**Health and Safety Policy.**

We believe that excellence in the management of health and safety is an essential element within its overall business plan – a good health and safety record goes hand in hand with high productivity and quality standards.

People are the most important asset to this company, and therefore we are totally committed to ensuring their health, safety and welfare at all times.

From an economic point of view, the company believes that prevention is not only better, but cheaper than cure. From a legal perspective, the company is committed to ensuring that it complies with all relevant health and safety legislation. Where it is reasonably practicable to do so, the company will strive to go beyond the requirements of legislation.

The company is committed to ongoing monitoring and review processes, so that continual improvement in the management of health and safety can be achieved.

It is our objective:

* To provide adequate control of the Health and Safety risks arising from our work activities
* To consult with our employees on matters affecting their Health & Safety
* To provide and maintain safe plant and equipment
* To ensure safe handling and use of substances
* To provide information, instruction and supervision for employees
* To ensure all employees are competent to do their tasks, and to give them adequate training
* To prevent accidents and cases of work related ill health
* To maintain safe and healthy working conditions

**Organisation**

Gemma Kemp has overall and final responsibility for health and safety and has day to day responsibility for ensuring that this policy is put into practice.

**Employee’s Duties**

All employees are required to:

* Take reasonable care for the health and safety of himself and of other persons who may be affected by his acts or omissions at work
* To Co-operate with managers on health and safety matters
* Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare

**Students**

It is recognised that the majority of our students and end users will be relatively inexperienced and with that comes a responsibility to inform and protect. As well as the points above, Employees duties the following will be given consideration.

* Risk assessments and method statements will take this lack of experience into consideration.
* All RAMS will be explained to all students on induction and signed by the student.
* RAMS will be reviewed at the beginning of each course with consideration given to those enrolled on it
* No student will be left unsupervised during a practical session.
* Students will be encouraged to risk assess all their practical work and discuss safety with their tutor as part of their teaching and assessment programme.
* Special consideration will be given to safeguarding (see specific policy)

Non-compliance with health and safety rules and procedures can result in disciplinary action, which may include immediate dismissal if appropriate.

**Arrangements**

Key arrangements for health and safety are outlined below:

**Risk Assessment and Control**

In accordance with the Management of Health and Safety at Work Regulations 1999, the company will carry out risk assessments of all activities that present a risk to employees, students or others. These risk assessments will be carried out in line with HSE guidance, and the procedure for doing so is as follows:

1. Identify the significant hazards involved in our activity
2. Decide who might be harmed and how
3. Evaluate the level of risk and decide if precautions are sufficient, or if more needs to be done
4. Record the significant findings of the assessment
5. Review the assessment when things change, or there is reason to believe that it is no longer valid

Risk Assessments will be undertaken by our Clients and we will follow their guidance with regards to removal and controlling of risks.

**Asbestos**

The company does not work with asbestos.

In the event of asbestos being identified, operatives must stop work and report to the site supervisor/manager who will isolate the area and make arrangements henceforth.

**Hazardous Substances**

Operatives & students should only use substances with a COSHH Assessment that has been communicated to them.

In the event of an emergency, COSHH Assessments can be accessed from the manager or tutor on duty.

**Working at Height**

The company shall aim to avoid where possible work at heights.

Before completing tasks involving work at height operatives and students should sign RAMS provided by Saltem and ensure that they are comfortable with measures to be adopted and have received appropriate training if special equipment is to be used.

Use of ladders and steps should be for short term activity only of durations no longer than 30 minutes.

**Manual Handling**

The company shall aim to avoid where possible manual handling activities.

Before completing tasks involving manual handling operatives and students should sign RAMS provided by Salutem and ensure that they are comfortable with measures to be adopted and have received appropriate training if special equipment is to be used.

**Work Equipment**

Operatives and students must ensure that they are familiar with risk assessments related to the use of work equipment and that they are comfortable with measures to be adopted and have received appropriate training is special equipment is to be used.

**First Aid**

The names of first aiders on site shall be displayed, operatives and students should ensure that they familiarise themselves with the names of first aiders and location of the first aid boxes on site.

All injuries must be reported to the first aiders who will provide treatment and enter into the accident book.

First aid is provided by Salutem

**Health Surveillance**

If health surveillance is required this will be arranged by Gemma Kemp.

**Ill Health Absence Reporting**

In the event of sickness or other unauthorised absence, apprentices should notify the Apprenticeship Manager as soon as possible on the first day of absence, no later than 30 minutes prior to your start time. This also applies if you are unable to get to work on time; you should also inform your Apprenticeship Manager of expected time of arrival.

You must keep your Apprenticeship Manager advised of the circumstances which are preventing you from attending training, and of your likely date of return.

**Fire and Evacuation Emergency Procedures**

The presence of ALL staff, students or visitors must be recorded and on evacuation of the building this record will be reviewed to ensure the safe evacuation of the building. The emergency procedures will be explained to ALL users on induction/first session of course

Our fire alarms are tested every Wednesday at 10am. At any other time on the alarm being raised ALL staff, students and visitors will leave the building and muster at the assembly point.

At any satellite centre, sharing a location with a client/other provider the local procedures will be explained on induction/commencement of course.

**Work Activities**

We provide construction training which may cover, but not inclusive of the following:

* Classroom based theory sessions
* Concreting in a controlled workshop/approved training area
* Bricklaying in a controlled workshop/approved training area
* Kerbs and edgings in a controlled workshop/approved training area
* Footpath construction in a controlled workshop/approved training area
* Paving in a controlled workshop/approved training area
* Drainage in a controlled workshop/approved training area
* Confined space training in a controlled workshop/approved training area

Our practices, workshops and training areas are monitored and audited by, our partner colleges, awarding bodies and by independent audit to help us monitor and maintain a high standard of safe and effective training.

NAME Gemma Kemp Date: 9th April 2018

Operations Director