

# **Health and Safety Policy**

**City Training Services**

**Chapel Street**

**Bradford**

**West Yorkshire BD1 5BY**

## 1 Health and Safety Policy Statement

It is the policy of City Training Services to promote standards of health and safety at work that will ensure, as far as is reasonably practicable, the health, safety and welfare of all employees, apprentices, traineeships, clients and visitors to the Company premises.

## 2 Health and Safety Responsibilities

- Organisation Chart for Health and Safety
- Board of Directors
- Principal Bradford College
- Chief Executive
- Team Managers/HR Advisor
- Safety Officer
- Employees
- Health and Safety Committee
- Health and Safety Consultant

## 3 General Arrangements and Procedures

- Risk Assessments and Safe Working Procedures
- Fire Evacuation Procedures
- First Aid
- Accident Reports and Procedures
- Consultation with Employees
- Training
- Record Keeping
- Machinery Safety
- Display Screen Equipment
- Control of Substances Hazardous to Health (COSHH)
- Highly Flammable Substances
- Noise
- Manual Handling Operations
- Electrical Equipment
- Workplace Safety and Welfare
- Personal Protective Equipment
- Health and Safety Monitoring and Review

## **Health and Safety Policy Statement**

It is the policy of City Training Services to promote standards of health and safety at work that will ensure, as far as is reasonably practicable, the health, safety and welfare of all employees, apprentices, traineeships, employers and visitors to the Company premises.

In particular, the Company will:

- Provide and maintain safe and healthy working conditions, including welfare facilities, in accordance with all relevant health and safety legislation.
- Take all reasonably practicable steps to ensure that it provides and maintains premises, plant, machinery, tools, equipment and systems of work.
- To identify the hazards to employees, apprentices and third parties affected by work, through risk assessments, and to eliminate or control the attendant risks adequately.
- To provide appropriate information, instruction, training and supervision as is necessary to ensure the health and safety at work of employees, apprentices and visitors.
- Maintain a high level of awareness in health and safety matters applicable to Company activities, in particular by consulting and involving employees at all levels and the Safety Vetting Officer.
- To work, through continuous improvement, to prevent accidents and work-related ill-health.
- Provide adequate resources in terms of personnel, facilities, and finances, to meet the aims of the policy.
- Ensure that the health and safety function is an integral part of operational management.

Responsibility for execution of this Policy rests with the Chief Executive who is accountable for specifying the organisational arrangements and procedures for health and safety throughout the business operation. Whilst the Company accepts responsibility for the overall effectiveness of the Policy, the successful implementation of this Policy requires managers, employees, apprentices, traineeships and visitors to fully accept their health and safety responsibilities.

Employees, apprentices and others working on behalf of the company have a personal responsibility to ensure that nothing is done to endanger themselves or others whilst at work, to provide management with full co-operation and support, not to interfere with or misuse anything provided for safety reasons, and to comply with Safe Working Procedures and Policies.

This Policy will be reviewed as and when any significant change takes place, or at least once every three years.



Signed:

Name: Mr Richard Hinchliffe, Chief Executive

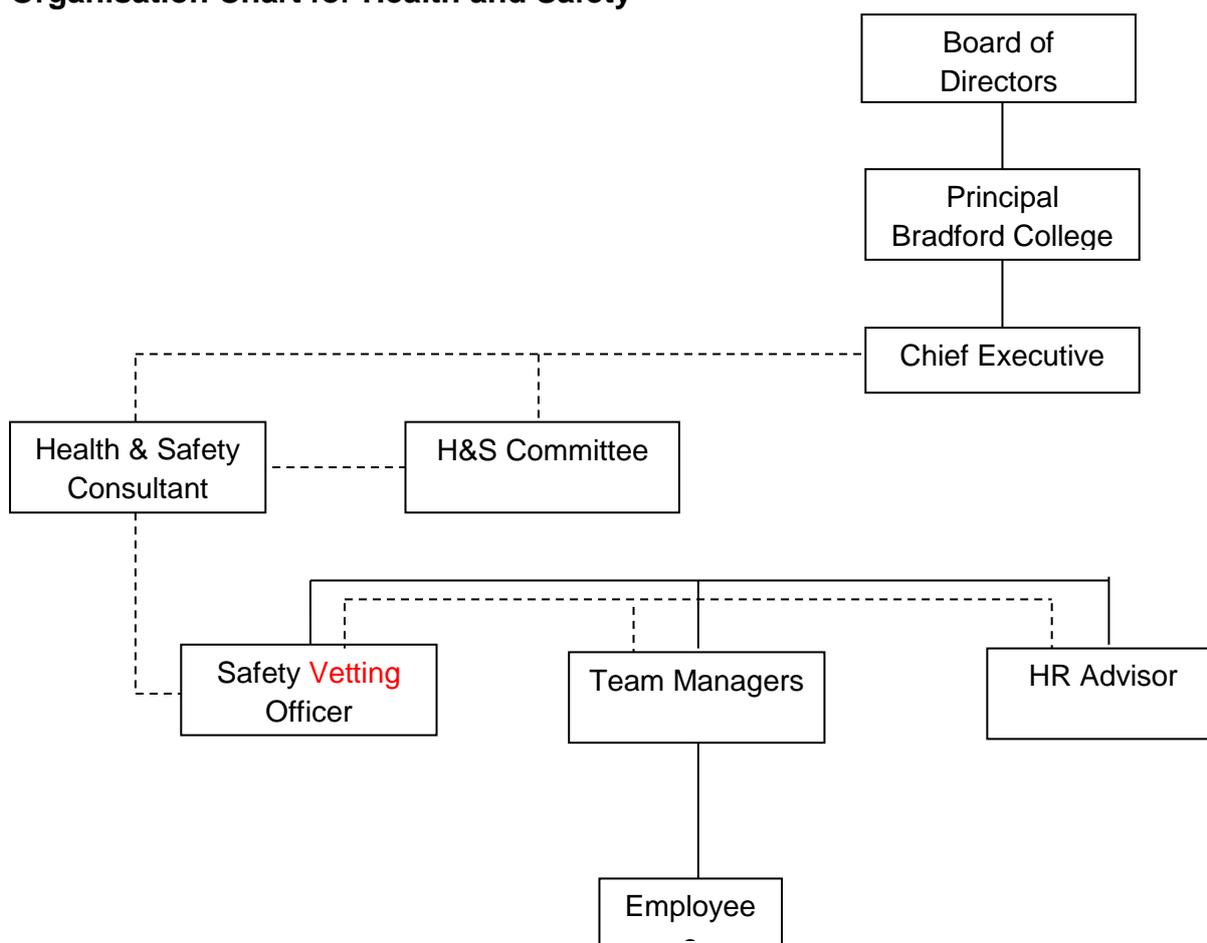
Date: 1<sup>st</sup> October 2015

## 2. Health and Safety Responsibilities

This section identifies the area and level of responsibility for implementing the Company Health and Safety Policy.

Any employee who is guilty of wilful unsafe acts will be liable to disciplinary procedures. It should also be noted that reckless behaviour could lead to prosecution by the enforcing authorities under the Health and Safety at Work Act 1974.

### 2.1 Organisation Chart for Health and Safety



### 2.2 Board of Directors

The Board of Directors oversees the running of the Company's operations and are responsible for ensuring that:

- A Company Health and Safety Policy is in place.
- An appropriate organisation structure, with clear lines of responsibility, exists to implement the Policy.
- Adequate resources in terms of personnel, facilities and finance are available in order that the requirements of health and safety legislation are adhered to.
- Health and Safety is discussed as an agenda item at its meetings.
- Accident statistics and trends are reviewed with a view to reducing accident rates to as low as possible.

## 2.3 Bradford College

The Group liaises with the Chief Executive on a regular basis to ensure that the Company has:

- Adequate resources in terms of personnel, facilities and finance
- An appropriate organisation structure that continues to implement the Policy at CTS
- Arrangements in place to implement any changes in health and safety legislation.

