



Health and Safety Policy



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SECTION ONE

Health And Safety Policy Statement

Introduction:

This is the Health and Safety Policy Statement of Geason. It indicates the intention, organisation and arrangements regarding the safety and health at work of employees, learners and all others whilst on its business premises, undertaking business activities in the community, or placed with other Companies / Organisations for the purposes of educational and occupational training.

This Policy also addresses the organisations approach with regards to the safety and health of the public, visitors and contractors whilst on its premises and those participating in academic or vocational training. Supporting this general Policy Statement will be specific assessment of risk, supporting operational policies and procedures set out the health and safety arrangements, which the organisation will implement. These seek to eliminate, or reduce to minimum practicable levels, any risk to staff, learners and all others.

Intent:

It is the policy of Geason to ensure, so far as is reasonably practicable, that the health, safety and welfare of its employees whilst they are at work and of all others who may be affected by their undertakings, and to comply with the Health and Safety at Work Act 1974 and any other relevant legislation as appropriate. It is the responsibility and duty of all Staff, learners and all others to co-operate with the organisation and to conform and comply with the requirements of this Policy and any associated arrangements, procedures and any Codes of Practice which may apply.

Mission Statement:

Geason regards the promotion of its Health and Safety measures as a mutual objective for both management and employees at all levels and is committed to ensuring high standards of Health and Safety. It is the policy of the organisation to maintain these standards by continually reviewing its operations against developing legislation and codes of practice.

The organisation recognizes its responsibilities relative to Health, Safety and Welfare at work in accordance with the Health and Safety at Work Act 1974, and all other relevant Health and Safety legislation. The organisation is committed to the development of high standards of Safety Health and Welfare at work and will actively promote this through its operations and initiatives.

Signed:

Managing Director – Ian Kilpatrick

1.1 Objectives

To achieve compliance with the statement of policy, Geason has set the following objectives that apply to Staff, Students and Visitors where appropriate:

- » To set and maintain high standards for Health and Safety at all operating sites.
- » A working environment within each of its operational premises that is safe, without significant risk to health and have adequate facilities and arrangements for the welfare of those at work.
- » Means of access and egress that are safe and without risk.
- » Equipment and systems of work that are safe and without significant risk to health.
- » Information, instruction, training and supervision as is necessary to ensure the Health and Safety at work, of staff undertaking their working activities, operating equipment and handling materials.
- » To identify risks and set in place procedures to remove or reduce these risks.
- » To enter joint consultation on Health, Safety and Welfare at work with its staff through a Safety Committee meeting at least three times a year. Communicating this Policy and relevant information on safety and health issues via induction and ongoing training and through safety committee representation.
- » To provide protective clothing and equipment where necessary to meet the needs arising out of activities undertaken by staff in connection with the operations of the organization.
- » To implement Accident / Incident investigation and recording arrangements.
- » To provide first aid equipment & training for nominated personnel responsible for the administering of first aid.
- » To have in place emergency procedures and nominated trained personnel to facilitate the evacuation of staff under such circumstances.
- » To monitor Health and Safety operations at all sites.
- » To review, revise and add where necessary to this Policy any operational procedures to ensure that current organisational arrangements, legislation and best practice are incorporated. Any such revisions or additions will be brought to the notice of staff and others to whom they apply.
- » The organisation also recognizes its duty to conduct its undertaking in such a way as to ensure, as far as is reasonably practicable, that persons not in its employment but who may be affected thereby are not exposed to risks to their Health or Safety.

1.2 Organisation and Responsibilities

To ensure the prevention of ill health and the avoidance of accidents, and the promotion of safe and healthy workplaces, the following responsibilities have been established.

1.2.1 The Managing Director

The Managing Director has overall responsibility for ensuring compliance with legislative requirements. This includes, as far as reasonably practicable, the responsibility for:

- » Ensuring adequate finance and other resources are made available for this policy to be implemented.
- » Ensuring the commitment and cooperation of staff, via senior management teams and other communication forums within the organisation.
- » Determining the organisational structure through which this policy is implemented and delegating the responsibility for implementation of this policy.
- » Ensuring the establishment and maintenance of health, safety and welfare management systems which includes the assessment of risks, effective planning, organisation, control, monitoring and review of the preventative and protective measures necessary to reduce and control risks.
- » Appointing competent person(s) to assist the organization in overseeing the application and provision of Health and Safety legislation.

1.2.2 The Board of Directors (including non-executive members)

- » Members of the Board of Directors are committed to the importance of effective policies, procedures and training being established with appropriate review mechanisms being in place to ensure the effective management of health and safety throughout the organisation.
- » The Board of Directors will receive an annual report and regular updates on health and safety performance.
- » The Board of Directors will ensure effective scrutiny of health and safety management throughout the organisation.
- » Ensure adequate finance and resources are in place.
- » The Operational Directors have executive responsibility for ensuring that all relevant organisational arrangements and resources are made available to enable the policy to be implemented and monitored within organisation - through the Leadership and Management Team and appointed Health & Safety Manager
- » The Operational Directors are responsible for ensuring that health, safety and welfare are properly assigned, and that this responsibility is accepted at each level of management within their areas of the business delivery.

