

# Health and Safety Policy

## DA Training & Consultancy



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## Health and Safety Policy

### Section 1: Responsibilities

#### 1.1 Overall Responsibility

The Managing Director is the person responsible for overall Health and Safety.

The Compliance Director will have day to day responsibility for ensuring that this policy is implemented, ensuring that any activities undertaken by **DA Training and Consultancy** Limited will be undertaken in a safe manner to safeguard all employees, learners, clients and others such as visitors, etc.

The Compliance Director shall monitor the overall effectiveness of the Health and Safety Policy, reviewing the policy annually and revising it if necessary.

In the absence of the Compliance Director, the Operations Director will assume the above responsibility.

## **1.2 All Levels of Management:**

All levels of Management are responsible for ensuring that they have read and understood the Health and Safety Policy, and that they and their Teams are fully compliant with the Health and Safety requirements under the Policy.

These responsibilities include:

- 1.2.1 Ensuring that all new Staff/Freelancers are fully inducted into Company using the relevant Induction form.
- 1.2.2 Ensuring that existing Staff/Freelancers have also been formally inducted. This includes relocation to new / existing premises.
- 1.2.3 Ensuring that all new Staff / existing Staff/Freelancers have undertaken the relevant Health and Safety Training as per their Job specification.
- 1.2.4 Ensuring that Staff/Freelancers (where applicable) are using the latest version of the Workplace Suitability Risk Assessments and that they are being completed correctly.
- 1.2.5 Ensuring all accidents are entered the accident book.
- 1.2.6 Ensuring that all New and Expectant Mothers are assessed as per the New and Expectant Mothers procedures.
- 1.2.7 Ensuring all Tutors take necessary equipment to off-site training courses including First Aid box, Accident report forms etc.

Specifically, it is the responsibility of the Operations Director to ensure that:

- 1.2.8 The centre operates to the required standard daily and follows company procedures where relevant.
- 1.2.9 The Centre has a Health and Safety Noticeboard.
- 1.2.10 The Health and Safety File is in place and updated regularly.
- 1.2.11 The current Fire Logbook is in place and is updated.
- 1.2.12 There are at least two Fire Wardens within the Centre, that they have been trained and their names are displayed on the Health and Safety Notice board.

- 1.2.13 There is sufficient First Aid Provision within the Centre, as per the First Aid Procedure, that they have been trained and their names are displayed on the Health and Safety Notice board.
- 1.2.14 The First Aid kits are maintained monthly by a designated First Aider / Emergency First Aid at Work.
- 1.2.15 Any Personal Emergency Evacuation Plans (PEEPS) are undertaken, a copy to be sent to the Operations Director.
- 1.2.16 Any broken / unwanted equipment are reported to the Operations Director
- 1.2.17 Any proposed changes within the Centre about equipment layout etc are approved by the Operations Director, prior to implementation.
- 1.2.18 All Centre Self Audits are completed and submitted by the deadline.
- 1.2.19 A Young Person's Risk assessment is to be undertaken on all young persons (under 18). A copy is to be sent through to the Operations Director and relevant Staff informed of any actions.

### **1.3 All Employees:**

All employees must make themselves familiar with and conform to the Health and Safety Policy, and shall:

- 1.3.1 Take reasonable care for the health and safety of themselves and others.
- 1.3.2 Observe any safety rules or instructions devised for their health and safety, including the wearing of personal protective equipment and co-operate fully with management in the investigation of accidents, incidents and near misses.
- 1.3.3 Not interfere with or misuse anything provided in the interest of health and safety. (i.e. block fire exits, prop open fire doors, remove fire extinguishers etc)
- 1.3.4 Report all hazards, potential dangers, accidents and damage that may occur in the course of their work to the Operations Director without delay.
- 1.3.5 Use and look after all safety / protective equipment as supplied, reporting any defects to their Line Manager.
- 1.3.6 To suggest / recommend any suitable, and relevant Health and Safety improvements.
- 1.3.7 Report all accidents and injuries, however small, to the First Aider / Emergency First Aid at Work. (EFAW)
- 1.3.8 Work safely, not removing any device provided for ensuring safety.
- 1.3.9 Ensure that their work area is kept clean, tidy and free from hazards that cause slips, trips or falls always.
- 1.3.10 Take responsibility for any visitors, clients, learners, contractors etc they have on the premises. In the event of an evacuation, employees should escort them calmly and quickly to the allocated assembly point.
- 1.3.11 Evacuate the building immediately and proceed to the assembly point in the event of an evacuation.

