

# NOVA TRAINING COLLEGE

## **Health and Safety Policy**

## **General Statement of Policy.**

NTC are committed to complying with the requirements of the Health and Safety at Work Act 1974 and all other relevant legislation to provide and maintain a healthy and safe working environment.

Our health and safety objective is to minimise the number of instances of occupational accidents and illnesses and ultimately to achieve an accident – free workplace.

NTC recognises and accepts the duty to protect the health and safety of all staff, customers, and visitors at the company premises.

All staff will be provided with such equipment, information, training, and supervision as is necessary to implement the Policy and achieve the stated objective.

It is considered the duty of each member of staff to take reasonable care of their own and other people's welfare, and to report any situation which may pose a threat to the well being of any other person.

All incidents, accidents and near misses sustained by a person at work must be reported to the responsible person. NTC will ensure effective reporting and investigation of all incidents, accidents and near misses.

The Health and Safety Policy will be continually monitored and updated. The Policy will be reviewed annually.

While the Management of NTC will do all that is reasonable to ensure a healthy and safe working environment, it is recognised that health and safety at work is the responsibility of each and every individual associated with the company.

<b>Name:</b>	I Bageja
<b>Position in Company:</b>	Director
<b>Date:</b>	1 <sup>st</sup> January 2020
<b>Reviewed</b>	31 <sup>st</sup> Dec 2023
<b>Next Review</b>	31 <sup>st</sup> Dec 2026

## **Company Mission**

This Policy has been compiled with the Nova Training College (NTC) Mission as its focus:

“As a company we are committed to delivering first class training and assessment to our customers and staff. To deliver this mission statement, our staff will need the highest level of skills and knowledge. We will help our staff develop these skills by offering training and developing in the most effective way available”.

## **Responsibility**

The Centre Manager has the overall responsibility for health and safety within NTC and the Building Manager has the responsibility to ensure the effective implementation of this Policy.

Competent Persons have been appointed in order to provide expert advice regarding health and safety matters:

The following staff has allocated additional responsibility in respect of health and safety matters in particular areas:

<b>Name</b>	<b>Job Title</b>	<b>Responsibility</b>
		Qualified First Aider
		Fire Marshall
		Risk Assessments
Various	Assessors	Risk Assessments – Trade
Various	Members of Staff	Risk Assessments – Job Specific

All staff at NTC has a responsibility for their own and others' health and safety at work. All staff must co-operate with Management and the requirements of this Policy regarding health and safety matters. NTC expects all staff to continuously review their location of work for risks and act accordingly to promote effective health and safety practice and safe systems of work.

## **Policy and Arrangements**

### **Communication and Consultation**

The Management of NTC will discuss health and safety matters at Management Meetings. The company is committed to communicate to all staff the requirements in respect of safety and to ensure that staff are familiar with the company Health and Safety Policy.

Requirements of the Policy are communicated to all staff, via various oral and visual methods, on an ongoing basis. New staff will be informed of the requirements of the Policy at their Staff Induction.

It is the responsibility of all staff to ensure that they are aware of the requirements of this Policy and to remain up to date with amendments hereafter.

NTC are committed to consulting with all staff in matters of health and safety.

## **Co-operation and Care**

To build and maintain a health and safe working environment, co-operation between workers at all levels is essential.

All staff are expected to co-operate with Management and to accept their duties under this Policy. Disciplinary action may be taken against any member of staff who violates health and safety rules or who fails to perform his or her duties under this Policy.

All members of staff have a duty to take all reasonable steps to preserve and protect the health and safety of themselves and all other people affected by the operations of the NTC.

## **Housekeeping**

Poor housekeeping can sometimes be a cause of accidents resulting in injury and damage to equipment in the workplace and can also be a fire hazard. Low standards often result from poor working practices and deficiencies within the workplace. NTC recognises and insists on the need to ensure adequate standards of housekeeping are achieved and maintained to a level in accordance with its commitment to 'Safe Systems at Work'.

## **Welfare Arrangements**

All reasonable steps will be taken to ensure all members of staff are provided with a comfortable working environment, suited to the type of work being undertaken. Adequate lighting and heating will always be maintained and provided .

