

Introduction

This document provides an overview of the standards and procedures to manage Health and Safety across all the activities conducted by Opps Training and Development.

Terms of reference: Management of potential risks to persons' wellbeing and most specifically where hazards may affect their health and safety.

Aim

Opps Training and Development strives to ensure that all stakeholders (team members; learners and associates) are operating in a safe environment which is free of hazards and supportive of good health.

Objectives

Consult and promulgate the Health and Safety policy of Opps Training
Maintain excellent overall Health and Safety standards
Ensure the standards meet requirements of current legislation

Method

Health and Safety is a prime responsibility of all personnel, the entire workforce is accountable through line management to the Managing Director for compliance to Health and Safety to statutory requirements.

- This Director shall review and authorise the policy on health and safety matters. He/she will:
 - Discuss, agree and promulgate the Health and Safety Policy (HSP) of the Company. The Policy will be reviewed annually.
 - Set overall Health and Safety standards on the advice of specialists.
 - Agree Health and Safety objectives via the management organisation and review performance against those objectives on annual basis.

Without detracting from the Director's collective responsibility, specific responsibility for health and safety matters shall rest with each individual Director. Directors shall each implement the Health and Safety policy within their own areas in accordance with policy by:

- Ensuring the appointment of Health and Safety Staff and others to assist and advise as and when appropriate
- Monitor all aspects of safety and ensure that corrective action is taken if necessary
- Set up investigations as necessary to deal with particular problems

- Regularly review Health and Safety performance, inform and consult on relevant Health and Safety matters.

Managers and Team Leaders

Managers shall implement the Health and Safety Policy within their own areas, in particular they shall:

- Promote the Policy with the supervisory staff and ensure implementation
- Conduct risk assessments in accordance with the Management of Health and Safety at Work Regulations 1999
- Work with technical staff and the Health and Safety Officer in reviewing, inspecting and improving procedures and work systems with the object of satisfactory health and safety performance
- Review reports and statistics and investigate adverse trends as a basis for initiating corrective action
- Recommend improvements or changes in health and safety practices and priorities to their line manager for approval.

They shall ensure that the systems of work are safe and that employees comply with safety regulations and Company requirements. They shall also ensure that the necessary health and safety measures are applied and encourage employees to work safely. In particular they shall:

Instruct employees as necessary in the avoidance of hazards and in the safe performance of work activities

Identify and recommend any special safety training seen to be necessary and encourage employee participation in safety awareness

Avoid practices generally and ensure that particular health and safety regulations are observed

Pay particular attention to individual employees under the supervision to ensure they are competent and are fit to carry out their work safely

Ensure that individual employees, who are supporting learners in the work place conduct risk assessments for themselves and for the learners

In the event of an incident involving safety, to secure the area in question in order that an investigation team can view the incident area as it was at the time of the incident, after ensuring that the area is made safe and injured persons have received medical attention

Report all accidents/incidents to their Line Manager without delay

When authorised, investigate incidents and report as directed to line management and the HSO

Recommend improvements or changes necessary to eliminate hazards

The Health and Safety Officer

The HSO shall be responsible for providing advice on all aspects of safety to the Directors and shall:

Support managers who carry the direct responsibility for all aspect of accident prevention and health and safety at work in their areas

Regularly liaise with managers and review safe systems of working and working practices relevant to the accidents reported and other aspects affecting workforce

Monitor changes in legislation and other requirements affecting Health and Safety at the site and supporting learners in the workplace, by providing guidance and information to managers in order that they are all aware of the changes and advised on what action is to be taken within their areas

Establish and maintain systems whereby managers investigate and report on health or injury and/or significant plant or material damage with the primary objective of preventing a recurrence

Maintain a programme of regular safety audits with the management and workforce representatives concerned

Be involved at the planning stage of introducing new working systems, buildings and equipment

Prohibit the continuation of an activity or operation which he considers to be so unsafe as to constitute an immediate threat or injury or damage to property or equipment

Prepare health and safety documents

Ensure that personal protective equipment is selected in accordance with requirements

Assess the likely effectiveness of any proposed action by supervisors to prevent the recurrence of an incident

Establish appropriate Health and Safety emergency procedures for the site

Prepare reports on all health and safety incidents, the status of follow-up action on major issues and on performance statistics for the site for the annual review

Liaise with external bodies

Welfare Group

Occupational Health is the promotion and maintenance of the physical, mental and social wellbeing of employees. This aspect is driven by the Opps Welfare Group which considers the effects of the working environment on the health of the employee and the influence the employee's state of health has on his/her ability to perform the tasks for which he/she was employed.

