emergency evacuation procedures are part of all new starters' inductions.
- 2.3 Managers will ensure that all staff working in their respective departments are aware of the specific evacuation requirements of the department.
- 2.4 Managers will ensure that all alarms are tested weekly.

3. PROCEDURE

- 3.1 Emergency evacuation will be necessary in cases of fire, bomb threats, neighbouring emergencies etc.
- 3.2 The site will have a documented emergency evacuation procedure that is both concise and easily understandable.
- 3.3 The procedure will be periodically reviewed, following an actual incident, or following a practice emergency evacuation. Any revisions shall be implemented with immediate effect.
- 3.4 The site will carry out a full site practical emergency evacuation to test the procedure and to keep staff up to date on its requirements at least annually or if the following changes occur:
 - Major site re-layouts
 - Large influxes of new staff
 - New risks are identified in the fire risk assessment
 - The procedure is changed
- 3.5 All details of evacuations and fire alarm tests will be recorded by the Operations Director

FIRE RISK CONTROL

1. PURPOSE & SCOPE

This procedure ensures that each site has an effective system for identifying fire risks and that adequate control systems are in place.

2. RESPONSIBILITY

- 2.1 The Operations Director will ensure that an up-to-date fire risk assessment is in place for their site.
- 2.2 The Operations Director will ensure that fire evacuation procedures are part of all new staff inductions.
- 2.3 Managers/Course Leaders will ensure that all staff working in their respective departments are aware of the specific fire evacuation requirements and fire risks of their department.
- 2.4 Managers/Course Leaders will ensure that all fire detection/prevention equipment and firefighting equipment is in place and is inspected and tested as required.
- 2.5 All staff will ensure that they are familiar with fire evacuation procedures in their departments.
- 2.6 All staff will ensure that combustible waste is placed in correct waste containers and not allowed to build up in their work areas and that no gangways or fire exits are blocked by their activities.
- 2.7 Managers/Course Leaders will ensure that fire doors are unlocked and usable prior to commencement of work activities.
- 2.8 Managers/Course Leaders will ensure that at the end of each working day that fire doors are locked.

3. PROCEDURE

- 3.1 Each site will have an up-to-date fire risk assessment in place.
- 3.2 The procedure will be periodically reviewed, following an actual incident or following a practice emergency evacuation. Any revisions shall be implemented with immediate effect. The procedure will also be reviewed if major building work is being carried out to ensure that existing escape routes or equipment are not affected.
- 3.3 The site will carry out a full site practical emergency evacuation to test the procedure and to keep staff up to date on its requirements at least annually or if the following changes occur:
 - Major site re-layouts
 - Large influxes of new staff
 - New risks are identified in the fire risk assessment
 - The procedure is changed
- 3.4 All details of evacuations and fire fighting/fire prevention equipment tests will be recorded by the Operations Director.

HOT WORK PROCESSES

- 3.5** Where any type of work is carried out on site that utilise heat or flame systems or any work that by its nature produces heat (e.g., welding, brazing, cutting, grinding, bitumen pots etc.) the risks will be assessed, and a hot work permit will be issued to control the risks. The training of welding and other hot work processes will be covered by the task risk assessment and the safe system of work.

WELDING

- 3.6** Only competent trained staff will carry out welding work.
- 3.7** Regulators on the equipment will be of a recognised standard and non return valves will be fitted at the blow pipe/ torch inlet on both gas lines
- 3.8** Crimped hose connections will be used NOT jubilee clips.
- 3.9** Both gas regulators will have flashback arrestors with flame arrestors and cut off valves.
- 3.10** All equipment will be checked thoroughly before use.
- 3.11** Gas cylinders will be kept in an upright position and will be secured, they will be returned to designated storage positions at the end of use.

SMOKING

- 3.12** Smoking is prohibited on HSB premises. There will be a designated smoking area.

NON-CONFORMANCE, CORRECTIVE & PREVENTIVE ACTION

1. PURPOSE AND SCOPE

This procedure outlines the actions to be taken to ensure that, on receipt of a report/identification of a Health and Safety incident/complaint (or potential incident) that the circumstances are investigated, and that preventive or corrective action is taken and followed up to ensure its effectiveness.

