



# HEALTH & SAFETY POLICY

<b>Date of last review</b>	<b>October 2020</b>
<b>Review Cycle</b>	<b>Annual</b>

## **Introduction**

It is SILC Training's general policy to take all steps within its power to meet the obligations laid upon it by the Health and Safety at Work etc Act 1974.

Section 2 of the above Act states that 'it shall be the duty of every employer to ensure, as far as it is reasonably practicable, the health, safety and welfare at work of all his employees ...'

The matters, to which the duty referred to above extends, include in particular:-

- a) The provision and maintenance of equipment and systems of work that are safe and without risks to health.
- b) Ensuring that the use, handling, storage and transport of goods is safe and without risk.
- c) The provision of such information, instruction, training and supervision as is necessary to ensure that employees, students and others who come on the premises can work or otherwise visit in safety.
- d) The maintenance of the workplace in a safe and healthy condition and the provision and maintenance of safe means of access to and from the premises.
- e) The provision and maintenance of a safe and healthy working environment, with adequate facilities and arrangements for employees' welfare at work.

## **The Organisation**

- Individual organisational duties, including reporting arrangements (and hence the organisational accountability functions) are summarised as follows:-
  - The Director of SILC Training has overall responsibility for the healthy and safe conditions at work of all employees and students in the centre and any other personnel who come onto the premises. In the Director's absence a named representative will take responsibility. The Director of SILC Training will ensure that staff receive information and training to enable them to carry out their work safely, and will be prepared to discuss their training needs e.g. in team meetings. The Director will also undertake risk assessments, as appropriate, and ensure that relevant follow-up action is taken.
  - The Director has responsibility for liaising with the appropriate officers of the Council and ensuring that the Centre's Health and Safety Policy is up to date and relevant.
  - The Centre's first aiders are available during working hours to treat students.
  - The Director is responsible for ensuring that the premises are healthy and safe for all those who use them.
  - All staff are required to take reasonable care to ensure that their acts or omissions at work do not adversely affect the health and safety of themselves or others. Safety rules should be observed when they apply to individual members of staff, and staff should cooperate in measures designed to promote health and safety at work. Action in accordance with staff disciplinary procedures may be taken against those disregarding safe working practices. Any employee who considers that a safety hazard exists must report the fact to the Director. Action will be taken to remedy the situation as required.

## The Arrangements

### **1. Accident Reporting**

- Accidents resulting in death or major injury should be reported without delay to the Director. Such accidents should also be notified to the RIDDOR Team by the quickest means possible.
- All accidents involving death or major or serious injury must be reported under the RIDDOR requirements via telephone and/or online at [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor) within 24 hours of the incident/occurrence.
- All notifiable dangerous occurrences should be reported to the Director without delay.
- All minor accidents/incidents should also be reported to the Director and the first aider and recorded on an accident/incident reporting form and also in the Centre's accident book.
- Records of all accidents should be kept for three years.

### **2. First Aid Provision**

- The Centre's first aiders give first aid treatment as necessary.
- First aid box is located in the office.
- First aid bin labelled and available in office.
- First aiders are responsible for checking the contents of the first aid box and restocking if necessary.

The following staff have completed a HSE-approved first aid course and hold a valid certificate:

- Chaz Watson (Director) Located on the workshop floor
- Jordan Smith (Instructor) Located on the workshop floor

First aiders are to ensure that their first aid certificates are kept up to date.

### **In an emergency**

If an accident, illness or injury occurs, the member of staff in charge will assess the situation and decide on the appropriate next of action, which may involve calling immediately for an ambulance or calling a first aider. If summoned, a first aider will assess the situation and take charge of first aid administration.

In the event of the first aider does not consider that he/she can adequately deal with the presenting condition by the administrations of first aid, he/she she arrange for the injured person to access the appropriate medical treatment without delay.

### **3. Fire Precautions**

- Fire drills are held termly and are recorded in the fire drills logbook. Fire exit signs are displayed above every fire exit door and there are notices detailing what to do if you discover a fire and where to leave the building and the Assembly Point (outside SGG). Fire doors and exits should never be obstructed.
- An emergency evacuation of the building should follow those procedures laid down in the event of fire.
- The Director is responsible for ensuring that all staff know what to do in case of fire: Everyone should familiarise themselves with the layout of the building, the means of escape, fire exits and the location of fire-fighting apparatus.
- The office staff should advise visitors as to the location of the nearest Fire Safety Instructions Notice.

### **4. Cleaning Arrangements**

- All staff should ensure that areas of the Centre in which they work are kept clean and tidy as far as is practicable and insofar as their responsibilities lie. Waste and rubbish should be removed to the collection area at the end of the day.
- The area around the boiler should be kept free of flammable substances and materials and kept clean and tidy.
- Flammable, toxic and corrosive substances should be clearly labelled, safely stored and locked away when not in use.

### **5. Portable Electrical Apparatus and Equipment**

- Portable electrical apparatus and equipment should be inspected and tested annually. An appropriately qualified and competent person, within the meaning of the Electricity at Work Regulations, will carry out and report on these tests annually.

### **6. Outings from SILC Training**

- Students will only leave site to access lunch facilities and are accompanied by an instructor at all times.
- Risk assessment in place

## **SMOKING POLICY**

- This policy has been developed to protect all employees, service users, customers and visitors from exposure to second-hand smoke and to assist compliance with the Health Act 2006. Exposure to second hand smoke increases the risk of lung cancer, heart disease and other serious illnesses. Ventilation or separating smokers and non-smokers within the same airspace does not completely stop potentially dangerous exposure.

- It is the policy of SILC Training that all our workplaces are smoke free, and all employees have a right to work in a smoke free environment. Smoking is prohibited in all enclosed and substantially enclosed premises in the workplace.
- This includes company vehicles. This policy applies to all employees, consultants, contractors, customers or members and visitors.
- Overall responsibility for policy implementation and review rests with Chaz Watson at SILC Training. However, all staff are obliged to adhere to, and support the implementation of the policy. The person named above shall inform all existing employees, consultants and contractors of the policy and their role in the implementation and monitoring of the policy. Appropriate 'no-smoking' signs will be clearly displayed at the entrances to and within the premises, and in all smoke free vehicles.

### **HELP TO STOP SMOKING**

- The NHS offers a range of free services to help smokers give up. Visit [gosmokefree.co.uk](http://gosmokefree.co.uk) or call the NHS on 111
- Smoking Helpline on 0800 169 0 169 for details. Alternatively you can text 'GIVE UP' and your full postcode to 88088 to find your local NHS Stop Smoking Service.