First Aider

Opps will ensure that a First Aider is available, whenever possible to provide first aid treatment to injuries sustained by employees at work.

Employees and Associate Trainers/Assessors

All employees are required to look after their own well being and to behave in a way in which their own health and safety and that of others shall not be prejudiced. Specifically they will:

Carry out their work safely in the interests of themselves and others

Conduct risk assessments for themselves and learners in their workplace and that of the learners

Comply with health and safety instructions in the learners' workplace, especially those concerning the use of machinery, guards, protective clothing, handling potentially hazardous substances and work on electrical apparatus

Report unsafe conditions or practices to their supervisor so that corrective actions can be taken

Impart knowledge and experience on safe practices to other employees and trainees

Act responsibly and comply with the requirements of this document and supporting standards.

Health and Safety Review

The Health and Safety Review will take place annually as a minimum:

The objectives of the review are to:

- Review past performance
- Determine policy and approve strategic objectives
- Ensure that Company Health and Safety standards are maintained through co-operation between the management, employees and learners
- Ensure a two-way communication process and that important health and safety information and decisions are communicated to all stakeholders

Quality Management System

The Quality Management System related to Health and Safety will be managed in the same way as other aspects of Opps operations, namely:

- Policy
- Organising
- Planning
- Implementation
- Measuring Performance
- Continual Improvement

Planning for Health and Safety

The Opps Quality Improvement Group and the Health and Safety Officer will:

- Review all processes in and determine which apply to each aspect of the organisation
- Plan activities on the annual self assessment report and development plan
- Review the plan on a regular bases (usually monthly) and complete activities as planned

The Annual Self Assessment Report and Development Plan (SAR-DP)

Each Health and Safety Standard referred to in this document deals with a specific aspect of Health and Safety and gives a description and guidance on the subject. The Quality Improvement Group (QIG) and Health and Safety Officer (HSO), by reviewing the process, will determine which is applicable in his/her area of control. It may be that only a few are applicable in his/her area of control. It may be that only a few are applicable or that they all apply. For processes that are applicable, the Manager will plan activities on the SAR-DP.

Planning Frequencies

Risk Assessments

Initially – Risk Assessments must be conducted for any new process, task or area

Annually – Risk Assessments must be reviewed to ensure they are adequate and current

Selection, Training, Competence and Communication

Regularly:

Supervision meetings, group meetings and evaluation with learners Opportunities should be sought to improve health and safety awareness and knowledge

Training plans should be reviewed for progress against actions planned

Review levels of competence for those persons appointed formally to conduct health and safety tasks

Occupational health should be reviewed to ensure surveillance of welfare

First aid requirements and provisions in conjunction with occupational health review

Quarterly

There should be a planned, formal inspection of the workplace. Results should be recorded on the checklist provided with follow-up for non-compliance found.

Plant and Equipment

Annually – Plan machinery or equipment must be reviewed to ensure compliance with statutory requirements. The HSO will instigate the review.

Hazardous Substances

Annually – check the department register of hazardous substances is complete and up to date. Ensure controls are in place to ensure that hazardous substances no longer used are disposed of safely. Risk assessments should be checked as part of the Risk Assessment planning and review process conducted by QIG and HSO.

Accident and Incident Reporting

Quarterly –review accident performance. Check all reporting requirements are being met and that staff are reporting accidents/incidents. Implement accident/incident reduction activity where appropriate.

Emergency Procedures

Quarterly as minimum – ensure emergency procedures and provisions are adequate i.e. adequate Fire Marshals and fire equipment, and emergency evaluation procedures etc. are valid.

Risk Assessment Record Process

Introduction

The management of health and safety regulations require risk assessment of all work activities.

The measures are the 'preventative and protective' measures. The risk assessment will identify the necessary actions to remove or control the risk i.e. planning and monitoring requirements, training and education, skill levels and competency, supervision control and review processes.

Risks which are identified as 'High' must be documented. This may be because of the scale of the operations; special factors such as lone working, higher risk (one-off operations) or as a result of statistical information indicating the activity contains a substantial risk to employees and/or learners.

