

Health and Safety



Statement:

FIT UK Training and Education Ltd.'s (**FIT UK**) objective is to achieve excellence in health, safety and welfare, not only in respect to it's employees, but also in relation to all apprentices, learners, visitors, the general public and any others who are involved or affected by our activities.

Purpose

FIT UK is committed to:

In accordance with our health and safety duties, we are responsible for:

- Assessing risks to health and safety and identifying ways to overcome them.
- Providing and maintaining a healthy and safe place to work and a safe means of entering and leaving our premises, including emergency procedures for use when needed.
- Providing information, instruction, training and supervision in safe working methods and procedures as well as working areas and equipment that are safe and without risks to health.
- Ensuring that equipment has all necessary safety devices installed, that equipment is properly maintained, and that appropriate protective clothing is provided.
- Promoting co-operation between members of Employees to ensure safe and healthy conditions and systems of work by discussion and effective joint consultation and the establishment of a safety committee, safety representatives and accident investigations where applicable.
- Regularly monitoring and reviewing the management of health and safety at work, making any necessary changes and bringing those to the attention of all Employees.
- All Employees recognise that everyone shares responsibility for achieving healthy and safe working conditions. We must all consider the health and safety implications of our Apprentices/learners and/or omissions and take reasonable care for our health and safety and that of others.
- To ensure the health, safety and welfare at work of all of its Apprentices/learners and staff
- To meet its obligations in relation to the following legislation and/or all other relevant statutory requirements ensuring compliance with present and future Health & Safety regulations relevant to the undertakings of the organisation...

Legislation

- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
- Health & Safety at Work Act 1974 and 2008
- Management of Health & Safety at Work (Amendment) Regulations 2006
- Control of Noise Regulation 2006 & 2008
- Work Height (Amendment) Regulations 2007
- Control of Vibration at Work Regulations 2005
- Other European directives such as the 'six pack' of 1992

Other requirements

- To provide and maintain equipment and systems of work that are safe and without risk to health, by carrying out Risk Assessments for all activities including the use of Hazardous Substances
- To provide such information, instruction, training and supervision as is necessary to the Health & Safety of all its Apprentices/learners and staff
- Plan, organise and continuously review working practices so as to safeguard everyone that could be affected by our operations
- To maintain FIT UK's working environment in a condition that is safe, without risk to health and to provide and maintain adequate and safe means of ingress and egress from it
- To liaise with host organisations and ensure that adequate safety precautions and regulations are operating
- To ensure the safety of all its Apprentices/learners and staff in connection with the use of handling, storage and transportation of all articles and substances
- To abide by all FIT UK's safety procedures
- To ensure that all Apprentices, learners and staff are made aware of the types of lifting / manual handling techniques, and the correct procedures to be followed
- Fatalities and Major Accidents will be reported to the Health and Safety Executive as appropriate (RIDDOR). The HSEQ Consultant is a trained Senior Accident Investigator and will carry out accident Reporting and Investigation on behalf of FIT UK
- To undertake risk assessment in order to identify any areas that might prove hazardous and carry out corrective action where necessary

Responsibilities:

Operations Director

The Operations Director has overall responsibility for health and safety. In addition, the Operations director will identify and organise training requirements for staff, Apprentices and learners including First Aid and IOSH Managing Safety when required.

Health and Safety Coordinator

The Health and safety Coordinator is responsible for ensuring that all procedures are monitored, reviewed and updated on a regular basis and to act as Health and Safety Representative for FIT UK, and take specific responsibility for:

- General safety arrangements (including risk assessments)
- Ensure all staff are aware of their own responsibilities with regard to Health and Safety Procedures and the legal requirements of the Health and Safety at Work Act 1974 and the Management of Health, Safety and Welfare Regulations 1999 (amended 2003).
- Provision and maintenance of protective clothing and equipment to designated members of staff.
- Responsible for investigating all accidents that occur to Apprentices, learners or FIT UK staff within their settings and FIT UK premises.
- To be responsible for firefighting equipment, fire drills and maintenance of First Aid Kits and Accident Books.
- Acquisition of relevant safety literature for Apprentices, learners and employers.
- Completion of Apprentice/learner incident report form and submission.
- Bi-Monthly Risk Assessments and Annual Generic Risk Assessment for main teaching sites and forward information to all staff.
- Medical and expectant mother risk assessments.
- Completion of all risk assessment documentation.
- Liaise with the Director to ensure all hazards are removed or minimised.
- Take appropriate action to remove or minimise risks to self, staff, Apprentices/learners or visitors to the company.
- To provide employers and Apprentices/learners with regular updates on health and safety through emails and newsletters
- Maintain the welfare database and carry out specific risk assessments for those with identified health needs.
- Welfare forms to be sent to a member of the administration team who will place the welfare form in the Apprentices/learners file after entering on the database. Copies of the risk assessment and welfare form should then be placed in the appropriate class register.
- Organise the Annual Health and Safety inspections in Apprentices/learner placements by training co-ordinators with appropriate qualifications and update the database

Training Consultants

Training Consultants have responsibility for their own health and safety. They take specific responsibility for:

- Monitoring and reviewing of Apprentices/learners in the workplace on an ongoing basis.
- Completion of Apprentice/learner's review to show continuous health and Safety, competency and awareness.
- Completion of their Apprentice/Learners employers annual Health and Safety inspection.
- To follow up any minor Health and Safety concerns as a result of the Health and Safety Inspection.
- Report any possible risks or Hazards found to the Health and Safety Officer.
- Report any concerns or issues regarding Apprentice/learner's health and safety in their workplace.
- To ensure all Apprentices/learners complete a welfare form and forward it to the health and safety officer. Any conditions will be entered onto the data base and a risk assessment completed if required

Admin Responsibilities

The admin team are responsible for ensuring the following information is updated and available to all FIT UK staff:

- Ensuring Apprentice/learner reviews are carried out in accordance to ESFA and employer contracts.
- Keeping the Apprentice/learner review database up to date
- . Notifying the Health and safety officer of any Apprentice/learner accidents.
- Ensuring DBS'S are carried out as required for staff.
- To monitor and update induction material to ensure Apprentice/ learners are aware of current practise and requirements in relation to Health and Safety.
- Ensure all Apprentices/learners attend an induction or complete the on line induction.
- Maintaining Apprentice/learner placement database and files.

Apprentices/Learners

- Apprentices/Learners have a responsibility for their own health and safety whilst in their Workplace and at FIT UK premises.
- Apprentices/Learners have a duty to ensure that their behaviour and actions do not directly or indirectly cause risk to others and to notify their tutor, training officer, manager or the FIT UK Health and Safety Officer of any Health and Safety concerns.

Staff induction

All new members of staff will receive a workplace induction from the Health and Safety officer to ensure they are aware of the Health and Safety policy, hazards, evacuation procedures and safe working practices. All staff are required to complete a welfare form and pass it to the health and safety officer. If required a risk assessment will be carried out to minimise any hazards to them. Information will be stored in the employees personnel file.

Arrangements to ensure safety of staff, Apprentices/learners and general public

- Identification of risks and hazards is carried out by our Health and Safety manager

who will ensure the Employer Premises Health and Safety Vetting document is completed as part of the initial contact with the employer

- Grading of the company will be traffic light reference of
- GREEN – Low risk,
- AMBER – Medium risk
- RED- High risk corresponding to their demonstration of standards for Health and Safety

Arrangements

- **Learner Safety**

The health and safety of all of our apprentices and learners is at the centre of everything that we do. Specific risk assessments are carried out for any activity that could cause harm to a learner with individual control measures put in place where required. As a responsible training provider, we will ensure, so far as is reasonably practicable, that all buildings, work areas and local environments and work equipment are all of a safe standard to ensure the safety of all our apprentices and learners is maintained at all times. Where additional support is required, based on specific risk assessment outcomes or educational care plans this will be referred to the Head of Health and Safety, Estates and Environment and Director for Performance and Development to assess the requirements and put individual measures in place.

Fire Safety

Fire is a hazard that could affect any of our premises at any time. The consequences of fire include not only a threat to life, but also a health and safety risk to our colleagues, apprentices and learners, damage to or loss of property and severe interruption to normal business activities and opportunities.