## 1.4 Visitors, Clients, Learners, Contractors Undertaking Work and Others

All visitors, clients, learners, contractors, contractor's mates and others, invited or expected to work on **DA Training and Consultancy** Limited premises are required to fully comply with this Health and Safety Policy and any other specific rules and conditions applicable to them throughout their period of engagement or visit.

All visitors / clients / learners / contractors / contractor's mates and others, whilst on the premises, shall:

- 1.4.1 Comply with all relevant health and safety legislation appropriate to their area of work activity / equipment / substance use and service provided.
- 1.4.2 Comply and co-operate fully with all instructions, safe working practices and guidance as supplied by **DA Training and Consultancy** Limited.
- 1.4.3 Ensure co-operation and co-ordination with **DA Training and Consultancy** Limited, providing any health and safety documentation requested.
- 1.4.4 Report to the First Aider / Emergency First Aid at Worker (EFAW) any incident, injury or potentially dangerous situation which could cause injury or ill health.
- 1.4.5 Ensure that any protective equipment is worn and enforced always.
- 1.4.6 Ensure sufficient information, instruction, training and supportive supervision is provided so that work can be conducted in a safe and healthy manner, without risk to either themselves, **DA Training and Consultancy** Limited employees or others that may be affected.



## 1.5 Freelancers

All Freelancers working on behalf of **DA Training and Consultancy** Limited are requested to fully comply with this Health and Safety Policy and any other specific rules and conditions applicable to them throughout their period of contract / programme.

All Freelancers are required to:

- 1.5.1 Provide evidence of adequate Public Liability Insurance before working on any contract with **DA Training and Consultancy**.
- 1.5.2 Comply and co-operate fully with all instructions, safe working practices and guidance as supplied by **DA Training and Consultancy** Limited / as per contractual requirements.
- 1.5.3 Ensure co-operation and co-ordination with **DA Training and Consultancy** Limited, submitting any additional health and safety documentation requested.
- 1.5.4 Report to the Operations Director immediately any incident, injury or potentially dangerous situation, which could cause injury or ill health to the learner / client **DA Training and Consultancy** Staff.
- 1.5.5 Ensure that any protective equipment is worn and enforced always, where applicable.
- 1.5.6 Ensure sufficient information, instruction, training and supportive Supervision is provided so that work can be conducted in a safe and healthy manner, without risk to either themselves, clients, learners, **DA Training and Consultancy** Limited employees or others that may be affected.
- 1.5.7 Ensure that clients, learners, **DA Training and Consultancy** Limited employees or others that may be affected are aware of any relevant site evacuation procedures and first aid arrangements.

## **1.6 First Aiders / Emergency First Aid at Work (EFAW)**

The names of the current First Aiders / EFAW's are displayed on all sites.

The First Aiders / EFAW's responsibilities are to:

- 1.6.1 Administer limited first aid treatment to those in need.
- 1.6.2 Assist the emergency services if called upon to do so.
- 1.6.3 After treating the patient, ensure the accident book is completed.
- 1.6.4 Ensure a scanned copy of the accident form is sent immediately to the Operations Director and Compliance Director.
- 1.6.5 Maintain the first aid kit monthly.

## **1.7 Fire Wardens**

The names of the current Fire Wardens are displayed on all sites.