Fully maintained washrooms, toilet facilities and kitchens are also provided. However, it is imperative that all members of staff contribute to the cleanliness and hygiene of these facilities.

## **Hours of Work**

NTC acknowledges that working excessive hours can lead to ill health and increased risk of accident. NTC is committed to do all that is reasonably practicable to ensure that the tasks carried out by employees are not demanding beyond reason.

NTC terms and conditions of employment comply with Working Time Regulations 1998.

## **Health and Safety Training**

Training is regarded as an indispensable activity for effective delivery of the Health and Safety Policy. It is essential that every worker in the organisation be trained to perform his or her job effectively and safely.

It is the opinion of the Management of NTC that if a job is not done safely then it is not done effectively.

All staff will be trained in safe working practices and procedures prior to being allocated any new role. Training will include advice on the use and maintenance of PPE appropriate to the task concerned and the formulation of emergency contingency plans.

Review of required training will be carried out as part of the company's Performance Review procedure or as often as is deemed necessary. This procedure will also provide an opportunity for workers to express any fears or concerns they might have about their jobs.

Management are responsible for authorising and sourcing safety training.

## Workplace Inspection and Risk Assessments

It is the Policy of NTC to comply with the Health and Safety at Work Regulations 1992.

Regular inspections of the workplace will be carried out. Supplementary inspections will be conducted whenever there are significant changes to the nature and/or scale of operation.

Workplace inspection will provide an opportunity to review the continuing effectiveness of the Policy and to identify areas where revision of the Policy may be necessary.

<b>Building Risk Assessments</b>	<b>Job/Trade Specific Risk Assessments</b>
12 months	12 months or as required

The Control of Substances Hazardous to Health Regulations 1994 requires risk assessments to be carried and control measures to be implemented for all substances that may cause harm.

NTC undertakes COSHH risk assessments of hazardous substances used in the workplace. Guidance for use is available for those likely to be affected. All COSHH assessments are recorded and reviewed as part of the risk assessment system.

## Accident, Incident and Near Miss Reporting

NTC recognises its duties under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR). NTC has a system for reporting accidents, diseases and dangerous occurrences to the Health and Safety Executive and, in the event of a reportable injury to a learner, to any managing agency.

All accidents, incidents and near misses must be reported to the person(s) responsible for Health and Safety or First Aid. There is a legal obligation to record all relevant information and investigate and report where necessary.

Accident Book Location
First Aid point in NTC office.
Admin Office

All recorded information will be treated confidentially in line with the Data Protection Act 1998. Accident and incident reports will be held separately from day to day running of health and safety systems.

All incidents will be analysed for trends and information will be presented to Management for review at Management Meetings. Preventative action will be taken where necessary.

## First Aid

NTC is always committed to the provision and continuous development of quality first aid arrangements.

NTC will endeavour to ensure:

- Adequate first aid arrangements and first aid supplies at the company premises always.
- Adequate numbers of qualified first aiders to the number of people always present at the company premises. See Appendix 1 for guidelines issued by The Health and Safety Executive (HSE) regarding the suggested number of first aid personnel.
- First aiders are trained, qualified, and refreshed by an accredited, HSE approved training centre, as appropriate.
- Continuous investment in staff and evaluation of the impact.
- Effective communication and instruction in relation to the First Aid Procedure.

This Policy and the First Aid Procedure have been designed to protect any party receiving or administering first aid, and NTC.

As part of the First Aid Procedure, for reporting and investigation purposes only, NTC may collect digital evidence of the incident and injuries sustained.

<b>Qualified First Aiders</b>
Najib Ali

## Fire Safety

NTC is committed to taking reasonable precautions to ensure the safety of all associated persons. Action will be taken to ensure effective planning, organisation, control, monitoring and review of preventative and protective measures in relation to fire safety.

NTC will take measures to:

- Reduce the risk of fire and the spread of fire.
- Provide suitable and sufficient means of escape from the workplace.
- Ensure that the means of escape can always be used .
- Ensure there is equipment available fit for the purpose of fighting fires.
- Ensure there is a means for detection of fires and providing warning to members of staff.
- Effectively communicate action to be taken in the event of a fire to all members of staff.

