



**National Plant Vocational Skills Limited
Health and Safety Policy**

Part 1: General Policy Statement

The National Plant Vocational Skills Ltd acknowledges and accepts it's statutory responsibilities in the terms of the Health and Safety at Work etc Act 1974, the Management of the Health & Safety at Work Regulations 1999, other relevant legislation and for securing the health, safety and welfare of all it's employees, trainees, volunteers, sub contractors or agents, where statutory duties exist.

The National Plant Vocational Skills Ltd will take all reasonable steps within its power to meet this responsibility, paying particular attention to the provision and maintenance of:

- Plant, equipment and systems of work that is safe.
- Safe arrangements for the use, handling and transportation or articles and substances.
- Sufficient information, instruction, training and supervision to enable all employees, registered instructors, sub contractors or agents to avoid hazards and to contribute positively to their own health and safety at work.
- A safe place of work with safe access and egress.
- Adequate welfare facilities.
- Information on general health issues.

The success of any safety policy in reducing accidents depends ultimately on the good sense and safety consciousness of everyone at work. The National Plant Vocational Skills Ltd expects all employees, trainees, tutors, volunteers, sub contractors or agents to recognise their own responsibilities with regard to their own health and safety and that of other people and to co-operate with the National Plant Vocational Skills Ltd so as to enable it to carry out its own responsibilities successfully.

This statement must be read in conjunction with the further statements on

Part 2 Organisation

Part 3 Responsibilities

Part 4 General Arrangements

Part 5 Safety rules for registered instructors, assessors, internal quality assurance managers, sub contractors or agents

A copy of this document will be made available to all employees, trainees, tutor, volunteers, sub contractors or agents. It may be reviewed or amended periodically and may be supplemented, as appropriate by further statements relating to particular works.

Date..... Signed..... (Director NPVSL)

Last update:

Part 2: Organisation

The organisation of responsibility for all matters related to Health and Safety within the National Plant Vocational Skills Ltd will be through the management structure as follows:

Centre Manager – Sharon Crowther (Director)

Heidi Walters – Administration

Safety Advisor – Martin Bray

Sharon Crowther (Centre Manager) will assume the role of Health and Safety Manager and will have overall responsibility for Health and Safety. She will be supported in this roll by Heidi Walters office administrator who will assume the roll of Health and Safety Manager (NPVSL office) and Martin Bray who will assume the roll of Health and Safety Advisor.

Part 3: Responsibilities

Sharon Crowther: Health and Safety Manager

Ms Crowther is responsible for notifying changes in statutory and NPVSL requirements in Health and Safety matters. She will:

- a) Maintain a constant awareness of any changes in Health and Safety legislation.
- b) Formulate the National Plant Vocational Skills Health and Safety Policy and liaise with the relevant Health and Safety authorities, as required.
- c) Provide pertinent and meaningful guidelines and advice on Health and Safety problems or matters arising.
- d) Ensure that the NPVSL Health and Safety Policy Document and any appropriate guidance documents are made available to every employee, trainee, tutor, volunteer, sub contractor or agent
- e) Arrange training for all, as required.
- f) Carry out Safety Audits at regular intervals, and subsequently advise as appropriate.
- g) Investigate and report on all serious accidents
- h) Ensure all necessary assessments are completed and reviewed.
- i) To set a personal example by demonstrating high standards of application and discipline in Health and Safety.

Develop safe working practices and maintain a high standard of housekeeping.

- a) Ensure that all safety rules are observed and inspect methods, operations and premises, both existing and new, to ensure compliance with the National Plant Vocational Skills Safety Policy.

- b) Report to the Health and Safety Manager all accidents / incidents to persons, plant or equipment, fires, property damage and occupational illness and ensure their adequate recording.
- c) Investigate the above to ascertain causes and take appropriate remedial action to prevent reoccurrence's.
- d) Instruct employees, trainees, tutors, volunteers, sub contractors and agents, about any hazards associated with their work and any necessary precautions required.
- e) Ensure all employees, trainees, tutors, volunteers, sub contractors and agents are properly trained.

