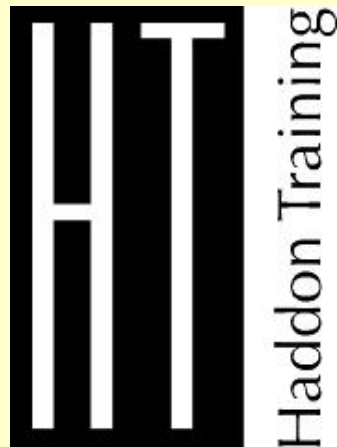


**Haddon Training
Limited**

**Health & Safety
Policy**





Haddon Training Limited

General Policy Statement on Health, Safety and Wellbeing

It is the policy of Haddon Training Limited (HT), referred to in the rest of this document as the Company, to give the greatest importance to the health and safety of its employees, contractors, learners, visitors and the general public. It is considered a management responsibility equal to that of any other function. The Company recognises that high standards of health, safety and welfare are an integral part of efficient business management and contribute to the operational efficiency and profitability of the company. Health and safety must be a part of the everyday working culture of not only the Company but also its employees and their subcontractors and as importantly their learners. All employees must at all times co operate with the company by complying with all instructions and recommendations and contribute towards making the working environment as safe as possible. Employees should seek to avoid hazards, prevent accidents and regularly appraise work methods to ensure that the safest possible methods are adopted. For such standards to be achieved, adequate financial and physical resources are made available by the Company thereby ensuring continuing development of the competence of employees and safe working practices.

The following is the Company Occupational Health and Safety (OH&S) policy and relates to its activities that are carried out during the operation of its business.

1. The Company objective is:-

- 1.1. To prevent injury and ill health and to maintain healthy working conditions, equipment and safe systems of work.
- 1.2. To instigate effective planning, organisation, control, monitoring and preventive measures, procedures and resources that will, so far as reasonably practicable, ensure that the Company meets and, where possible exceeds its statutory legal obligations and compliance with approved codes of practice with regard to the health and safety of its employees, locations or other individuals who may be affected by its activities.
- 1.3. To implement a management system that complies with BS OHSAS 18001:2007. and will set OH&S objectives to manage, monitor and continually improve its OH&S performance.
- 1.4. To ensure that it's Health and Safety policy is reviewed at least annually, or when required by changes in legislation, technology or the Company's trading activities so that it remains relevant and appropriate to the Company.
- 1.5. To communicate to all persons working under its control the requirements of its OH&S policy and ensure they are made aware of their obligations

2. Key Implementation Areas

- 2.1. It is the responsibility of the Education Production Manager (EPM) to manage and work closely with the Health and Safety Coordinator, with the latter acting as the focal point for all matters relating to health, safety and the environment. The EPM will appoint suitably qualified person/s with a working knowledge of the relevant legislation to assist him in this activity.
- 2.2. Health and safety information and guidance is given to all new employees upon joining the Company as part of their induction. Regular briefing notes are emailed to staff to keep them informed of any changes or updates to relevant information. The company strongly encourages all vocational assessors to undertake a formal qualification in Workplace Health and Safety. The Company requires the full co-operation and participation of all employees in relation to all health and safety matters. The Company will provide adequate welfare facilities and ensure a safe and healthy working environment.

- 2.3. The Company will ensure, so far as is reasonably practicable, that all plant and equipment is maintained and that all systems of work are safe and without risk to health and safety and will provide and make arrangements for the safe handling, storage and transportation of any articles and substances that are used. Maintenance to machinery or equipment provided for employees will only be carried out by those qualified to do so and employed for that purpose.
- 2.4. The Company will provide technical advice, training and supervision as is seen fit for the purpose and also set up procedures to assess the health and safety risks for employees at their place of work. Also to assess the risks to people who are not in their employment and who may be affected as a result of its trading activities.
- 2.5. All employees are obliged to take reasonable care for their own safety and for others who may be affected by their acts or omissions and to co-operate fully with the Company in the arrangements it makes in relation to health and safety matters. For example employees must:-
 - 2.5.1. Adhere to the prescribed safe system of working.
 - 2.5.2. Report any safety concerns, faults, accidents, defects in machinery or equipment belonging to the Company, immediately to their line manager.
- 2.6. The Company will control the activities of all subcontractors carrying out work on their behalf and ensure that these subcontracted activities do not adversely affect the health and safety of the Company's employees, locations or other individuals.
- 2.7. The Company has a zero tolerance of drink and illegal drugs whilst at work, it also recognises that it has a duty to ensure employees who may be under the influence of such are referred for appropriate diagnosis and treatment.
- 2.8. The Company will carry out and record risk assessments, as required by the Management of Health and Safety at Work Regulations, The Fire Precautions (Workplace) Regulations, the Provision of Work Equipment Regulations, the Display Screen Equipment Regulations and the Manual Handling Regulations, of all workplace activities on a generic basis. The magnitude of the risk will be identified by risk factors and those of a high magnitude will have suitable control measures established. Details of all risk assessments carried out are made available to all employees and interested parties.
- 2.9. No employee may carry or move any load, which is so heavy as to be likely to cause injury to their health.
- 2.10. The Company will identify all substances hazardous to health and carry out appropriate assessments to ensure that the products used do not pose a hazard to health and that suitable control measures are in place to manage or reduce any risk identified. Such assessments will comply with the Control of Substances Hazardous to Health Regulations (COSHH).
- 2.11. Consultation with employees will take place, and be recorded, on any issue within the workplace that will affect their health and safety. Such issues are discussed and employee's views taken into account prior to implementation of any such changes.

