

Health and Safety Policy Statement

Statement

The *Intech Centre* Learning Centre fully accepts its legal obligation under the Health and Safety at Work Act 1974 to provide a safe and healthy working environment for its employees. The Centre also accepts its “duty of care” to learners, visitors, contractors and members of the public whilst on the Centre’s premises and those who may be affected by the Centre’s activities.

All staff must co-operate with the Centre to enable all statutory duties to be complied with, and to promote good Health and Safety practice.

All staff and visitors have a legal obligation to take reasonable care for their own Health and Safety, and others who may be affected by their activities.

Organisation

The Centre Manager accepts overall responsibility for all matters regarding health, safety and welfare within the Centre. The Centre Manager is also responsible to the Centre management for the overall implementation of the Health and Safety Policy.

The Health and Safety Policy will be regularly monitored to ensure that the objectives are achieved. It will be reviewed and, if necessary, revised in light of legislative or organisational changes.

The Centre Health and Safety Policy is available to all staff and learners on request.

The Policy

1. Introduction

The Centre has produced this Health and Safety Policy to comply with its legal duties under section 2 of the Health and Safety at Work Act 1974 and the requirements of Regulations 4 of the Management of Health and Safety at Work Regulations 1992. The Health and Safety defines the responsibilities for implementing Health and Safety throughout the Centre.

2. Statement of Intent

The Centre recognises the importance of providing a working environment that is safe and healthy for all employees, contractors and visitors and undertakes to comply with all relevant legal requirements. The Health and Safety Policy Statement and associated organisational arrangements apply to employees, contractors and visitors. The Centre will liaise with their employees and learners to ensure they are aware of the requirements of this policy.

3. Duties

3.1 Duties of the Centre

The Health and Safety at Work Act 1974 imposes stringent obligations upon the Centre. Within the bounds of this legislation, the Centre will, so far as is reasonably practicable, safeguard the health of employees, contractors and visitors by:

- Implementing and maintaining safe systems of work
- Providing safe plant equipment
- Providing and maintaining access and egress routes in a safe condition
- Provide suitable supervision, information, instruction and training
- Provide adequate facilities and arrangements to ensure the welfare of employees, contractors and visitors
- Providing in specific cases the best reasonably practicable standards of protective clothing and equipment following consultation with employees or their representatives to ensure optimum protection against hazards and adequate welfare of employees at work.
- Reviewing and, where possible, improving security arrangements.

The Centre Manager will inform employees and learners of changes and updates in health and safety legislation, and will work closely with employees to improve and develop health and safety at work.

3.2 Duties of Employees

Section 7 of the Health and Safety Act requires every employee whilst at work:

- be affected by their acts or omissions at work; and
- As regards any duty or requirement imposed on their employer or any other person by or under any of the relevant health and safety legislation to co-operate so far as is necessary to enable that duty or requirement to be performed or complied with.

The Centre expects and requires all employees to comply with Section 7 of the Health and Safety Act.

Section 8 of the Health and Safety Act states: no person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety or welfare in pursuance of any of the relevant statutory provisions. The Centre expects all employees to comply with Section 8 of the Health and Safety Act. Any employee found to be in breach of Section 8 will be subject to disciplinary action in accordance with the Centre disciplinary procedure regardless of whether action is taken against said employee by any other person or organisation.

3.3 Duties of Contractors and Agency Staff

The Centre requires contractors and agency staff to abide by the Health and Safety Regulations and whilst on the premises to:

- Take reasonable care of themselves or others who may be affected by their acts or omissions and co-operate with Centre employees
- Comply with the Centre safety policy, associated safety regulations and codes of practice in respect of health and safety matters.

It will be the responsibility of the Centre employee responsible for engaging contractors or agency staff to draw these requirements to their attention.

3.4 Supply, Design and Installation of Equipment

It is the responsibility of the Centre, when initiating the purchase, design and installation of materials and equipment, to ensure that the requirement of Section 6 of the Health and Safety Act that the materials and equipment are safe when properly used is complied with.

With respect to substances, all suppliers must ensure that chemicals are properly labelled and marked with the appropriate hazard-warning symbol and information. In some cases, it may be necessary to obtain information on hazards, regarding precautionary measures for storage, emergency first aid, fire and spillage procedures.

All equipment/plant and installation should be effectively safeguarded by the manufacturers/installers as required by Section 6 of the Health and Safety Act. (This places specific duties on those who can ensure that articles and substances for use at work are as safe and without risks to health as it is reasonably practicable to make them before they are used and to ensure that articles are properly erected and installed).

It should be made clear to all prospective suppliers that the Centre expects their products to comply fully with statutory requirements and for the necessary safety measures to be fully integrated into design and construction. An authorised and competent person, to ensure compliance with statutory requirements before the equipment is commissioned for use, should check new equipment.

