



CTSW SKILLS LTD

Health and Safety Policy

CTSW Skills Ltd are committed to ensuring the health, safety and welfare of all employees, learners, customers, clients and visitors so far as is reasonably practicable. We also fully accept responsibility for other persons who may be affected by our activities and we will take appropriate steps to ensure so far as reasonably practicable that our statutory duties are met at all times.

The Health and Safety at Work Act (1974) and other relevant legislation impose statutory duties on all employers and employees and those duties will be adhered to by the company.

It is the duty of our management team to ensure that all processes and systems of work are designed to take account of health and safety and are regularly reviewed with changes implemented as required. Suitable facilities and arrangements will be maintained, and competent individuals will be appointed to assist us in meeting our statutory duties including, where appropriate, specialists from outside the organisation.

The management team will communicate Health and Safety updates to all employees through team development meetings held each quarter. For those who join mid-quarter, alternate arrangements will be in place to ensure that opportunities for employee training are not missed.

Everyone has a role to play, and training opportunities will be made available which link to their level of responsibility. We must all remember that Health and Safety is everyone's responsibility, and we all have a part to play.

The management team accept overall responsibility for all matters, including those regarding health, safety and welfare and in particular for:

- Understanding the main requirements of the current legislation relevant to our areas of work
- Ensuring that adequate resources are made available to implement, monitor and evaluate health and safety
- Setting the policy direction, developing strategies and identifying company objectives
- Ensuring that responsibilities are correctly assigned
- Monitoring effectiveness of the policy and carrying out regular reviews

The teaching, assessor and quality assurance team will be accountable for the effective implementation of health and safety within their areas responsibility.

- Keeping all relevant documentation up to date
- Ensuring that their management representative is informed of progress and development
- Carrying out audits of their areas of responsibilities/organising audits to be carried out
- Making recommendations for improving performance



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- Allocate the necessary resources within their control
- Ensuring that accidents and near-misses are recorded and investigated
- Ensuring that the company policies and procedures are distributed

Overall, Health and Safety responsibility will be held by Matthew Bates (CTSW Skills Ltd) and he will ensure through the management team that the policy is implemented throughout the organisation.

Employee Responsibilities

It shall be the duty of every employee while at work:

- To take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work
- Consequently, employees must not do, or fail to do, anything which could endanger themselves or others
- Employees must use their workplace calendars appropriately and follow agreed Lone Working Procedures
- Work in accordance with company procedures
- Comply with management requests and instructions
- Only undertake tasks that they are trained to do
- Report defective equipment and dangerous situations to the responsible person
- Correctly use safety equipment and/or clothing provided to them
- Not to use defective equipment
- Not to misuse; abuse or damage equipment/vehicles/plant provided to them

First Aid

First Aid will be provided within the workplace promptly, efficiently and effectively before the arrival of any medical teams that may have been called. First-aid can save lives and can prevent minor injuries from becoming major ones. The venue has clear information available signposting individuals to the First Aid nominated individuals and the location of First Aid kits.



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Fire Safety:

Prior to learning activities taking place a risk assessment will be completed to ensure that the following are in place;

- Daily / weekly checks of the fire alarm including call points
- Fire extinguishers are in place and have been inspected (at least annually)
- Staff training records to confirm knowledge and understanding of fire awareness, safety drills and emergency procedures.

The venue will have clear information available which highlights key information relating to the location of the fire assembly point. Each quarter fire drills will be carried out and information recorded.

In the event of a fire:

Fire Safety officers:

Rob Haynes

Alex Garner

Each fire officer carries a radio. Radios are also kept in each area and on reception allowing tutors and officer staff to call fire officers in the event of a fire or suspected fire.

Special Circumstances

As a company we recognise that there may be occasions when specialist advice is necessary. In these circumstances, the services of competent external advisors will be obtained (e.g. Asbestos surveyor).

We will ensure that health surveillance of individuals is provided where required under statutory provisions or where this would be of benefit to maintaining health, safety and welfare.

We will also ensure that suitable and relevant information relating to health, safety and welfare is disseminated to staff and non-employees. The Health and Safety poster "What you need to know" and other statutory notices will be displayed where required

Accidents

The arrangements below are to be used regardless of the circumstances.

All full-time employees are qualified first aiders and must carry out the following actions if an accident occurs:



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1. Ensure that appropriate first aid is provided and access emergency services (dial 999 or recommend attendance at a treatment centre)
2. Enter all relevant details into the accident book and report the incident to the management team
3. Incidents to be reported on HSE form F2508, as relevant, as prescribed by Reporting of Injuries, Diseases and Dangerous Occurrence Regulations (RIDDOR 2013)

Fire and Emergency Procedures

In the event of a fire within the premises all employees must carry out the following actions:

1. If a fire is discovered, the alarm shall be raised immediately by the appropriate method (activating a call point).
2. The company does not require persons to attempt to extinguish a fire, but extinguishing action may be taken if it is safe to do so or it is the only way that you will be able to evacuate the building
3. Immediate evacuation of the building must take place as soon as the evacuate signal is given.
4. All occupants, on evacuation, should report to the pre-determined assembly point.
5. Re-entry of the building is strictly prohibited until the person in charge declares it is safe to do so.
6. The company will ensure that competent person(s) take charge of evacuation procedures, as required under the Management of Health and Safety at Work Regulations
7. The fire procedure will be explained to each new employee, and shared with learners, along with the identification of exits and different types of fire extinguishers, as part of the induction process
8. Fire Instructions will be displayed at identified fire points

Provision of Fire Fighting Equipment

1. The organisation will provide the necessary firefighting equipment in accordance with the Regulatory Reform (Fire Safety) Order 2005
2. All employees are required to familiarise themselves with the fire drill before commencing work
3. Fire drill exercises will be arranged at regular intervals
4. Firefighting equipment will be inspected and a certificate issued by a competent fire company on an annual basis
5. Fire exits must be kept clear at all times. No fire door to or from an occupied room may be locked
6. Smoking is only permitted in designated areas.
7. No doors are to be wedged or propped open in any way



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8. All personnel will be trained in the safe use of firefighting equipment
9. All personnel should know which extinguishers are available in their immediate place of work
10. All personnel should ensure that combustible materials do not accumulate around their place of work and flammable materials must never be exposed to hot surfaces or direct heat sources
11. Fire extinguishers should only be removed from their wall brackets in an emergency as the removal of fire extinguishers in other cases without good reason will be considered as misconduct
12. In the event of a fire the premises should be evacuated immediately following the information provided on the fire notices

Risk Assessment

1. The company is committed to the development of an effectively planned, organised and controlled approach to health and safety at work and recognises that risk assessment is the cornerstone of sound management practice which aims to anticipate and so reduce the occurrence of accidents and incidents
2. We will provide detailed written risk assessments for all work activities
3. All staff are required to read the risk assessments and abide by their requirements at all times
4. If at any time an employee is concerned by any aspects of safety, health and welfare in the workplace then stop work and make immediate contact with your line-manager
5. Control measures are or will be put in place as a result of the risk assessments. The control measures that have been implemented are included in the records of the risk assessment.
6. Risk assessments will be reviewed on a regular basis or earlier if significant changes take place or after an incident/accident.
7. The management team will ensure that risk assessments have been completed and that reviews are carried out by the due date

Display Screen Equipment

1. The management team will analyse workstations used by employees who meet the criteria for being classed as "users" under the Regulations in order to assess and reduce risks
2. The line-manager will carry out formal assessment of all workstations for identified "users"
3. The line-manager will encourage "users" to plan their work so there are breaks or changes of activity
4. The management team will provide information and safety training where required



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Electrical Safety

1. Ensure that all electrical equipment used is in good order
2. Do not use any electrical equipment that does not appear to be in good order; employees must report any defects or damage to electrical equipment immediately
3. No employee must carry out electrical repair work himself
4. General Safety Requirements
 - Switch off all electrical equipment after use.
 - Do not overload sockets.
 - Do not allow wires to project into the walkways where they present a trip hazard.
5. The electrical installation system, within the building will be tested as recommended in guidance note 3 to BS 7671: 2008
6. The management team will maintain all electrical equipment (portable and fixed) this will include an annual inspection and where deemed necessary testing of the electrical system
7. Anyone suffering an electrical shock (however minor) must report it as an accident
8. Electrical equipment that requires testing and inspection will be marked and a record kept of the result

First Aid

1. The management team will provide first aid training for employees
2. If you suffer an injury, however slight, report it to the nominated person within your organisation and seek first aid
3. The injury must be entered in the accident book and you will be required to provide a full explanation of the events surrounding the accident
4. If a serious accident occurs the first aider should be contacted at once
5. First aid boxes will be available at all office spaces / venues

First Aiders:

Andrew VanDyke, Rob Haynes, Alex Garner and Mike Wheatley

Each first aider carries a radio. Radios are also kept in each area and on reception allowing tutors/staff to call fire officers in the event of a fire or suspected fire.



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Mental Health and Wellbeing

1. The management team recognises the importance of providing and maintaining a safe system of work, where such a system of work aims to prevent psychological as well as physical injury
2. Therefore, the risk assessments undertaken will take into account the possible risks to health arising from work-related stress
3. Where possible such activities will be redesigned in order to eliminate or control the causes of the stress
4. Training will be provided in order for them to monitor and control their own stress levels
5. The management team will encourage employees to access help and support

Maintenance of Premises

1. We will ensure that reasonable measures are taken to provide premises, means of access and egress, that are suitable, safe and without risks to health, which are kept well maintained and in good repair
2. This will include meeting the requirements relating to sanitary conveniences, washing facilities and the provision of drinking water
3. Premises will be cleaned daily, and waste will be disposed of in the approved manner
4. All staff should endeavour to maintain their work areas in a safe and tidy condition by:
 - Keeping work areas tidy
 - Keeping floors, gangways, exits and fire points free from obstructions

Manual Handling

Lifting and moving loads by hand are the biggest cause of injury in the workplace and lifting / moving activities should be carried out in accordance with the following guidelines:

1. If a load is awkward or beyond your capability you must get help
2. Check all packaging and articles for sharp edges and projections before lifting
3. Ensure that there are no obstructions in your path before lifting any article
4. Ensure that you can see around a load when lifting it
5. Ensure that there is adequate room to put down a load when you have moved it
6. When lifting stand close to the load with your 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 position).
7. Always use your entire body weight in a controlled manner when pushing a load



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8. Heavy goods are to be lifted in accordance with the business assessments for manual handling.
9. Employees must not attempt to move any load, which they think, may cause them an injury
10. Two person lifts are to be encouraged where practical for large pieces of equipment or materials
11. Assessments of main tasks have been and will continue to be carried out and training will be given to employees in safe systems of work
12. Employees must follow the methods described as a result of the risk assessment and the training given
13. Any employee who is injured during any manual handling operation must report it and record it in the accident book
14. Where hazardous manual handling operations remain, the risk they pose will be assessed and, where necessary, additional control measures will be introduced in order to reduce the level of risk
15. Training in "correct" lifting techniques will be provided where deemed necessary, but will not be relied upon as the sole means of reducing manual handling risks

Driving

1. The company recognises that the use of motor vehicles on company business requires additional health and safety measures to protect both employees and third parties.
2. We recognise that the occupational risks associated with driving are related to a wide range of factors including:
 - a. Driver Competence
 - b. Vehicle Fitness for Purpose
 - c. Journey (Distance/Duration)

The organisation is committed to developing, implementing and maintaining all reasonable measures to protect the health and safety of those driving on company business.

Apprentices/Learners

Specific requirements apply when apprentices/learners are employed either directly by CTSW Skills Ltd or where CTSW Skills Ltd act as the Training Provider responsible for all learning and development activity.

In the event of any absence due to ill-health (outside of employment related issues), all apprentices must follow their employer's process for reporting absences from work. Where an absence falls on a 'training day', then CTSW Skills Ltd must be informed by telephone, no later than 8.30am to ensure that the relevant employee(s) can be informed.



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In the event of an accident / incident within the workplace, all documentation must be completed and forwarded across to CTSW Skills Ltd within 12 hours of the incident occurring. Prior to the documentation being received, CTSW Skills Ltd must be informed as soon as is reasonably practicable so that the relevant bodies can be informed.

All apprentice employers will be supported to ensure the following;

- Ensure the health, safety and welfare of apprentices and ensure you share your policy statement with them
- Comply with all current health and safety legislation – if in doubt, do speak with CTSW Training
- Inform the apprentice about who is responsible for health and safety matters within their employing company
- Provide initial and ongoing health and safety training in the workplace for apprentices whilst providing necessary protective clothing or equipment (free of charge to the apprentice/learner)
- Report immediately any accidents, near misses or incidents involving your apprentice(s) to CTSW Skills Ltd
- Assess the risks to which apprentices are exposed at work and apply the general principles of prevention
- Introduce and maintain appropriate measures to eliminate or control risks to the lowest reasonably practicable level
 - Ensure apprentices are properly supervised by a competent person
 - Ensure apprentices are covered under public and employer's liability insurance

As the Training Provider, CTSW Skills Ltd will;

- Use our experienced and qualified staff to verify that you can provide a healthy, safe and supportive work environment
- Provide support to enable you to access suitable health and safety advice
- Monitor health and safety practices throughout the apprenticeship
- Provide health and safety training for apprentices to raise their awareness
- Check the apprentice understands health and safety risk awareness
- Investigate any accidents involving apprentices, assist with reporting under RIDDOR and help agree preventative action
- Ensure that all training provider staff are up to date with health and safety legislation and industry expectations



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Young People

Young persons may be exposed to additional risks at work due to their lack of knowledge, experience and possible immaturity. The following procedures will be implemented to ensure their safety.

1. Risk assessments undertaken on any process or procedure when performed by experienced adults will be reassessed in the light of the lack of experience of the young person.
2. Additional Information, instruction, training, and supervision will be provided until the young person has demonstrated a satisfactory degree of competence.
3. Careful attention should be made by the young person and supervisor to any restrictions placed on the type of work which may be undertaken.

Noise

1. The management team will take all reasonable steps necessary to ensure that the risk of hearing damage to employees who work with noisy equipment or in a noisy environment is reduced to a minimum.
2. We also recognise that noise levels below those which cause hearing damage, in offices for example, can still cause problems such as disturbance, interference with communication and stress and will take all reasonable steps to reduce noise levels as far as possible.

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 damaged flooring is reported without delay
- Ensure all entrances, corridors, walkways and exit doors are kept clear of obstructions at all times
- Close all cabinets, cupboards and drawers after use
- Never overload shelving or store heavy items above head height except on load bearing purpose-built racking



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Position in Company	Name	Signature	Sign off date	Version History
Finance Director	Mandy Davey	<i>M Davey</i>	09/06/2021	Version 1
Finance Director	Mandy Davey	<i>M Davey</i>	09/06.2022	
Director	Mandy Davey	<i>M Davey</i>	09/06/2023	