The Fire Wardens responsibilities are to:

- 1.7.1 Help in the smooth evacuation of persons on the premises in an emergency to the Fire Assembly Point.
- 1.7.2 Assist (where applicable) in testing the Call Points within the Centre.
- 1.7.3 Assist (where applicable) in testing the disabled toilet emergency alarm.
- 1.7.4 Assist with any Personal Emergency Evacuation Plans (PEEPS)
- 1.7.5 Complete (where applicable) the Fire Logbook.

## **1.8 Young Persons**

**DA Training and Consultancy** Limited have a particular duty of care towards any employed 16-18-year-old or delegate (but have not yet reached the age of 18). Each young person will fully comply with all the employees' general responsibilities as detailed in (1.3), and shall:

- 1.8.1 Comply with the requirements of the individual 'Young Persons' Risk Assessment.
- 1.8.2 Comply fully with this Policy and any other Health and Safety guidance given by the Operations Director
- 1.8.3 When in doubt, ask the advice from the Operations Director.

## **1.9 New and Expectant Mother's**

For **DA Training and Consultancy** Limited to fulfil its legal obligation and in line with individuals own legal obligations, it is the responsibility of any member of Staff or Freelancer who suspects they may be pregnant should notify the Operations Director immediately. This will enable an appropriate series of risk assessments to be carried out throughout the pregnancy, safeguarding the employee and their unborn baby from any potential harm.

Upon the return to work of the New Mother, further assessments will be undertaken.

## **Section 2: General Arrangements**

### **2.1 Risk Assessments**

Centre specific Risk Assessments will be put in place, replacing the existing Generic Risk Assessments, and will be monitored by the Operations Director. All actions will be approved and implemented by the Health and Safety Manager. All risk assessments will be reviewed on a yearly basis or when the work activity changes, whichever is the soonest.

## **2.2 Safety Induction**

- 2.2.1 All new members of staff, learners, client's agency workers, contractors etc expected to work on / access **DA Training and Consultancy** Limited premises will receive full information on Fire / Emergency procedures.
- 2.2.2 The Operations Director is responsible for the Safety Induction.
- 2.2.3 Any existing members of Staff who have not had a Safety Induction should contact the Operations Director immediately.

## **2.3 Accident Reporting and Investigation**

- 2.3.1 All accidents, however slight, must be reported to the First Aid personnel.
- 2.3.2 **DA Training and Consultancy** Limited is under a legal obligation to report certain accidents / incidents to the local enforcing authority. Some of these accidents must be reported **immediately**. Therefore, the Operations Director who is aware of the nature of such accidents / incidents and will liaise with the relevant authorities.
- 2.3.3 All **DA Training and Consultancy** Managers/Directors are made aware of their responsibilities to liaise immediately after a RIDDOR type accident / incident with the Compliance Director.
- 2.3.4 The scene of any serious accident / incident, as defined under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, (RIDDOR), must remain undisturbed until the accident has been fully investigated. The Compliance Director will ensure that full details of the scene of the accident / incident are recorded and witness statements taken and recorded without delay.

## **2.4 Hazard Reporting**

Any hazards identified must be reported immediately to the Operations Director.

## 2.5 First Aid

2.5.1 First Aid provision is available on all **DA Training and Consultancy** Limited sites.

2.5.2 All First Aid provision have access to a First Aid kit.

2.5.3 Should an accident occur; the First Aid provision must be contacted immediately.

2.5.4 The Compliance Director is the person responsible for reviewing the accident statistics.

## 2.6 Fire Discovery / Emergency Evacuation Procedure

2.6.1 In the event of discovering a fire, raise the alarm.

2.6.2 Leave calmly by the nearest exit / escape route and proceed to your designated assembly point.

2.6.3 **DO NOT ATTEMPT TO TACKLE THE FIRE UNLESS YOU HAVE BEEN TRAINED TO DO SO. UNDER NO CIRCUMSTANCES PUT YOURSELF AT PERSONAL RISK.**

2.6.4 Do not re-enter the building until you have been told it is safe to do so by the most senior person in charge. (Fire Marshall/Operations Director)

## 2.7 Escape Routes

Escape routes should be kept clear always. If a route becomes blocked, it should be cleared of any obstructions immediately and your Operations Director is to be informed.