2. RESPONSIBILITY

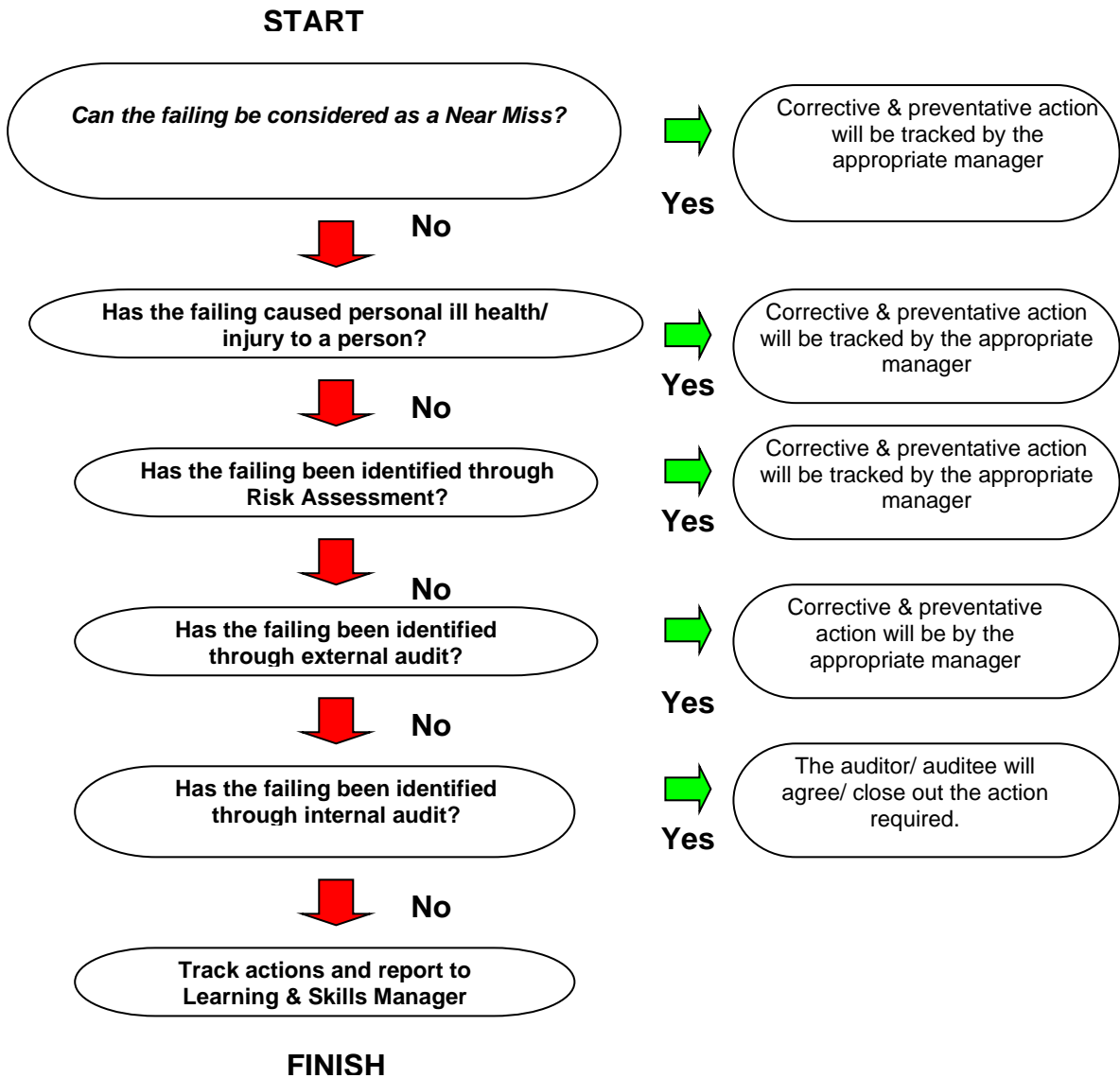
- 2.1** All staff have the responsibility of reporting an incident/ potential incident.
- 2.2** All staff will be proactive in the identification and correction of potential incidents.
- 2.3** Operations Director, Divisional Director, Managers/Course Leaders (as appropriate) will all ensure that action plans are put into place as appropriate to the risk to ensure that there is no reoccurrence of events.