1.2.3 Leadership and Management Team

All Senior Managers of the organisation are responsible for:

- » Ensuring that health and safety matters are incorporated into the planning of operations, through liaison with the Health & Safety Manager. Thus, ensuring effective risk management as an integral part of the business strategy.
- » Ensuring that departmental staffing meets current operational needs and that staff are appropriately resourced with accommodation and equipment and, through their Line Managers, are suitably trained to carry out their duties effectively.
- » Implement Health and Safety Management Systems which ensure the assessment of risk and the effective planning, organisation, control, and review of the preventative measures required to eliminate, reduce or control risks.
- » Bring to the attention of all line management structures under their control, that the responsibility for health, safety and welfare is shared and that they are accountable for the health, safety and welfare of employees or others affected by their actions.
- » Ensuring that contracts with Supplier / Providers are adequately managed relative to Health and Safety in line with established H&S Codes of Practice.
- » Review departmental performance to ensure that operational procedures demonstrate good safety management arrangements - bringing to the attention of the Health and Safety Manager any further areas for detailed assessment of risk.
- » Conduct periodic departmental inspections with any site / location Safety Representatives and/or the Health and Safety Manager.
- » Ensuring that the organisations Financial Director is fully aware of any / all working practices being undertaken by both employees and learners, and that statutory insurance and appropriate additional insurance cover is in place to meet organisational needs.
- » The Leadership & Management Team, through their appropriate line – management structures, are responsible for day to day implementation of work Premises and Work Equipment safety issues. Premises checks will be carried out on a regular basis, with electrical and emergency equipment inspected annually as set out in the specific policy section.
- » The Leadership & Management Team will ensure that all offices / work locations have a designated manager responsible for day to day implementation of Premises, Work Equipment and safety matters.
- » Have the health and safety function as part of the agenda of Leadership & Management team meetings, and that any issues/concerns relating to health and safety are also tabled at the organisations Health & Safety Committee meetings.

1.2.4 Health and Safety Manager

Geason will appoint a Health and Safety Manager who will operate as part of the Leadership & Management Team. The post holder will hold appropriate safety qualifications and experience in occupational Safety and Health:

The Health and Safety Manager is directly responsible to the organisations Managing Director. Their duties are to promote a health and safety culture leading by example, displaying initiative and a common-sense approach.

The Health and Safety Manager is responsible for:

- » Keeping the organisations Health and Safety Policy under review and ensuring that it is revised as and when necessary; Co-ordinating the Risk Assessment process in consultation with Line Managers and Staff. Monitoring the Policy's implementation and setting targets or objectives where appropriate.
- » Through consultation with Departmental Managers, provide assistance to all levels within the organisation and co-ordinate the measures to enable the organisation to comply with the requirements and prohibitions imposed through current legislation. This will incorporate both internal Safety matters and funded programmes contract management requirements.
- » Visit all operational sites on a regular basis to evaluate safety management performance.
- » Overview safety arrangements for employees placed with "Host Employers"
- » Overview the H&S Management arrangements and performance of funded contracts.
- » Advise on staff safety training requirements and supporting staff with Programme safety responsibility and further development advice.
- » Reporting on progress to both the Board of Directors and Leadership & Management Team of the performance of the H&S Management strategy.
- » Bringing to the Managing Director and / or Board of Directors attention any faults or areas of weakness in the Policy or its implementation.
- » Advise on the investigation of accidents, incidents or ill health involving Geason Staff or any premises under the organisation's management arrangements, sub contracted arrangements and those that may involve participants on funded programmes.
- » Liaising with representatives of the Enforcement Authorities, being the central point of contact for HSE and other enforcing agencies relative to Health and Safety matters.

1.2.5 Managers

All line managers are responsible for:

- » The practical implementation of the Health and Safety policy through the supervision and performance of their staff.
- » Ensuring that the operations under their control are conducted in line with this policy, its procedures, and any Codes of Practice and supporting guidance.
- » Ensuring that their area of responsibility is subject to risk assessment and regular inspection.
- » Ensuring that their staff are competent for their role, are provided with adequate equipment and are issued with necessary materials to undertake their work activities.
- » Ensuring that all accidents, incidents and near misses, within their area of responsibility, are reported, reviewing all such reports and ensuring, where appropriate, that a full investigation is carried out and appropriate remedial action taken, where necessary.