A nominated organisation will be responsible for ensuring compliance with fire safety and prevention codes, for reviewing company practices and procedures, inspecting and testing fire fighting prevention and protection equipment and for advising on safe practises and procedures.

<b>Approved Supplier</b>
3MG Fire Protection

<b>Fire Fighting Equipment Testing</b>
Annually -

Management is responsible for keeping their operating areas safe from fire, ensuring that staff are trained in proper fire prevention practices and emergency procedures.

NTC will ensure the nomination of sufficient members of staff to be Fire Wardens to carry out the following responsibilities:

- Ensure fire alarm and fire drill testing is carried out as required.
- Contact Emergency Services in the event of fire.
- Complete a sweep of the building in the event of a fire.
- Ensure that Emergency Services are aware of all critical information in order to take control the situation.

All members of staff within NTC have a duty to report immediately any fire, smoke or potential fire hazards to the fire service (dial 999).

All members of staff have a duty to conduct their operations in such a way as to minimise the risk of fire. This involves taking care when smoking keeping combustible materials separate from sources of ignition and avoiding unnecessary accumulation of combustible materials.

Smoke detectors and manually operated fire alarms are located at strategic points throughout the workplace. If a smoke detector sounds it is the responsibility of any member of staff present to activate the alarm and evacuate the building.

Regular fire alarm test and fire drills will take place and will be recorded.

<b>Fire Alarm Tests</b>
Monthly

<b>Fire Drills</b>
Quarterly

Fire extinguishes are located at strategic points throughout the workplace. Members of staff are expected to tackle fires themselves **only** if it would pose no threat to their personal safety and they have been trained to do so, or if the location of the fire prevents effective means of escape. If the situation is dangerous or potentially dangerous the member of staff should activate the alarm and evacuate the building immediately.

Fire exits are located at strategic points throughout the workplace and are adequately sign posted. Exit doors and passageways must never be locked, obstructed or used as storage space.

Emergency lighting is not required on the premises of NTC.

<b>Qualified Fire Marshalls</b>
B Bageja

<b>Muster Point</b>
Outside Billingsgate Market Gates (opposite the NTC)

In the event of a fire or suspicion that there may be a fire on the premises all members of staff should evacuate the building following the Fire and Bomb Threat Evacuation Procedure.

### **Bomb Threats**

Bomb threats are taken seriously. NTC staff are made aware of their responsibilities and what action should be taken if there is a bomb threat. NTC staff are encouraged to assist in ensuring that the premises are safe and secure against any threat.

In the event of a bomb threat or suspicion that there may be a bomb on the premises all members of staff should evacuate the building following the Fire and Bomb Threat Evacuation Procedure.

## Work Equipment

It is the Policy of NTC to comply with the law as set out in the Provision and Use of Work Equipment Regulations 1998.

NTC will endeavour to ensure that all equipment used in the workplace is safe and suitable for the purpose for which it is used:

- All members of staff will be provided with adequate information and training to enable them to use work equipment safely.
- The use of any work equipment, which could pose a risk to the well being of persons in or around the workplace, will be restricted to authorised persons.
- All work equipment will be maintained in good working order and repair.
- All workers will be provided with such protection as is adequate to protect them from dangers occasioned by the use of work equipment.
- All equipment will be clearly marked with health and safety warnings where appropriate.
- All electrical equipment will be PAT annually.

## Utilities Supplies

The company premises are supplied by water and electricity. It is a leg requirement to ensure that electricity supplies to the building are inspected at regular intervals.

NTC will ensure inspections are carried out as necessary:

<b>Electrical Inspection</b>
Bi-annually - April

<b>Electrical Supplier</b>
JP Phull Contractors

## Personal Protective Equipment (PPE)

NTC is committed to complying with the law as set out in the Personal Protective Equipment at Work Regulations 1998.

All members of staff who may be exposed to a risk to their health and safety while at work will be provided with suitable, properly fitting and effective PPE.

All PPE provided by NTC will be properly assessed prior to its provision.

All members of staff provided with PPE (where required) will receive training and information on its use, maintenance and purpose of the equipment.

NTC will endeavour to ensure that its members of staff use all PPE provided properly.