Orders for supply of equipment will normally indicate that it is a condition of contract that all such equipment is effectively safeguarded upon delivery or commissioning. Where appropriate, references to the relevant statutory or other standards should be made within the order to ensure that equipment is provided to the correct health and safety specification.

4 Organisation and Levels of Responsibility

4.1 Executive Responsibility

The executive responsibility for ensuring compliance with this policy rests with the Centre Manager who will ensure that employees, contractors and agency staff are aware of their own responsibility for health and safety whilst working in the Centre. The Centre Manager is also responsible for ensuring risk assessments are carried out and actions taken as necessary.

4.2 Employee Responsibility

All members of staff have legal responsibility under the Health and Safety at Work Act 1974 to safeguard their Health and Safety and that of all other people who maybe affected. This includes other members of staff and visitors. Staff must also co-operate with the management of the Centre to enable the effective carrying out of its duties.

ALL employees must:

- Work in accordance with information and training provided
- Following the Centre Health and Safety Procedure – eg evacuation procedure
- Refrain from intentionally misusing or recklessly interfering with anything that has been provided for health and safety reasons
- Report any hazardous defects in equipment and furniture, or shortcoming in the existing safety arrangements, to the Centre Manager without delay.

5 Arrangements

Reporting of Accidents

The Centre Manager will ensure that site policies and procedures are in operation for the proper reporting of accidents both for Centre and Health and Safety Executive requirements. The Centre has an accident and incident report form which should be filled in every time there is an accident. The Centre will keep an accident book to record all accidents. It will be the responsibility of the Centre Manager to ensure that all new and existing employees are aware of and understand the procedures for reporting accidents.

Reporting of Incidents

It will be the responsibility of the Centre Manager to ensure that all new and existing employees are aware of and understand the procedures for reporting incidents.

Reporting of Injuries, Diseases and Dangerous Occurrences

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 also require that the local authority environmental health department be notified of injuries resulting in an employee being absent from work or on light duties for more than three days and major injuries and dangerous occurrences, etc. by the quickest practicable means. The responsibility for notifying the local authority environmental health department will rest with the Centre Manager.

Fire Protection

- The Centre Manager will ensure that all policies and procedures are in operation and up to date.
- The Centre will provide the necessary firefighting equipment in accordance with the requirements of the local fire officer as detailed in the fire certificates. All employees are required to familiarise themselves with the fire drill before commencing work. Practice fire drills will be arranged regularly.
- The fire warden will visually inspect fire-fighting equipment weekly. Fire alarm systems will be tested weekly.
- Fire alarms and firefighting equipment will be inspected and certified by a competent authority every 12 months.
- Fire exits must be kept clear at all times. No fire door may be locked in any occupied room. Smoking is not permitted in the building.
- No fire doors are to be propped or held open in any way.
- An approved company will carry out fire warden training.

5.5 Fire Safety:

- You should know where each extinguisher is in your immediate place of work. In particular, you should ensure that combustible waste materials are not accumulating around your workstation.
- Report any gas or electrical defects to the Centre Manager without delay.
- In the event of fire follow the fire drill as posted on the health and safety board.
- Fire extinguishers should only be removed from the wall bracket provided in an emergency. It is misconduct to use an extinguisher to hold open a door for any other use than its intended purpose.

5.6 Electrical Safety and Testing Policy

The Centre Manager will ensure that site policies and procedures are in operation and up to date. The Centre requires all staff, contractors and visitors (using their own equipment) to ensure that all electrical equipment is in good working order. All defects must be reported immediately. The Centre Manager will ensure that a qualified person will carry out all maintenance work to the electrical system. All portable electrical appliances should be tested annually (PAT testing).

5.7 Protective Clothing

The Centre Manager will ensure that site policies and procedures are in operation and up to date. When protective clothing is provided it must be worn. It is a statutory offence under the provisions of the Health and Safety Act 1974 and the Personal Protective Equipment Regulations 1992 to either interfere with or refuse to use equipment supplied.

5.8 Manual Handling

The Centre Manager will ensure that site policies and procedures are in operation and up to date. Lifting and moving loads by hand are the biggest single cause of injury. Lifting should be carried out in accordance with the following guidelines.

- If a load is awkward or beyond your capability you must get help.

- Check all packaging and articles for sharp edges and projections before lifting.
- Ensure that there are no obstructions in your path before lifting any article.
- Ensure that you can see around the load when carrying it.
- Ensure that there is adequate room to put down the load when you have moved it.
- When lifting, stand close to the load, feet slightly apart. Keep your chin in, bend your knees and keep your back straight at all times. Straighten your knees using your thigh muscles. Always lift in stages (e.g. floor to knee, knee to carrying positions).

5.9 Display Screen Equipment

The Centre Manager will ensure that site policies and procedures are displayed, in operation and up to date. All DSE equipment in the general office will be assessed as high usage equipment.