## 2.8 Fire Extinguishers

2.8.1 Fire extinguishers are maintained annually.

2.8.2 Employees/Freelancers are to be aware of the location of the fire extinguishers.

## **2.9 Smoking**

Smoking is only permitted in designated areas, not in Company Vehicles or whilst on Company property.

## **2.10 Consultation with Employees**

2.10.1 All employees/freelancers, at any time, can approach the Operations Director Compliance Director with a legitimate Health and Safety concern or query.

2.10.2 If any serious Health and Safety concerns arise within **DA Training and Consultancy** Limited, affected staff/freelancers will be informed immediately and the relevant course of action taken.

## **2.11 Information, Instruction and Supervision**

2.11.1 The Health and Safety Law poster is displayed.

2.11.2 All Health and Safety information is displayed / made available in all centres.

2.11.3 Supervision of young workers will be arranged / undertaken / monitored by the Operations Director

2.11.4 The Health and Safety Policy Statement is displayed on all sites.

2.11.5 The Health and Safety Policy is available to all.

## **2.12 Competency for Tasks and Training**

2.12.1 Task specific training will be arranged by the Compliance Director.

2.12.2 All training will be identified, arranged and monitored by the Operations Director.

Training records / copies of training certificates are kept by the Operations Director.

## **2.13 Safe Plant and Equipment:**

2.13.1 The Property Department are responsible for identifying equipment requiring maintenance and for ensuring all equipment is maintained

2.13.2 Any faults with / disused equipment should be reported to the Operations Director.

## **2.14 Electrical Equipment**

2.14.1 The Operations Director shall arrange regular inspection of portable appliance equipment, which is undertaken by external, competent personnel.

## **2.15 Safe Handling and Use of Substances:**

**DA Training and Consultancy** Limited is responsible for identifying and controlling substances under COSHH and communicating this information to the employees who would be using the substance.

## **2.16 Personal Protective Equipment (P.P.E)**

2.16.1 P.P. E will be freely issued to employees as required.

2.16.2 The Operations Director will ensure that the correct P.P.E is available to employees, that it is worn and kept in good condition and replaced as necessary.

## **2.17 Waste Disposal**

All waste will be disposed of in accordance with the Duty of Care imposed by the Environmental Protection Act.

## **2.18 Housekeeping and Storage**

2.18.1 All employees are to ensure that good housekeeping practices are maintained within their working area.

2.18.2 All goods, equipment etc, must be stored in such a way as not to cause a hazard or harm to any employee, client, learner or visitor, in line with the manufacturers' guideline / data sheets where appropriate.

## **2.19 Restricted Access**

All areas that are deemed out of bounds will not be accessed by any unauthorised employees, clients, learners or visitors.

## **2.20 Visitors**

2.20.1 Visited employees are responsible for the health, safety and welfare of their own visitor(s) on the **DA Training and Consultancy** Limited premises. As such, the visitor should be made aware of:

- The signing in / out procedure
- Location of fire routes, fire exits and their assembly point.
- Any hazards they may encounter during their stay.
- Any safety rules they must follow if they need to carry out work on the premises.

2.20.2 In the event of an emergency evacuation, the employee is responsible for their visitor(s) and must ensure that they are escorted to the fire assembly point. If the visitor is missing, the fire service / person in charge should be notified immediately.