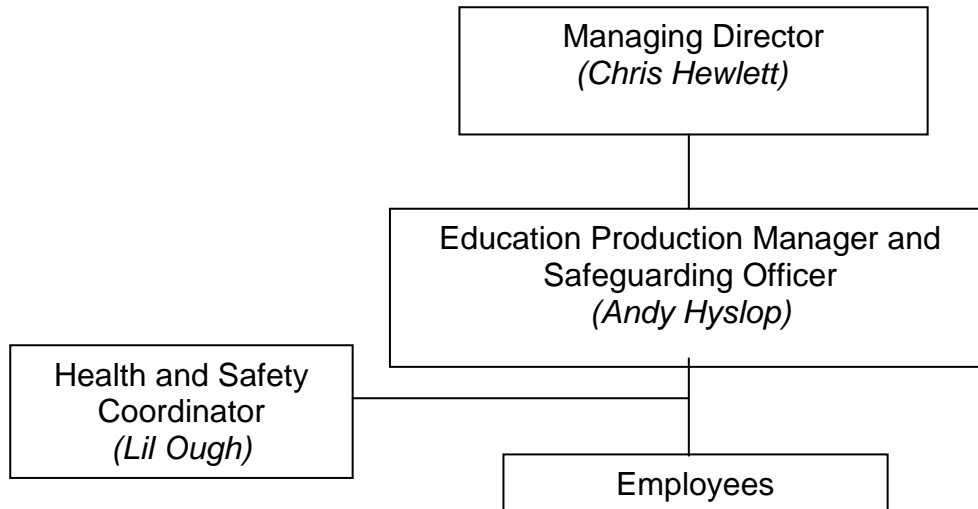
Signed

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Date

Chris Hewlett - Managing Director

Organisational Structure for Health, Safety and Wellbeing



This Health and Safety organisation structure is displayed on the office notice board along with confirmation of Fire Marshalls and qualified First Aiders.

Organisational Responsibilities

The Managing Director will:

- Ensure that there is an effective policy for health and safety within the Company and that it is implemented.
- Annually appraise the effectiveness of the policy and ensure that any necessary changes are made.
- Ensure that the Company provides funds and resources to meet the health and safety requirements identified within this policy.
- Ensure, that liability is covered by insurance and identify on the extent to which risks are acceptable whether insured or not.
- Ensure that all employees are accountable for health and safety.
- Ensure that hazards are assessed and risks evaluated through Risk Assessment and be directly responsible for the establishment of a company health and safety policy and procedures.
- Publicly support all persons carrying out the health and safety policy and procedures.
- Ensure that the Company health and safety policy and procedures are understood at all levels.
- Ensure that responsibility is properly assigned and accepted at all levels.
- Ensure that fire-fighting equipment is provided on the appropriate scale and is regularly maintained.

The Health and Safety Coordinator is responsible for:

- Ensuring that the Company is kept up to date with the requirements of safety legislation. This is done in liaison with the Education Production Manager.
- Supporting the Management on safety matters.
- Liaising with representatives of the Health and Safety Executive, the local Fire Authority, Skills Funding Agency, College partners and any other body whose activities have a bearing on the Company's Health and Safety policy.
- Carry out accident investigation for any learner and staff RIDDOR accidents and take appropriate action.
- Inspecting new processes for potential hazards.
- Approving the safety aspects of new installations of plant and machinery.
- Maintaining a register of notifiable accidents and notify the appropriate authorities as required.
- Reviewing absences due to an accident or injury at work; this may not necessarily be a RIDDOR.

- Reviewing and monitor any near misses to staff or learners.
- Undertaking audits and inspections on systems as appropriate.
- Carrying out Risk Assessments to include Manual Handling Assessment, COSHH Assessments and Display Screen Equipment Assessment.