- Our fire safety measures include preventing outbreaks of fire and mitigating the direct and consequential damage by early detection, reducing the risk of fire spread by structural containment, and providing emergency escape routes, emergency evacuation procedures and means for fire detection and firefighting. All colleagues should familiarise themselves with and comply with the fire safety measures in place for their workplace and report any defects or hazards to their line manager immediately. Colleagues who work in several premises should familiarise themselves with the fire safety measures for each premises on their first visit.

A corporate Fire Safety procedure has been developed which sets out the organisation and arrangements to ensure, as far as reasonably practicable, that in all our workplaces and during all work activities:

- fires are prevented
- people are protected against fire
- property is protected against fire
- essential business is not interrupted by fire
- suitable procedures are followed if fire occurs
- all fire precautions are monitored and maintained
- collaboration with other premises owners/employers (including tenants in shared workplaces) takes place to ensure the safety of all colleagues

- In the fulfilment of this, FIT UK operated buildings and employer premises will be risk assessed in accordance with the Regulatory Reform (Fire Safety) Order 2005. The assessment will determine the number of fire wardens and any fire prevention/control facilities necessary to provide adequate cover for all colleagues.

First Aid

- We will ensure that all arrangements for first aid, as required by the Health and Safety (First Aid) Regulations 1981, are met across the company. This includes providing colleagues with first aid training, providing first aid facilities and equipment suitable for the environment they are being used in, and providing colleagues with information and instruction on how to obtain first aid assistance in their workplace. As a minimum, each workplace will have:
 - a suitably stocked first aid box
 - an appointed person to take charge of first aid arrangements
 - A first aid 'arrangements' notice must be displayed at all workplaces in a prominent position. All our work activities, regardless of their location, will be assessed to determine the first aid arrangements and facilities needed for:
 - colleagues, learners, and temporary and casual staff
 - visitors
 - collaboration with other employers, e.g. contractors or tenants in shared workplaces
 - The assessment will determine the number of trained colleagues and the first aid facilities necessary to provide adequate cover. Colleagues nominated to be a first aider will be selected and assessed as suitable prior to training and provided with the ongoing training needed to maintain competence. For more information, please refer to the Company First Aid Procedure (HSP 8.02).

Accident Reporting

- The reporting of injuries, diseases and dangerous occurrences regulations (RIDDOR) requires employers or other who control managed premises to report and keep records. Accidents and incidents at work cause thousands of serious injuries and hundreds of fatalities in the UK and Ireland every year and can also cause damage to property, lost production hours and harm to the company's reputation. By reporting accidents, incidents and near misses, the causes can be ascertained, and preventative action can be taken to prevent a reoccurrence.
- The Accident and Incident Reporting Procedure sets out the arrangements for ensuring all accidents, including near misses, that occur during the course of our activities are reported promptly and investigated to determine lessons learned.
- The procedure provides essential information to:
 - ensure action is taken to prevent recurrence
 - meet statutory requirements, including the reporting of incidents under RIDDOR 2013
 - help monitor and improve health and safety performance
 - provide information for responding to claims made against FIT UK
 - enable us to respond quickly and accurately to external enquiries

Control of Substances Hazardous to Health (COSHH)

- As set out in the Control of Substances Hazardous to Health Regulations 2002, any substances used by colleagues which are deemed hazardous to health will require a suitable assessment to be carried out prior to the substance being used. FIT UK

will ensure that these assessments are available to all colleagues who may be affected by the product and will provide suitable training and instruction on its safe use where required. If the task can be redesigned so that the use of the product is made obsolete, then this should be carried out. As a last resort, PPE will be provided for all colleagues using the product or who may be affected by its use.