Risk Assessment Requirements

Managers must ensure that they have a means of assessing the risk to Health and Safety of their employees, learners and others. It is also necessary for contractors/associate trainers/assessors to undertake risk assessments as part of their normal work activities or prior to starting a new activity.

Contractors/associate trainers/assessors are to be reminded of their obligations to carry out, manage and record their risk assessments. It may be necessary to communicate the outcome of these risk assessments between companies to ensure all persons liable to be affected by the activity are aware of and can take preventative and protective measures.

All risk assessments must be carried out to identify the processes and activities (hazardous activities, work or equipment) that will require preventative and protective measures to be put in place. They must be reviewed on a regular basis and amended when there is reason to believe the original assessment is no longer valid.

Risk Calculation

Risk assessments are carried out as part of the day to day activities. Competent persons should, through their skills experience and knowledge be able, in most circumstances, to give a sound subjective assessment of the risks identified on the forms. However, there may be circumstances where a more formal approach is indicated and in this circumstance the competent person should seek the assistance of the HSO.

COSHH Assessments

COSHH Assessments must be available at the place of work and read and understood by all employees using hazardous substances.

Noise Assessments

Noise assessments require the appropriate skills and should not be attempted without the necessary equipment, training and competence. If an employee or learner thinks that they are working in a noisy environment and have to raise their voice to be understood, an assessment is probably required. The HSO should be contacted accordingly.

Selection, Training, Competence and Communication

It is essential to ensure that all staff and associate trainers/assessors are adequately trained and competent to operate Opps health and safety procedures and processes so as to minimise Health and Safety risks in all our activities. Staff and associate trainers/assessors must be selected with the appropriate skills, knowledge, experience and competence for the job. They should be of a suitable level of medical fitness for the tasks they are to undertake.

Induction

Essential induction information, such as emergency procedures and local safety information, must be given on the first day of arrival by a manager or someone nominated by a manager.

An induction checklist should be provided.

All staff should acknowledge that they have read and understand instructions given at the department induction.

Managers must satisfy themselves that staff they have inducted have fully understood all aspects.

Site safety induction must be carried out at the earliest opportunity and must be completed by the end of the first month on site.

Health and Safety training which is needed to carry out work tasks safely must be separately planned by managers in the early stages of employment and must be reviewed thereafter on a regular basis.

Training Plan

A training plan for all staff must be in place. It must consider existing skills, shortfalls, future needs and personal development.

Training Requests

Training requests will be submitted to line managers.

Review

A plan will be reviewed and a formal training sign-off conducted annually. Included in this will be an assessment of the effectiveness of training that has been given, so that any further training can be organised.

Training Records

Training records for employees will be retained by the manager of quality.

Communication

Regular and effective communication with staff and relevant stakeholders, commensurate with the risks and issues will be ongoing. The Quality Improvement Group will review and implement appropriate recommendations. All communication will be recorded as appropriate.

Selection, Training, Competence and Communication Summary

The Quality Improvement Group will review training needs and ensure that new needs are planned for.

Key Responsibilities

Managers will:

- Select staff with appropriate experience and ability
- Ensure prompt safety induction
- Identify training needs and ensure training is delivered
- Authorise, in writing, for specific Health and Safety tasks
- Monitor levels of competence
- Communicate with staff on safety issues on a regular basis.

Training Needs Checklist

- Site induction
- Risk assessment: onsite, offsite



Safety representatives
Fire Marshalls
First Aid (Re-qualification)
Chemical awareness
COSHH
Manual Handling
Equipment

Obtaining First Aid Assistance

During Normal Working Hours

Minor Treatments – If an employee sustains an injury at work and requires first aid treatment, they should report to a Company First Aider.

All accidents and incidents should be reported to the line manager and recorded on the site Accident/Incident Report form. QIG will review the report forms and make recommendations on appropriate measures to limit risk.

In the case of a serious accident or medical emergency the ambulance service will be called by those available to do so. When they arrive, the Ambulance staff will take over the full responsibility for the medical emergency. First aiders in the vicinity of a serious accident may assist trained personnel attending the casualty, including keeping others away from the scene to give space to deal with the situation.