The Education Production Manager is responsible for:

- Ensuring that the agreed Health & Safety monitoring of locations occur every 6 months and the 3 yearly full location checks are completed.
- Ensuring that all accidents and near misses are investigated promptly to discover the cause and eliminate re-occurrence as far as is practical.
- Ensuring that information and training as is necessary is provided for health and safety of all persons employed in the Company and control and others who may be affected by their work.
- Obtaining details of required standards contained in statutory regulations and Approved Codes of Practice from the Managing Director or Health and Safety Coordinator, and apply such standards in safe working practices.
- Continually develop safe working practices to ensure maximum safety for all under their supervision.
- Maintaining close liaison with any contractors, working on behalf of the Company, on all matters appertaining to health and safety.
- Ensuring that all new employees are informed of the Company Health and Safety policy and receive adequate induction training.
- Administering the First Aid facilities to ensure adequacy of resources.
- Ensuring that employees:
 - ❖ are adequately trained and are fully aware of any hazards in that workplace
 - ❖ know what to do in the event of a fire
 - ❖ know the location of the First Aid facilities
- Ensuring that adequate supervision is available at all times.
- Ensuring that necessary Personal Protective Equipment is issued to employees as required.

Every Employee shall:

- Make themselves aware of, and conform to, the Company's Health and Safety Policy and the Health and Safety Procedure Manual at all times.
- Observe the safety procedures and rules at all times.
- Wear and maintain appropriate safety equipment and use correct safety equipment at all times whilst at a location. Ensure any defects, damage or losses are reported to a member of the Senior Management Team.

- Conform to all instructions given by the EPM and others with responsibility for health and safety whilst working at the location.
- Report to the Health and Safety Coordinator all accidents, incidents and near misses that have led, or may lead to, injury or damage.
- Report to the Health and Safety Coordinator all defective plant, machinery or other equipment or materials.
- Assist in the investigation of accidents, with the objective of introducing measures to prevent reoccurrence.
- Keep gangways and corridors clear and ensure that the area where they work is kept tidy.

Office based staff:

Must use the sign in/out board at the bottom of the stairs in the entrance hall to confirm whether in or out of the building.

Remote staff visiting premise:

Must either use the sign in/out board or alternatively if details are not on the board must use the visitor book as detailed below.

Visitors:

Must sign in the visitor's book in reception when entering the office and be made aware of, and conform to, the Company's Health and Safety Policy and Health and Safety Procedures Manual, as appropriate to the purpose of their being on the Company's premises.

Subcontractors:

Those contractors that have been commissioned to carry out work on behalf of the Company at the locations premises must be aware of, and conform to the Company's Contractors policy.

Competent Persons:

For the purposes of the Management of Health and Safety at Work Regulations, the Company has appointed the Health and Safety Coordinator as occupationally competent persons.

Safety Notices

The notice 'Health and Safety Information for Employees' is permanently displayed. Other notices will be displayed as and when necessary. All employees should read this notice and be familiar with its contents.

Communication

The contents of the Health and Safety Policy and these health and safety procedures are shared with all staff at induction and through briefing notes. Specific health and safety rules that are location specific are drawn to the attention of all employees and subcontractors. Employees and subcontractors have the right to present their views to management on issues relating to health and safety at any time.

Induction and ongoing training

All permanent, temporary, full time and part time employees are given induction training. Induction training will include:

- Introduction to the Company, its rules and regulations
- Training appropriate to their responsibilities
- Health and Safety Policy and Safe Working Procedures
- Equality and Diversity
- Safeguarding
- Issue of Personal Protective Equipment and training in its use and care as required

Health and safety topics are frequently brought to everyone's attention; this is generally done during office meetings, standard setting or team days and through regular briefing updates.

Specialist safety training, such as First Aid and H&S D Unit training will be arranged whenever the need is identified. Other identified health and safety topics, such as COSHH, will be the subject of regular updates as part of the planned Health and Safety Training Programme. Training for any new work activities or use of new equipment is provided as and when required and as appropriate to the tasks being undertaken.

First Aid Arrangements

The company will ensure that there are adequate first aid arrangements at its offices. Where possible the first aid facilities at location will be used. A First Aid box contains adequate facilities and equipment to enable first aid treatment to be administered will be available at all locations. The names of all qualified first aiders are displayed on the H&S notice board.

Accidents and Accident reporting

It is the Company's Policy that all personal injury accidents are reported. If employees have an accident or receive treatment due to any work activity then they must ensure that an entry is made in the accident book. If an employee is subjected to a "near miss incident" which could have potential to cause harm, then they will report it to their immediate Manager who will record the details. All accidents and near misses will be investigated. Serious accidents and dangerous occurrences will be reported to the Health and Safety Executive under the Reporting of Injuries Diseases and Dangerous Occurrences Regulations (RIDDOR).