## 2.21 Contractors Working on DA Training and Consultancy Limited Premises

All contractors wishing to work on the premises of **DA Training and Consultancy** Limited are required to adhere to the following safety rules:

2.21.1 Contractors are responsible for providing their own First Aid facilities.

2.21.2 Contractors are responsible for ensuring that any additional person working for them are fully compliant with the Health and Safety Policy of **DA Training and Consultancy** Limited, are competent, work in a safe manner and do not endanger themselves or others whilst undertaking the work activity.

2.21.3 All accidents must be reported to **DA Training and Consultancy** First Aid Provision immediately. The area of any serious accident must be undisturbed until it is investigated by Operations Director unless it poses further serious or imminent danger.

2.21.4 Smoking is only permitted in designated areas on all **DA Training and Consultancy** Limited's sites. Contractors wishing to smoke must only do so within these defined areas.

2.21.5 Contractors are required to adhere to the Health and Safety Policy of **DA Training and Consultancy** Limited. Failure to comply may result in the Contractor being asked to leave the premises.

2.21.6 The Contractor will provide the Operations Director with their Health and Safety Policy, insurance, risk assessments, and method statements appertaining to the work undertaken, prior to work commencing.

2.21.7 The Contractor is to supply the Operations Director with a Safety Data sheet and COSHH assessment for any hazardous substance that is to be brought onto the premises of **DA Training and Consultancy** Limited, prior to the work commencing.

## **2.22 Young Persons (16-18 yrs.)**

- 2.22.1 A risk assessment will be carried out on the proposed activities of the employed young person or delegate. This assessment will consider the inexperience of the young person, their lack of awareness, maturity and potential risks in their working environment.
- 2.22.2 Young persons will be provided with full training, information and supervision.

## **2.23 New and Expectant Mothers Workers**

- 2.23.1 A risk assessment will be carried out within one week of the employee advising **DA Training and Consultancy** Limited that they are pregnant.
- 2.23.2 Further reviews will be carried out when required, up to a maximum of a two-monthly basis.
- 2.23.3 Should a pregnant employee / freelancer / new Mother have specific requirements; these can be discussed with the Operations Director.

## **2.24 Welfare Facilities**

- 2.24.1 A self-service kitchen area is available for use by employees, and in some centres, learners and clients.
- 2.24.2 Toilet facilities are provided.

## **2.25 Intoxicants and Drug Abuse**

- 2.25.1 **DA Training and Consultancy** Limited may refuse admission to the premises of any employee judged to be incapable of performing his / her duties as a result of intoxicants or drugs. The consequences of which may lead to disciplinary action.
- 2.25.2 If an employee's/freelancer's doctor has prescribed drugs, which may influence their ability to perform their duties, then they are required to inform the Operations Director immediately, before commencement of work.

## **2.26 Display Screen Equipment (DSE)**

2.26.1 All employees/freelancers are deemed as 'Users' under the Display Screen Equipment Regulations.

2.26.2 Mandatory DSE training is undertaken every year, complete with a self-assessment at the end of the training and is part of the Safety Induction.

## **2.27 Manual Handling**

2.27.1 Mandatory Manual Handling training is undertaken every year and as part of the Safety Induction.

2.27.2 The Operations Director can be approached should employees have any specific queries about safe lifting.

2.27.3 Employees are to use equipment provided by **DA Training and Consultancy** Limited that will reduce the risk of injury from manual handling.

## **2.28 Mobile Phones and other Devices**

2.28.1 The use of mobile phones and other devices is covered in the Mobile phones and Other Devices Policy

2.28.2 Personal mobile phone / device chargers are not to be used on **DA Training and Consultancy** premises without the express written permission of the Operations Director.

2.28.3 Failure to comply with any of the above may result in disciplinary action.

## **2.29 Use of Mobile Phones Whilst Driving**

2.29.1 It is against the Law for anyone to use a handheld mobile phone whilst driving a vehicle on the road.

2.29.2 The use of mobile phones whilst driving is covered in the Driving Policy.

2.29.3 Any employee found to be using a handheld mobile phone whilst driving a company vehicle **will** be liable to disciplinary action.