Risk Assessment

- The Management of Health and Safety at Work Regulations 1999 require us to assess all significant risks across the business and record the significant findings of any assessment.
- To ensure we meet this duty of care, risk assessments will be carried out for all relevant work activities to ensure that appropriate control measures are identified and put in place to ensure that safety implications and health protection are properly considered to prevent accidents and ill health. The arrangements required to address serious and imminent danger are also part of this process.
- Relevant professional support should be consulted in good time for advice and support before any high risk or complex activity is undertaken. The essential requirement is that at any time, the manager responsible for the work activity will be able to demonstrate:
 - that a suitable and sufficient risk assessment has been carried out, in good time and for every stage, for all their work activities
 - that the necessary controls identified have been put in place
 - that effective communication of significant findings to those who may be affected by the activity has taken placethat assessments are recorded and reviewed in the light of change
- that the controls continue to be appropriate for the activity
- All those involved in the activity, including the manager responsible for the work location, will provide relevant information to assist the risk assessment process and will cooperate with those responsible to ensure appropriate controls are successfully implemented. For more information on how to complete risk assessments, please refer to the Risk Assessment Procedure (8.04).
- Display Screen Equipment (DSE) The Health and Safety (Display Screen Equipment) Regulations 1992 define Display Screen Equipment (DSE) as any device or equipment that has an alphanumeric or graphic display screen, regardless of the display process involved; it includes both conventional display screens and those used in technologies such as laptops, touchscreens and other similar devices.
- Computer workstations or equipment can be associated with neck, shoulder, back or arm pain, as well as with fatigue and eye strain. We will ensure that a DSE assessment is completed for every colleague who is classified as a 'user' under the Regulations and will follow up any actions arising from the individual assessments where required. For further information on display screen equipment, please refer to the Company DSE Procedure (8.06).

Manual Handling

- Manual handling relates to the moving of items either by lifting, lowering, carrying, pushing or pulling. The weight of the item is an important factor, but many other factors can create a risk of injury, for example , the number of times you have to pick up or carry an item, the distance you are carrying it, where you are picking it up

from or putting it down (picking it up from the floor/putting it on a shelf above shoulder level) and any twisting, bending, stretching or other awkward posture you may adopt while doing a task. As detailed in the Manual Handling Operations Regulations 1992, we will carry out an assessment of all manual handling tasks within the company and, wherever possible, reduce the risk to colleagues when carrying out these tasks. For more information, please refer to the Office Safety Procedure (8.07)

Working at Height

- Working at height means work in any place where, if there were no precautions in place, a person could fall a distance liable to cause personal injury. For example, you are working at height if you:
 - are working on a ladder or a flat roof
 - could fall through a fragile surface
 - could fall into an opening in a floor or a hole in the ground
- We are committed to reducing accidents to as low a level as possible to minimise the injury to our colleagues and others who may be affected by our work activities. Where working at height is taking place, a sensible approach should be taken when considering safety precautions. There is a common misconception that ladders, and stepladders are banned, but this is not the case. There are many situations where a ladder is the most suitable equipment for working at height, which will be detailed in the risk assessment carried out prior to the work commencing.
- Before working at height, you must work through these simple steps:
 - Avoid work at height where it is reasonably practicable to do so
 - Where work at height cannot be avoided, prevent falls using either an existing place of work that is already safe or the right type of equipment
 - Minimise the distance and consequences of a fall by using the right type of equipment where the risk cannot be eliminated
 - Any colleague who is required to carry out working at height must ensure that they have sufficient skills, knowledge and experience to perform the task, or, if they are being trained, that they work under the supervision of somebody competent to do the task.

Asbestos

- Asbestos can be found in any building built before the year 2000 (houses, factories, offices, schools, hospitals, etc.) and causes around 5000 deaths every year. We acknowledge the duty to manage asbestos under the Control of Asbestos Regulations 2012 in any premises used for our undertakings where it may be present, and will:
 - find out whether the premises contain asbestos, and, if so, where it is and what condition it is in. If in doubt, materials must be presumed to contain asbestos
 - assess the risk from asbestos present in the premises
 - make a plan to manage that risk and act on it
 - provide this information to other employers (e.g. building contractors) who are likely to disturb any asbestos present, so that they can put in place appropriate control while the work is being done
- Asbestos is only dangerous when disturbed. If it is safely managed and contained, it doesn't present a health hazard and shouldn't be removed unnecessarily – removing it can be more dangerous than leaving it in place and managing it. For

more information on asbestos, please refer to the Head of Health and Safety, Estates and Environment.

Threat of Terrorism

Terrorism is 'the unofficial or unauthorised use of violence and intimidation in the pursuit of political aims. It is the policy of FIT UK to manage any potential for terrorism, including suspicious mail items, cyber threats, bomb threats and firearms, and provide arrangements to ensure the safety of all colleagues, learners and visitors to the Company. For more information, please refer to the Prevent Policy (2.21).