Heidi Walters: Health and Safety Administrator (NPVSL office)

- a) Develop safe office working practices and maintain a high standard of cleanliness.
- b) Ensure that all office safety rules are observed, and to inspect all office premises, both existing and new, to ensure compliance with the National Plant Vocational Skills Safety Policy.
- c) Report to the Health and Safety Director all accidents / incidents to persons, office equipment, fires, property damage and occupational illness and ensure their adequate recording.
- d) Investigate the above to ascertain causes and take appropriate remedial action to prevent recurrences.
- e) Instruct office staff about any hazards associated with their work and any necessary precautions required.
- f) Ensure all office staff are properly trained.
- g) Ensure all visitors to office are informed of the NPVSL safety requirements, including evacuation procedures in the event of fire, accident or incident.

Martin Bray: Health and Safety Advisor.

- a) To monitor Health and Safety to ensure that all employees, trainees, tutors, volunteers, sub contractors and agents operate in accordance with both legal requirements and National Plant Vocational Skills Safety Policy.
- b) To ensure that all necessary Risk Assessments have been undertaken.
- c) To advise the Health and Safety Director in writing of any unsafe practices or any aspects likely to cause unsafe situation.

Employees, trainees, tutors, volunteers, sub contractors and agents

It is the duty of all of the above to exercise personal responsibility to prevent injury or danger to themselves or to others and they must:

- a) Co-operate with the National Plant Vocational Skills in preventing accidents or health risks.
- b) Comply with the National Plant Vocational Skills and their clients Health and Safety Policy and any associated policies or procedures.
- c) Follow safe procedures and use implemented all control measures
- d) Wear and use personal protective equipment as instructed or when circumstances dictate its use.
- e) Report **all** accidents and injuries, no matter how trivial and any dangerous occurrences or near misses.

Part 4: General Arrangements

It is the legal duty of all managers, employees, trainees, tutors, volunteers, sub contractors and agent to do everything to prevent accidents, personal injury and danger to themselves, other employees or members of the public.

Management of Health and Safety

Risk assessments will be undertaken, as necessary, to assess where risks may arise and to ensure all possible measures (as far as is reasonably practicable) are taken to control such risks.

Employees, trainees, tutors, volunteers sub contractors and agents will be informed of the outcome of such risk assessments and the preventative and protective measures required.

Regular health and safety monitoring audits and inspections will be undertaken to review control measures.

Health and Safety Training

Employees, trainees, tutors, volunteers, sub contractors and agency personnel will receive safety training. Such training should ensure that they are aware of their health and safety responsibilities and are competent to operate any plant, tools, equipment and vehicles as required.

Incident Reporting

All accidents no matter how trivial must be recorded in the accident book. Where an investigation is required follow NPVSL accident reporting procedures

Minor Accidents/Near Misses:

To be treated either by a First Aider/Emergency First Aid at Work trained member of staff
Note detail in the Accident Book.
Inform a supervisor

Major Accidents:

Where appropriate give first aid by a qualified person.
Inform Emergency Services immediately. (ambulance, fire Service.)
Inform a responsible person immediately (manager, site agent, supervisor or similar)
Insure RIDDOR compliance

Fire Evacuation and Emergencies

It is the duty of all employees, trainees, tutors, volunteers sub contractors and agents to familiarise themselves with the fire and emergency evacuation procedures in force at the premises where they are working. If in doubt they must request the information from the designated contact within the organisation. Every employee, trainees, tutors, volunteers, sub contractor and agent must ensure that any visitors or trainees under their responsibility are safely evacuated and are accounted for.

Discovery of Explosives, Suspicious Packets etc, on Clients Premises.

If you discover a suspicious package:

- Do not touch it.
- Inform the clients' site security that should immediately arrange evacuation of the area and contact the emergency services.
- Before leaving take all necessary precautions so that nobody, even mistakenly can come into contact with the object before the arrival of the emergency services.

Control of Substances Hazardous to Health (COSHH)

It is the responsibility of the Health and Safety Director to ensure that all substances are supported with adequate information and instructions for use. The Health and Safety Director must ensure that all employees, trainees, tutors, volunteer, sub contractors and agents are instructed informed and trained in using such substances before use and, where necessary make arrangements for adequate supervision.

Precautions when using substances

The following precautions should be taken by all employees, trainees, tutors, volunteers, sub contractors and agents:

Ensure familiarity of rules governing the use of hazardous substances.

Handle hazardous substances with care and in accordance with instructions on the hazardous material information sheet.

Use personal protective equipment as is necessary.

After handling hazardous substances, ensure that hands are thoroughly washed before eating, drinking or smoking.