## **2.30 Employees Using Company Vehicles / Driving During Working Hours**

2.30.1 All employees are reminded that when using a company vehicle / own vehicle they are in charge of potentially dangerous equipment.

2.30.2 Care should be taken to always drive in a safe manner, taking into consideration other road users, pedestrians and speed limits.

2.30.3 Dangerous or reckless driving that is brought to the attention of the Management may result in disciplinary action.

## **2.31 Legionella**

**DA Training and Consultancy** have a duty of care to all employees, visitors and others who may come into contact with our work activity.

All relevant centres that may be at risk from legionella have been identified and risk assessments implemented by a qualified subcontractor.

## **2.32 Asbestos**

**DA Training and Consultancy** have a duty of care to all contractors who may work on any of its premises, regardless of leasing or owning the property. Therefore, all premises where appropriate will have a type 2 asbestos survey carried out which will be available for all contractors at each of the company's sites.

Any asbestos found on our premises will be dealt with, where necessary, by specialist contractors in compliance with EN45001.

## **2.33 Stress at Work**

**DA Training and Consultancy** Limited recognises that excessive stress can create a risk to the health and safety of individuals. Every effort will be made to identify and minimize stress caused in the workplace, as far as is reasonably practicable.

## **2.34 Equality and Diversity**

**DA Training and Consultancy** Limited is committed to ensuring that all employees, learners, freelancers, clients, contractors and visitors are treated fairly and justly without prejudice, regardless of gender, race, colour, nationality, ethnic or national origin, religion, disability, marital status, age or sexual orientation. Further details can be found in the **DA Training and Consultancy** Limited Equal and Diversity Policy.

## **2.35 Harassment**

2.35.1 **DA Training and Consultancy** Limited declares itself opposed to harassment in any form. The experience of harassment is acknowledged as valid grounds for an employee to make a complaint under the grievance procedure.

2.35.2 **DA Training and Consultancy** Limited will not condone the harassment of any employee/freelancer within the Company whether these acts are committed by customers, colleagues or others. The Company also does not condone any acts of harassment by employees against fellow colleagues.

2.35.3 Individuals suspected of harassment will be liable to disciplinary action, which may lead to dismissal.

2.35.4 Any acts of harassment should be reported to the Operations Director / Safeguarding Officer. Further details can be found in the **DA Training and Consultancy** Limited Dignity at Work Policy.

## **2.36 Security Incident**

2.36.1 All security precautions are the responsibility of the Operations Director.

2.36.2 Employees are to be aware of the security procedures should an incident take place and should not be fooled into complacency. At all times observe security rules to minimise the possibility of an incident.

## **2.37 Organised Trips for Learners / Clients**

All organised trips and visits need thorough planning and organisation. Before taking learners / clients out on a trip **DA Training and Consultancy** will carry out a full written risk assessment to reduce the risk of harm.

## **2.38 Exhibitions**

All exhibitions are thoroughly planned and organised. A Generic Risk Assessment is in place. Should there be any additional requirements, these are to be communicated to the Operations Director.

## **2.39 Health and Safety Meetings**

2.39.1 Quarterly meetings are held with the Health and Safety Manager and key employees.

2.39.2 The Health and Safety Committee will meet and discuss Health and Safety on a quarterly basis.

2.39.3 Action points from the Health and Safety Committee meeting will be communicated to all employees/freelancers.

## **2.40 Health and Safety Inspections**

Both Management and employees conduct a visual Health and Safety inspection on a daily basis. Numerous Audits are undertaken throughout the year on each Centre.

## **2.41 Issue of Health and Safety Policy to Employees, Freelancers and Contractors**

All employees, agency workers, Freelancers and contractors will be given a copy, and are required to read, the Health and Safety Policy of **DA Training and Consultancy Limited**.