All members of staff have a responsibility to maintain issued PPE and ensure is in good working order and report to a member of Management should the item of PPE be deemed unfit for proper use. PPE should be replaced immediately.

Records of PPE issue will be maintained.



## Display Screen Equipment

It is the policy of NTC to comply with the law as set out in Health and Safety (Display Screen Equipment) Regulations 1992.

NTC will conduct health and safety assessments of all workstations staffed by members of staff who use VDU screens as part of their usual work and will ensure that all workstations meet the requirements set out in the Schedule to the Regulations.

## Manual Handling

It is the Policy of NTC to comply with the law as set out in the Manual Handling Operations Regulations 1992.

Manual handling operations will be avoided as far as it reasonably practicable where there is a risk of injury.

Where it is not possible to avoid manual handling operations, members of staff will be given appropriate training and an assessment of the operation will be made taking into account the task, the load, the working environment and the capability of the individual concerned. A brief overview of Manual Handling Considerations is available on Appendix 2.

All possible steps will be taken to reduce the risk of injury to the lowest level possible.

## Smoking

NTC prohibits smoking on company premises and insists members of staff who wish to smoke during office hours do so at their designated breaks, in the designated area.

<b>Designated Smoking Area – Staff</b>	<b>Designated Smoking Area – Learner</b>
Near parking point A	Near parking point A

All members of staff have a duty to conduct their operations in such a way as to minimise the risk of fire. This involves taking care when smoking; keeping combustible materials separate from sources of ignition and avoiding unnecessary accumulation of combustible materials.

## Alcohol and Drugs

As an employer, NTC have a duty to ensure so far as is reasonably practicable, the health safety and welfare at work of all members of staff and customers. Similarly, all members of staff have a responsibility to themselves and colleagues. The use of alcohol and drugs may impair the safe and efficient running of the business and/or the health and safety of work colleagues.

To this end NTC forbid the use of alcohol and drugs on company premises or in company time.

## Mobile Phones

NTC ensures that employees supply their own mobile phones to communicate with the office base and clients as required by their job role. However, employees are **forbidden** to use a mobile phone whilst driving, unless using a hands-free kit. Hands free kits must be in place before commencing any journey.

NTC stipulates that calls are not answered whilst driving, under any circumstances. It is suggested that messages can be left on answer machines and the call returned at a convenient time.

All staff visiting sites with explosive atmospheres must adhere to site rules and switch off or hand in mobile phones. The office must be aware of staff location, prior to switching off phone.

### **Peripatetic Employees, Driving and Vehicles**

Where members of staff are required to work at locations away from the office base, the company will ensure that 'so far as is reasonably practicable' all steps are taken to ensure their safety.

It is the responsibility to carry out their activities as stated in section 2 of the Health and Safety at Work act 1974.

Where a member of staff has cause for concern relating to 'off site work locations' it is their responsibility to ensure their safety and welfare. Locations considered at risk must not be entered and must be reported to a Line Manager.

All members of staff are required to bring their concern to the attention of the person responsible for health and safety within NTC.

NTC ensures, so far as is reasonable, that vehicles owned and used by members of staff for business purposes are fully insured taxed and hold a full MOT (where applicable).

Employees must ensure vehicles are adequately insured, taxed and roadworthy. Employee's vehicles are fully expensed for business mileage.

NTC, as an employer, has a 'duty of care' for the safety of employees at work, and to others who may be affected by an employee's business duties, which in the case of driving refers mainly to other road users. For this reason, NTC expects staff to comply with all traffic legislation whilst driving for business, to be conscious of road safety and demonstrate safe driving and other good road safety habits when driving. The following actions will be viewed as serious breaches of conduct:

- Drinking or being under the influence of drugs whilst driving.
- Driving whilst disqualified, or not correctly licensed.
- Reckless or dangerous driving causing death or injury.
- Failing to stop after an accident.
- Any actions that warrant suspension of licence.

Under European Legislation, there are rules on the number of hours a person can drive in any day and week. These are outlined below. It is the responsibility of the company and the employee to ensure that these time limits are not exceeded. These times are used only to give a maximum and the nature of the task that takes place before and after the journey must also always be considered.