In the event of a spillage or contamination, the nature of the substance and its source should be established, then follow the correct procedure as outlined on the hazardous material information sheet.

Work Equipment

The National Plant Vocational Skills Ltd will take all reasonable steps to meet the requirements of the Provision and Use of Work Equipment Regulations and any other relevant legislation, particularly with regard to performance standards of equipment and statutory inspections.

Records of plant / equipment wholly owned by the National Plant Vocational Skills will be compiled and maintained for the purpose of planned, preventative maintenance in accordance with current legislation.

Where National Plant Vocational Skills Ltd employees, trainees, tutors, volunteers, sub contractors and agents are likely to be exposed to potentially hazardous situations, through plant / equipment not in the National Plant Vocational Skills Ltd ownership, such matters must be brought to the notice of those responsible for such equipment. Such plant / equipment must not be used until all faults have been rectified.

Before using any work equipment all employees, trainees, tutors, volunteers, sub contractors and agents must:

- Ensure they are authorised to use it and be familiar with the manufacturers operating instructions, prior to use.
- Be familiar with manufacturer's safety instructions, prior to use.
- Report, immediately any sign of irregular operation.
- Check all electrically powered items of equipment for signs of damage i.e. cables and plugs.
- Check all portable electrical powered items, they are to use has been tested and shows a pass label.
- Check all guards are secure and correctly fitted prior to use.

Personal Protective Equipment

All National Plant Vocational Skills Ltd employees, trainees, tutors, volunteers, sub contractors and agents, must wear / use appropriate personal protective equipment.

Manual Handling

The National Plant Vocational Skills Ltd will take all reasonable steps to meet the requirements under the Manual Handling Operations Regulations 1992 including:

- The analysis of all manual handling activities to assess risk and take appropriate measures to avoid or reduce such risks to the lowest levels reasonably practicable.
- Provide suitable and sufficient information, instruction and training (and where necessary supervision) to control any risks that cannot be eliminated by other means.

It is a condition of all who may work for the National Plant Vocational Skills Ltd to abide by all health and safety rules, policies and procedures currently in effect at the National Plant Vocational Skills Ltd.

The National Plant Vocational Skills Ltd is committed to high safety standards and they regard Health and Safety at Work as being of paramount importance. It must be clearly understood by every employee, trainee, tutor, volunteer, sub contractor and agent, before they commence work on behalf of the National Plant Vocational Skills Ltd they will be aware of all Health and Safety Regulations and ensure compliance with their obligations both at Common and Statute Law.

Your responsibilities:

It is the responsibility of the employee, trainee, tutor, volunteer, sub contractor or agent to maintain familiarity with, and compliance with, any obligations and statutory duties applicable to their work. Approved Codes of Practice and Guidance notes must be used as reference where appropriate. Any additional requests in the interests of health and safety must be complied with.

You are responsible for:

The safety and security of any plant and materials that you may bring on the National Plant Vocational Skills Ltd's clients premises

Obtaining permission to use the National Plant Vocational Skills Ltd's equipment (such equipment must be used in a safe and proper manner)

Any of the National Plant Vocational Skills Ltd's tools or equipment requiring servicing or maintenance are brought to the attention of the National Plant Vocational Skills Ltd.

Ensuring that tools and equipment are only used by adequately trained persons, unless under going training under supervision.

The safety of your trainees at all times.

Alcohol or Drugs:

Employees, trainees, tutors, volunteers, sub contractors or agents will not bring onto the National Plant Vocational Skills Ltd's premises (or any of their clients premises / sites) sell, give, barter or otherwise dispose of any alcoholic liquor, drugs (except prescribed drugs) or any other such product.

Employees, trainees, tutors, volunteers, sub contractors or agents shall not permit the consumption or presence of any alcoholic liquor or drugs (except prescribed drugs) on any premises / site at any time. Nor shall the Employees, trainees, tutors, volunteers, sub contractor or agent or anyone employed or being trained by them be allowed to be present on the premises / site if such a person is judged to be under the influence of any intoxicating liquor or drug.

Any person contravening this requirement will be removed from the premises / site by any person appointed by the National Plant Vocational Skills Ltd or their clients.

Declaration:

I have received a copy of this Safety Document, and have read it and fully understand my responsibilities and those of the National Plant Vocational Skills Ltd.

Print name:

Signed

Date