Personal Protective Equipment (PPE)

- Personal Protective Equipment (PPE) is equipment that will protect the user against health or safety risks at work. It can include items such as safety helmets, gloves, eye protection, high-visibility clothing, safety footwear and safety harnesses, and Respiratory Protective Equipment (RPE).
- Making the workplace safe includes providing instructions, procedures, training and supervision to encourage people to work safely and responsibly. Even where engineering controls and safe systems of work have been applied, some hazards might remain. These include injuries to:
 - - the lungs, e.g. from breathing in contaminated air
 - - the head and feet, e.g. from falling materials
 - - the eyes, e.g. from flying particles or splashes of corrosive liquids
 - - the skin, e.g. from contact with corrosive materials
 - - the body, e.g. from extremes of heat or cold
- PPE is needed in these cases to reduce the risk. However, it should be used as a last resort and only after engineering controls have been implemented as part of a dynamic risk assessment process. For more information, please refer to the Head of Health and Safety, Estates and Environment

Consultation with Colleagues

- Consulting with employees on health and safety matters can have real benefits for a business, including:
- increased productivity – businesses with good workforce involvement in health and safety tend to have a better productivity rate
- improvements in overall efficiency and quality
- higher levels of workforce motivation
- In line with the Information and Consultation of Employees Regulations 2004 we will consult with colleagues at regular intervals over the calendar year to take account of their views before making some health and safety decisions, including risks arising from health and safety activities. As a guiding principle, we encourage consultation and discussion with colleagues on health and safety matters affecting their work. Those directly involved with the work can help identify the hazards and risks associated with it and may identify practical measures to help to control them. This also helps to ensure that any control measures introduced are practicable and supported, thereby assisting their implementation. Meeting minutes and reports

from these meetings will be made available to all colleagues. For more information, please refer to the Health and Safety Committee Terms of Reference Document.

Lone Working

- Lone workers are those who work by themselves without close or direct supervision. Working alone is not against the law and it is often safe to do so. However, we will take steps to ensure risks are removed where possible or will put in place control measures required to protect our colleagues from the risks of lone working. For more information on lone working, please see the Lone Worker Procedure (8.08).

Contractor Control

- It is our policy to eliminate all work-related accidents and constantly achieve the highest levels of operational safety performance. To this end, we expect any contractors to apply the same high standards in conducting their work activities. All contractors must carry out their work strictly in accordance with the Health and Safety at Work Act 1974 and any other regulations which may apply, in addition to our internal policies and procedures where applicable.
- Where work being carried out by contractor's border or overlaps into areas used by others – including our colleagues, the general public or clients – then all reasonably practicable care must be taken by subcontractors to safeguard all persons and property from risks arising from their work operations and activities. For more information on contractor control please refer to the Head of Health and Safety, Estates and Environment.

Selection, Maintenance, Inspection and Testing of Plant and Work Equipment

- Work equipment is any machinery, appliance, apparatus, tool or installation for use at work, whether exclusively used at work or not. The scope of work equipment is therefore extremely wide and any colleague who is tasked with operating any type of work equipment must have undertaken sufficient training to ensure that they know how to competently use it, without unnecessary risks to the health and safety of themselves or others. Formal arrangements will be in place for the selection, maintenance, inspection and testing of plant and equipment which we own and/or use, to ensure that it is safe, fit for purpose and legally compliant. To ensure that any equipment provided is safe for use, we will ensure that the following arrangements in relation to work equipment will be taken into consideration:
- Procurement will include the hiring of safe equipment and plant from reputable suppliers
- Equipment is only used for its intended purpose
- Competence requirements for operators are met, including instruction, information and training
- User checks are carried out prior to use
The frequency for inspection and maintenance is in line with manufacturers'/suppliers'/installers' recommendations, company risk assessments and statutory requirements
- Communication of the findings of formal inspections is to all affected parties
- Fault and defect reporting and corrective action are carried out

- Preventative maintenance programmes are in place
- Appropriate permits to work arrangements are in place where required
- Maintenance work must only be undertaken by persons who are competent to carry it out and who have the necessary knowledge and experience to:
 - know what to look at
 - know what to look for know what to do
 - be aware of, and able to avoid, unnecessary risks to themselves and others
- Any colleague that finds a defective item of work equipment must take it out of operation immediately, quarantine it and inform their line manager immediately. The equipment must not be used under any circumstances until it has been examined by a competent engineer.