3. PROCEDURE

(See Figure 1 below)

- 3.1** All of the databases/ non conformance incident forms, internal audit observations/ non-conformances will be reviewed at the relevant site Health and Safety Meeting to ensure close out where possible of appropriate actions.
- 3.2** Major non-conformances and high-risk non-conformance events will be reviewed at Board meetings.

FIGURE 1: Flow chart showing the procedure for Corrective and Preventive Action



PERSONAL PROTECTIVE EQUIPMENT (PPE)

1. PURPOSE & SCOPE

Personal Protective Equipment is used as a last resort when hazards cannot be eliminated, or risks controlled by other means on the hierarchy of control measures. This procedure ensures that adequate personal protective equipment is identified, procured, issued, stored and replaced when necessary.

2. RESPONSIBILITY

- 2.1 Everyone is responsible for wearing PPE issued to them.
- 2.2 Everyone is responsible for the correct storage of their PPE.
- 2.3 Everyone is responsible for identifying the need for replacement of their PPE.
- 2.4 Managers/Team Leaders are responsible for identifying/ issuing the correct PPE to their staff with guidance from the Health and Safety advisors if required.
- 2.5 The Operations Director will assess all new PPE before issue.

3. PROCEDURE

- 3.1 The requirement for PPE will be identified through Risk Assessment.
- 3.2 Any new PPE introduced into use by the Company will be assessed by the Operations Manager to ensure it meets minimal specification requirements, no new PPE will be procured without the knowledge of the Operations Director
- 3.3 All PPE will be compatible with other PPE required.
- 3.4 When not being used PPE will be stored in a safe place away from damage or contamination.
- 3.5 Registers of PPE issue will be kept by relevant supervision.
- 3.6 The person using PPE will check for damage/ contamination and report defective PPE immediately to their supervision.
- 3.7 All PPE will be issued free of charge to the employee.
- 3.8 All PPE will meet the minimum requirements of the table below:

MANAGEMENT OF CHANGE

1. PURPOSE & SCOPE

This procedure ensures that any process of change is identified, and its associated hazards and their inherent risks are identified and controlled before the change is made. Proposed changes may be temporary or permanent in nature such as organisational changes, the change of a course, material or process and modifications to the Health and Safety management System.

2. RESPONSIBILITY

- 2.1 The Board of Directors are responsible for identifying changes to the organisation and will manage the change process.
- 2.2 Managers/Course Leaders will help to manage the change process within their area of responsibility and will consult the Operations Director where necessary.
- 2.3 The Operations Director will oversee and manage changes to the Health and Safety Management System.

3. PROCEDURE

CHANGES TO THE HEALTH AND SAFETY MANAGEMENT SYSTEM

- 3.1 Proposed changes to the Health and Safety Management System will be made through the Operations Director.
- 3.2 Any change to the policy will be communicated by electronic mail and changes will be noted and dated at the bottom of the policy.
- 3.3 Any changes to procedure will be written in red and communicated by electronic mail.
- 3.4 The need for training on any changes will be considered.

4. MANAGEMENT OF PROCESS/ MATERIAL CHANGE.

- 4.1 Any change in material or process will be analysed for hazards and the risks controlled before introduction into HSB.
- 4.2 Any material change (e.g., a new chemical) will be checked for hazardous properties as per the Control of Substances Hazardous to Health Procedure.
- 4.3 Any other material change (e.g., change of packaging type) or process change will be analysed through risk assessment see - Hazard identification and risk assessment procedure.
- 4.4 Introduction of new plant or equipment hazards and risks will be controlled as per - The provision and use of work equipment procedure.
- 4.5 Any training requirements will be considered by the Managers/Course Leaders and will consult with the Operations Director as required.

5. MANAGEMENT OF ORGANISATIONAL CHANGE

- 5.1 Personnel or staffing changes will be managed by the Operations Director for specific effects on Health and Safety and for the Health and Safety training needs of the new structure.

6. RELATED DOCUMENTS

Control of documents and data procedure

Control of Substances Hazardous to Health Procedure

Hazard identification and risk assessment procedure

The provision and use of work equipment procedure