- The maximum driving time in 1 day should be 9 hours. This can be extended to 10 hours twice in any week.
- The maximum driving time in a week should be 56 hours.
- After a period of 4 ½ hours of driving, the driver must take a 45-minute uninterrupted break.
- A driver is entitled to a daily rest period of 11 hours not driving or working.

If a member of staff has an accident or near miss whilst driving for the purposes of work, they must always stop in a safe place and collect the information below:

- Details of the other vehicle.
- Name and address of other driver.
- Name and address of any witnesses.
- Name of the insurer of the other car.
- Description of the incident.

If any of the situations below are apparent, it is essential that member of staff contact the Police:

- If there are injuries.
- If there is a disagreement over the accident.
- If you damage property other than your own.
- If you feel unsafe.

If the Police are contacted, the Incident Reference Number should be noted, and the completed accident report form must be given to the Building Manager.

### **Customer and Learner/Apprentice Safety**

The health and safety of customers and learners/apprentices is a fundamental value to NTC. We believe that customers and learners/apprentices are entitled to quality learning that takes place in a safe, healthy and supportive working environment.

NTC considers that safe learning is essential to maximise the learning experience and achievement and to encourage future business.

As a company, NTC recognise the 'duty of care' for the health, safety and welfare of learners/apprentices and aim to deliver a persistent level of good practice about learner/apprentices' safety at all times. The Skills Funding Agency concept of the 'Safe Learner' will also be considered and promoted throughout learning.

### **Young Persons**

NTC is aware of the additional risks that exist because of the employment and/or recruitment of Young Persons (under 18) as learners and will take all measures necessary to minimise those risks so far as is reasonably practicable.

Specific risk assessment considerations will be made, and additional risks and control measures recorded as appropriate to ensure the safety of the young person. Young persons will be given additional information, instruction, training, and supervision appropriate to their needs and will always be supervised by a competent member of staff .

### **New or Expectant Mothers**

It is the policy of NTC to comply with the European Directive on pregnant workers.

In addition to general risk assessments, a further assessment of risk to new or expectant mothers will be conducted. Where a risk to new or expectant mothers is identified, working conditions, and/or working hours will be adjusted so as to avoid the risk.

Workers must inform NTC of pregnancies at the earliest opportunity.

## **Lone Workers**

NTC ensures that all lone workers have access to telephones in case of emergency. Further risk assessments will be conducted.

## **Visitors**

All visitors to NTC attend the company premises only with the permission of a member of staff. All visitors must follow the health and safety procedures of NTC, and it is the responsibility of the party visited to ensure these requirements are adhered to. Every visitor must:

- Sign in and out of the Visitors Book.
- Be issued with the Visitor Induction to inform them of health, safety and welfare arrangements.

It is the responsibility of the Administration team to ensure these requirements are carried out.

## **Use of Contractors**

NTC will only associate with contractors who are accredited with appropriate bodies to verify sufficient skills and knowledge for the job to be carried out safely and without risk to health and safety.

Contractors' must complete the 'Contractors' section of the Visitors Induction (See Appendix 3) and provide details of their Public and Employers Liability Insurances before commencing work. Records must be kept on file for a minimum of 5 years.

All contractors must:

- Agree the scope of work with NTC.
- Submit method statements for the work activity, including safe working practices to be used and details of relevant risk assessments.
- Report to the approving party on entering and leaving the premises.
- Make their members of staff aware of the facilities available for use.
- Be aware of all emergency procedures.
- Conduct all work activities in such a way to not put at risk the health, safety and welfare of NTC staff or visitors to the premises.
- Comply with all statutory requirements and codes of practice.
- Provide competent staff that are trained and experienced in the work to be carried out.
- Avoid acts and omissions that may affect the health and safety of employees, customers and visitors.

## **Security**

So far as is reasonably practicable, NTC will ensure that when locking the building there are at least two workers. Workers choosing to work alone must ensure contact is made with an appointed person on a regular basis and when leaving the building.

The company premises are fitted with a burglar alarm. Only authorised personnel should have access to the alarm code. Those authorised personnel should ensure that they are contactable out of hours if the alarm is activated, and emergency services alerted.

<b>Authorised Personnel</b>
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<b>Security Alarm Supplier</b>
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