Electrical Equipment (PAT)

- Electricity is a familiar and necessary part of everyday life, but electricity can kill or severely injure people and cause damage to property. There are simple precautions when working with or near electricity that can be taken to significantly reduce the risk of electrical injury to you and others around you. The Electricity at Work Regulations 1989 require electrical equipment to be maintained to prevent danger. Any work carried out on electrical systems throughout our premises will be carried out by competent persons without exception.
- In relation to portable electrical equipment, the type and frequency of user checks, inspections and testing needed will depend on the equipment, the environment in which it is used and the results of previous checks. Through a series of user checks, visual inspections and portable appliance testing, we will endeavour to ensure that all electrical equipment used in our premises will be safe for use by all colleagues. For more information on electrical equipment safety please refer to the Head of Health and Safety, Estates and Environment

Workplace/Delivery Venue Vetting

- We are required to ensure health and safety legal requirements that exist to protect persons at work and others affected by work are suitable. We have responsibility for ensuring that colleagues, apprentices and learners are vetted in line with procedures laid down by the Education and Skills Funding Agency (ESFA) and health and safety standards (HASS). We must judge the suitability of health and safety in the place where training and learning are conducted. For more information, please refer to the Vetting arrangements for Workplaces and Delivery Venues Procedure (8.09).
- Health and Safety Training/Safety Briefings/Team Talks Health and safety training is an integral part of company development to ensure colleague development and will be identified alongside Human Resource policies and procedures. A training matrix will be developed for all job roles, detailing what health and safety training is required based on competence levels for individual roles.
- Training requests can be initiated by a response to managerial requests, new work activities or new work equipment being introduced, in response to annual appraisals and based on recommendations from the Head of Health and Safety, Estates and Environment or as a result of health and safety audits.
- Office Safety We are committed to meeting our legal obligations to provide all colleagues, learners and visitors with a safe and healthy place of work and will ensure that premises in the property portfolio, which we own or leases (and, where applicable, subleases), including temporary premises, are selected, maintained and

monitored as to their suitability and legal compliance (including all necessary statutory permissions and/or exemptions). There will be arrangements in place to ensure compliance with our own health and safety guidelines and legal requirements, and to ensure that records of relevant safety information are established and maintained for each building. There will be close liaison with the landlord of premises where our colleagues are working, and landlord/tenant agreements will cover accountabilities, responsibilities, working environment issues and facilities management. For more information, please refer to the Office Safety procedure (8.07).

Legionella Control

- We will control, prevent and minimise the risk from Legionella, to provide and maintain safe and healthy working conditions, equipment and systems of work for all colleagues, learners, contractors and visitors, and provide such resources, information, training and supervision as needed for this purpose. We will do all that is reasonably practicable to manage the risk of Legionellosis and will follow the steps laid out in the Control of Legionella Procedure and site-specific written control schemes as based on the Health and Safety Executive (HSE) Approved Code of Practice and Guidance Document L8 (ACOP L8) The Control of Legionella Bacteria in Water Systems.

Health and Safety Performance Monitoring

Objectives

- Corporate health and safety objectives and a corporate programme plan/action plan will be set at Board-level and will be monitored by our health and safety consultation group. This will provide a systematic appraisal of performance with a view to enhancing standards.

Monitoring

- Our overall performance against the corporate health and safety programme plan/action plan and any key performance indicators will be collated and reported periodically to the Executive Board by the Head of Health and Safety, Estates and Environment. They will also be responsible for ensuring there are adequate arrangements for monitoring the health and safety standards, arrangements and compliance within their department, which will include:
 - monitoring risk assessment processes
 - routine inspections
 - periodic reporting on significant initiatives, issues or incidents as part of the normal managerial reporting process
 - analysis of accident/incident data and suspected work-related ill health

Audit and Review of Performance

Audit

- Audits will be carried out by the Head of Health and Safety, or other independent groups, as part of the arrangements for monitoring our health and safety performance and management system. The scope and focus of health and safety audits will be subject to consideration by the Director of Education. Business departments will be required to afford proper cooperation in the audit process where required.

Management Review

- Our board of directors will receive an Annual Health and Safety Review report of Company performance and progress compiled by the Head of Health and Safety,