5.10 Guarding

The Centre Manager will ensure that site policies and procedures are in operation and up to date. Guards are designed to protect you. It is not only dangerous but illegal to remove a guard from a machine unless you need to clean or repair it. If any part of the electrical equipment you are using is missing (e.g. damaged casing) it should be reported.

5.11 Control of Substances Hazardous to Health

The Centre Manager will ensure that site policies and procedures are in operation and up to date to the full requirements of the *Control of Substances Hazardous to Health Regulations 1994*. It is the Centre Manager's responsibility to ensure that there shall be not work carried out that may expose employees to risk unless an assessment of risk and steps make to meet these regulations have been undertaken. It is the responsibility of the Centre Manager to decide upon measures for the prevention or control of exposure to substances hazardous to health and to show that the necessary steps have been taken.

5.12 Risk Assessment

The Health and Safety at Work Act 1974 and Regulation 3 of the Management of Health and Safety at Work Regulations 1992 requires the Centre to undertake risk assessments of its operations in order to ascertain the significant risks to health and welfare of its employees and learners. It is a requirement that the findings from such risk assessments are recorded, for the purpose of providing documentary evidence that an acceptable level/adequate control measures were in place to reduce the risk to the lowest level. It is the responsibility of the Centre Manager to select such persons who are suitably qualified and knowledgeable to assist with the producing of risk assessments. Risk assessments will be carried out annually. In case of new environments or changes to the environment, risk assessments will be carried out immediately.

5.13 Specific Management Risks

The Centre Manager will ensure that procedures are written and in place for dealing with risks (if any) such as: ionising radiation, noise, biological hazards, selection, storage and transport of gases and toxic chemicals and disposal of toxic waste.

5.14 Cleanliness and good housekeeping

Good housekeeping in all areas is an essential feature of safety and the prevention of accidents. Staff working in all areas must have regard to the following: -

- Ensure that loose or worn flooring is reported to the Centre Manager or representative immediately.
- Ensure all entrances, corridors, walkways and exit doors are clear of obstructions at all times.
- Close cupboards and drawers securely after use.
- Switch off all electrical equipment after use. Do not overload sockets. Certain computer equipment should not be switched off. If in doubt consult the Centre Manager.
- Never overload shelving or store heavy items above head height.
- Never leave a lit cigarette unattended.
- Do not allow wires to project into the walkways where they present a tripping hazard.
- No items should be placed on top of cupboards (i.e. items not to be stored in the area above head height).
- Clear away immediately any dangerous substances by using appropriate cleaning equipment. Dangerous substances include all flammable, harmful, toxic and irritant substances and other risk items such as broken glass.
- Dust and fumes should not be inhaled. If dust or fumes are produced by an activity, stop work until adequate protective measures have been taken.
- Ensure that equipment taken away from store areas is kept under your control at all times. Equipment should not be left where it can be a tripping hazard.

5.15 Training

The Centre Manager will arrange appropriated training for existing and new employees, e.g. general health and safety training as well as that directly relating to the carrying out of their duties.

5.16 Using the premises outside normal working hours

The Centre Manager must be given adequate warning to enable out of cover for buildings. The provision of special licenses for some events may be required.

5.17 First Aid and Medical Services

The Centre will provide first aid facilities in accordance with the requirements of the Health and Safety (First Aid) Regulations 1981. A list of all first aiders is displayed on the Health and Safety notice board. The Centre Manager will ensure that nominated persons regularly inspect and maintain first aid boxes which are provided as appropriate in addition to their own first aid equipment. The Centre Manager will encourage suitable employees to be nominated as first aiders. The Centre Manager will ensure that all employees are fully conversant with the procedure to be adopted in the case of an accident occurring at work.

5.18 Office Codes of Practice

The Centre Manager will be required to produce health and safety policies covering specific hazards where these are not covered in the general Centre policy. These should be drawn to the attention of all employees and all others having a need to know, including contractors and visitors as required.

Where common hazards are faced throughout the Centre (e.g. electricity, fires etc.), then the Centre Manager will ensure the publication of special codes of practice where appropriate and will require all employees to comply with any relevant published Codes of Practice issued by the Health and Safety Executive and any other relevant organisations.

5.19 Visits by enforcing authorities

The Health and Safety Executive (HSE) are the enforcing authority for the Centre building. The HSE must be given free access at any reasonable time during working hours. The HSE inspector has wide ranging powers; close a building, stop a process, take samples, close off areas, take documents and any other power necessary.

6 Additional Codes of Practice

6.1 Employee representatives

The Centre will treat most seriously the terms of the Health and Safety (Consultation with Employees) Regulations 1996 with a view to maintaining and improving health and safety.

6.2 Health and Safety Committee

The Centre will comply with the Safety Representatives and Safety Committee Regulations 1977. The Health and Safety Committee will consist of the Centre Manager and the designated fire wardens and first aiders.