Location visits

All employees will ensure that they familiarise themselves with the locations health and safety arrangements, to include safe access, fire and emergency exits, emergencies and any high risk work activities being carried out at location. Locations procedures are followed at all times.

Fire

Fire fighting appliances are regularly maintained in all areas.

The evacuation procedures are regularly practised, and all staff are required to ensure they are familiar with these. (Conducted every 12 months)

Appointed Fire Marshals are responsible to the EPM to assist with Fire Evacuation.

Fire alarms are regularly tested and all Fire Exit Doors checked to ensure that they open and close properly.

Fire Safety issues are the responsibility of the Health and Safety Coordinator.

The Company has undertaken, and regularly reviews, Fire Risk Assessments.

Employees will identify fire control measures for all location work and be vigilant to the risk of fire.

Electrical Equipment

All electrical appliances are inspected regularly and records are kept.

Control Of Substances Hazardous to Health (COSHH)

All processes used in the Company are assessed to ensure that practical precautions are taken to minimise risks to the health and safety of its employees. These assessments are carried out by the Health and Safety Coordinator and reviewed by the EPM. Records of all assessments are maintained and copies are available on H&S notice board. Where possible less harmful substances will always be used.

All products or materials new to the Company are assessed by the Health and Safety Coordinator before that product or material is used and the relevant assessment record completed.

The Health and Safety Coordinator is responsible for ensuring that substances are re-assessed at least on an annual basis or on any change in usage.

Should unidentified hazardous substances be found during work activities then employees and/or subcontractors will notify the Health and Safety Coordinator immediately.

Risk Assessments

Risk Assessments are conducted throughout the organisation and are updated as and when required. All new equipment and processes are assessed for risk prior to their installation/ implementation. Work activities will be adapted to minimise manual handling activities and wherever possible mechanical or alternative carrying methods used.

Personal Protective Equipment (PPE)

Personal Protective Equipment is provided for all activities where it is deemed to be necessary as a result of Risk Assessment. Employees will sign for any equipment issued and also be instructed in its correct use and regular maintenance. When employees visit locations they should wear the appropriate PPE as specified by HT.

Welfare Facilities

The Company will ensure that there are suitable welfare facilities available at its main office. Staff will use the locations own facilities when working out of office.

Sub contractors and Visitors

Members of staff are responsible for any contractors and visitors that they have received on site or at a location. It is the policy of the Company to only employ the services of sub-contractors where such employment does not create health and safety risks to either employees or to the sub- contractors themselves. Subcontractors are appointed primarily based on their skill set. The Company

acknowledges its responsibilities in relation to sub-contractors operating on its behalf, whether at the office or elsewhere (location) and has developed a policy by which all sub-contractors shall abide too. Any serious breaches of health and safety and the contractor's ability to control specific risks will be taken into account during the selection process.

In particular the Company will through formal discussion and agreement:

- Agree in advance of working, any specific health and safety issues relating to that work.
- Advise others through appropriate means of any working, which may create a health and safety risk.
- Ensure that appropriate insurance cover exists for the work to be undertaken.
- Regularly inspect (6 monthly) any work to ensure compliance with health and safety requirements.

Employee Safe Working Procedures

Employee safe working procedures have been implemented to minimise the risk of personal injury and damage to property, plant and equipment by the provision of specific instructions or guidelines designed to ensure personal safety and the provision of a safe and healthy working environment. The Managing Director is responsible for ensuring that individuals are made aware of, and understand, those safe working procedures relevant to their work activity. Where specific instructions exist, individuals are advised that the Company's disciplinary procedures will be invoked against them if they ignore the regulations and/or any instructions given by a senior colleague whether this be the Health and Safety Coordinator, EPM, Lead Internal Verified or Managing Director for example. Any person who continues to ignore such procedures or instructions after the issue of a formal warning will be subject to further disciplinary action, which may ultimately end in dismissal. The safety of members of the public is considered at all times and consequently appropriate protection taken.

Motoring and mobile phones

Staff are reminded of their responsibilities to ensure that their vehicles are properly maintained and insured when used on Company business. All company lease cars are fully serviced and maintained by HT. It is Company policy that employees should not make or respond to telephone calls or text messages whilst driving on Company business. The use of a hand held mobile phone while driving is illegal and the Company expects all staff to comply with the law, as their safety whilst driving is the Company's main concern. Some lease cars are fitted with a hands free device and this is legal and staff may use this to make and receive business calls.

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Health & Safety Policy	10	April 2011	April 2012