## 2.4 Chief Executive

The ultimate responsibility for the implementation of the Policy and adherence to the requirements of relevant health and safety legislation rests with the Chief Executive, who will ensure that sufficient resources are available to achieve these objectives.

- To assist in this progress, the Chief Executive has appointed a Safety Vetting Officer with specific duties and responsibilities for day to day health and safety matters

The Chief Executive is particularly responsible for ensuring that:

- The Health and Safety Policy is appropriate, implemented and is available for all employees and apprentices
- An appropriate organisation structure is established to implement the Policy
- Adequate resources in terms of personnel, facilities and finance are available to meet health and safety requirements, namely legislative and Company Policies
- There is good communication on health and safety matters throughout the Company

The Board of Directors are made aware of appropriate health and safety matters and that these are discussed at the subsequent Board meeting.

- Health and Safety issues are included on the agenda at Management and Staff meetings.
- All Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) Reportable accidents are reported to the Incident Contact Centre by the appropriate means.
- Ensure that the Board of Directors are informed of all the RIDDOR Reportable accidents.

## 2.5 Employees

All employees have a duty to look after their own wellbeing, but are equally responsible for the health and safety of others that may be affected by their behaviour at work.

They have a specific duty to:

- Read and understand the Company's Health and Safety Policy and carry out work in accordance with the Safe Working Procedures so as not to endanger themselves or any person who may be affected by their activities
- Co-operate with the Company in following safe systems of work, using appropriate guards/safety devices and wearing suitable protective equipment where necessary
- Use equipment and materials, and enter only those areas for which they are authorised
- Report any defects in equipment or machinery to their team manager
- Not to misuse or interfere with safety equipment or safety devices
- To know the location of first-aid facilities and the identity of first-aiders
- In the event of an emergency, to use the defibrillators located in the building when appropriate, so long as they are trained to do so
- To know the evacuation procedures in the event of a fire or any other emergencies.
- Report accidents, incidents and dangerous occurrences promptly and co-operate in their investigation
- Report any accident or damage, however minor, to their team manager
- Set a good example and encourages colleagues to adopt a positive approach to safety
- Ensure work areas are maintained in a clean and tidy condition and passageways, fire escape routes and fire exits are kept clear.

## 2.6 Safety Vetting Officer

The Safety Vetting officer is responsible to the Chief Executive, and has a duty to:

- Provide information on the impact of new health and safety legislation on the organisation
- Provide health and safety advice and information to enable all levels within the organisation to discharge their responsibilities
- Ensure risk assessments are carried out for the identification and control of hazards in their area.
- Assist the Managers in implementing remedial measures to reduce or eliminate acts or conditions which are contra to the Policy and legislation
- Assist the Managers to ensure that plant, machinery; equipment and material used at the premises are suitable for their intended purpose, safe to use and without risk to health
- Ensure compliance with established rules and safe working procedures
- Arrange appropriate health and safety training for their employees and to ensure that Human Resources keep all relevant training records
- Raise health and safety awareness across the organisation
- Liaise with the Company Health and Safety Consultant and enforcement authorities
- Monitor safety performance against set goals
- Ensure that all RIDDOR Reportable accidents are fully investigated and make appropriate recommendations to prevent re-occurrence of similar incidents
- Ensure appropriate improvements are implemented to prevent re-occurrence of incidents
- Ensure that the Safe Working Procedures are reviewed and kept up-to-date for all the activities on their site.

## 2.7 Health and Safety Committee

A Health and Safety committee has been established and will be a focal point for the company to develop, promote, monitor and amend the health and safety management systems. The Chief Executive will chair the monthly meetings.

The Health and Safety committee will:

- Develop safe systems of work and safety procedures
- Analyse accidents and causes of notifiable occupational diseases
- Review risk assessments
- Examine health and safety audit reports
- Consider reports submitted by safety representatives
- Monitor the effectiveness of health and safety training
- Consider reports and factual information provided by HSE inspectors and Environmental Health Officers
- Monitor and review the adequacy of health and safety communication and publicity within the workplace
- Continuously monitor all arrangements for health and safety and revise them whenever necessary.