Key Responsibilities

- All staff should be informed and trained by the manager for all applicable emergency processes
- Nominate responsible persons where applicable
- Ensure adequate cover for First Aid in area of responsibility

Minimum Requirements

Annual review scheduled on the Annual Health and Safety Compliance Planning form (form No HSM02101)
Responsible persons registered
Adequate cover
Regular tests of processes
Annual review completed on schedule and recorded
Follow up actions completed
All staff trained/aware, training records in place
All incidents and emergencies reported immediately

Training and Competence of First Aiders

First Aiders must have a valid First Aid at Work Certificate which should be approved for the purpose of Health and Safety (First Aid) Regulations (1981).

First Aider Duties

First Aiders should:

- Be familiar with Company emergency procedures and arrangements for first aid
- Ensure that they can be contacted during the working day
- Check the contents of first aid boxes
- Respond to all requests for first aid promptly and appropriately
- Arrange for the safe removal of a casualty to a hospital, doctor or home
- Record first aid treatment administered
- Report all accidents at work
- On request, assist in accident investigations.

Risk Assessment

An initial Risk Assessment of workplace will determine what should be inspected, the extent of the inspection and the frequency. A higher risk workplace such as a workshop, chemical store or unloading dock should be inspected quarterly. No assumption should be made that any area is automatically low risk. This should be determined by risk assessment and a positive decision that the risk is low.

Checklist

A safety inspection checklist will provide a methodical approach to an inspection. Problems found should be entered in the space at the bottom of the form with proposed remedial action.

Fire Safety

- A Risk Assessment specific to Fires Safety must be carried out covering all work areas. This will ensure the on-going integrity of fire detection and firefighting equipment on site
- Arrangements exist for periodic testing of the evacuation procedure
- Information is maintained and made available for employees
- Records will be kept

Equipment

The safety officer will:

- Ensure the design, selection and disposal of safe equipment that is acquired by the department

- Ensure all equipment requiring statutory inspection is entered onto the site register
- Ensure Personal Protective Equipment is identified and available and that where required it is inspected by a competent person
- Ensure Portable Electrical Equipment in the department is inspected/tested and new equipment recorded
- Ensure maintenance and inspection schedules are in place
- Ensure an annual review is reported on the Annual Health and Safety Activity Planning form

Equipment Disposal

Equipment must be decommissioned and made safe for handling, considering hazards such as stored electrical potentials, pressure, hazardous materials (chemical substances, radioactive sources etc.) packaging and transport.

Control of Substances Hazardous to Health (COSHH)

COSHH assessment must be undertaken by a competent person prior to the use of any hazardous substances on the site. This assessment must consider:

- The hazardous nature of the substance
- Appropriate transportation and storage arrangements
- How the substance is to be used
- The controls necessary to prevent or reduce the level of exposure
- Eventual means of disposal

Managing Self Employed Team Members

The management of self employed team members forms an important part of Opps overall management of Safety, Health and Environment.

Opps has a duty to ensure that Self Employed Team Members receive the same support and instruction as employed team members.

Accident, Dangerous Occurrence and Incident Reporting/Investigation

Opps Health and Safety Policy statement places a duty on all management and supervisory staff to maintain a safe and healthy place of work and to ensure that everything reasonably practicable is done to prevent personal injury or damage to property. Further, employees and self employed staff have a duty to co-operate by working safely and efficiently, reporting accidents and dangerous occurrences that have or could have caused injury or damage.

It is a statutory requirement that all accidents at work are recorded and that certain categories of accidents or occurrence are reported to the Health and Safety Executive under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations).

Employees have a responsibility to report any injury, no matter how slight to a first aider to receive treatment. The individual must then advise their manager/supervisor in order that a formal report can be made detailing the nature of the injury and circumstances leading to its occurrence.

Fire and Emergency Evacuation Management

Responsibilities

Opps has ultimate responsibility for aspects of fire safety on site.

The responsibility for the management of fire alarm systems, extinguishers and associated equipment with British Standards rests with the Health and Safety Officer.

All employees are required to familiarise themselves with the fire and emergency evacuation procedures for their working area.

Visitors to the site are provided with basic health and safety information including details of the emergency procedures.

Sounding the Alarm

The fire alarm can be sounded either by dialling the site Emergency telephone number or by using the nearest 'break glass' alarm unit.

The Health and Safety Officer is the fire marshal, however when not on site, everyone on site should be briefed as to process.

Policy published date	May 2005
Date of last review	March 2019
Next review date	March 2020
Person responsible for policy and review	Health and Safety Officer