1.2.6 Individual Responsibilities

All employees are required to:

- » Co-operate in implementing the requirements of all Health and Safety Legislation, Related codes of practice and safety instructions outlined in this Policy and supporting procedures and guidance.
- » Refrain from doing anything that constitutes a danger to themselves or others.
- » Immediately bring to the attention of their line management/supervisor any situations or practices that are noted which may lead to injuries or ill health through the appropriate reporting arrangements.
- » Ensure that any equipment issued or available to them, or for which they are responsible, is visually checked prior to use, used correctly and properly stored. Any patent defect or defect identified during use must result in equipment being taken out of service - marked appropriately and notified to Line Manager / Supervisor and, where appropriate, the organisations Health & Safety Manager.
- » Be responsible for a high standard of housekeeping within the area they are working.
- » Report all accidents, incidents, dangerous occurrences and near misses, in accordance with the organisations Policy.
- » Notify Line Managers and / or appropriate HR Officer(s) of any ill health or other factor(s) likely to affect their safety at work or that of any other party covered by this Policy.
- » Assist with identifying hazards, the Risk Assessment process, and ensure controls put in place to control risks are used correctly.

1.3 Consultation

The organisation values contributions leading to the development and maintenance of an effective safety management strategy. This Policy provides for the involvement of employees at all levels regarding consultation on Health and Safety standards.

1.4 Health and Safety Committee

Geason Training's Health and Safety Committee is the forum for the co-ordination of all health and safety matters. The committee reports to the Managing Director and the Board of Directors who have responsibility for:

- » Identifying all areas of health and safety which have policy implications, including health and safety legislation and operational procedures with regard to employees, visitors, contractors and others while in the organisations work premises or employed on Geason business.
- » Evaluating implications of these issues to the organisation and recommending action.
- » To contribute advice to the organisation on matters relating to health and safety.

A flowchart outlining the Geason Training's H & S Management & Employee structure can also be seen at the rear of this policy document.

1.5 Communication and Training

- » Geason Training's Policy is to introduce all newly recruited staff engaged on organisation business to the safety management arrangements as soon as is practicable after their appointment,
- » Line managers are responsible for ensuring that all staff have undertaken the organisations induction training, which will incorporate the Health and Safety component; and cover: introduction to the organisations H&S Policies, Accident and Emergency action, Internal safety support and guidance.
- » Line Managers will ensure that staff are familiar with the appropriate premises, welfare facilities etc. and that any necessary equipment is issued, further training needs identified and met.
- » Line Managers will also provide specific emergency procedure information for the sites specific to the individual's place of work if different from the location where the induction is being delivered.
- » Where employees work at premises / locations other than those under the organisations control, further safety induction will be provided, by those who exercise that control. In these circumstances Geason Training employees must co-operate with the "host employer" in the implementation of their Health and Safety measures.
- » A copy of the Health and Safety Policy is posted on the organisations intranet along with further H&S Guidance material. Attention is drawn to revisions through email; all Line Managers have a responsibility to ensure their staff have taken note of these through subsequent Team Meetings. Where Geason Training employees do not have access to the IT Network they will be issued with a hard copy of the Policy and any revision.
- » The identity of trained first aiders and fire wardens are posted on notice boards within operational premises.
- » The organisation aims to provide adequate information; instruction and training to ensure staff are fully aware of issues relating to safety and health and are competent in the systems of work in use. Line Managers and individual staff have the primary responsibility for ensuring that any training needs are identified and met.

1.6 Contractors

- » All contractors working on or within Geason work premises will undergo selection for competency in accordance with the organisations contractor management procedure.
- » All contractors will provide relevant health and safety documentation which will ensure that their work is carried out in a safe manner, eliminating, or reduce to the lowest practicable level, risks arising from their activities which may affect themselves, their employees, or Geason personnel and others.

1.7 Students and Visitors

Students and authorised visitors will adhere to Geason Training's health and safety procedures and follow any instructions.

1.8. Policy Review

The effectiveness of general policy statement and other specific policies in use throughout the organisation will be regularly reviewed and revised as and when necessary.

Signed:

Managing Director – Ian Kilpatrick

SECTION TWO

Arrangements

The following arrangements will be implemented where necessary and will be expanded and developed to meet specific requirements. This should be done in consultation with the Health and Safety Manager

2.1. Health and Safety Policies and Procedures

2.1.1 To enable the provision of a framework to meet and implement health and safety legislation throughout the organisation, specific policies and supporting procedures will be agreed.

2.1.2 These policies and procedures will be available on the intranet and within specific locations / departments throughout the organisation.

2.2 Health and Safety Planning

2.2.1 Health and safety planning is an integral part of the Health and Safety Strategy. An organisational health and safety plan will be prepared and reviewed by both the Managing Director and the Health and Safety Manager annually and made available to the Board of Directors and Leadership and Management Team.

2.2.2 Local health and safety plans will be derived from the organisational health and safety plan annually.

2.3 Risk management

2.3.1 The Managing Director and the Board of Directors will ensure that a health and safety management strategy which pursues progressive movements leading to reduction in injury and ill health is incorporated within the overall Risk Management Strategy of the organization.

2.3.2 The risk assessment process will manage risks by examining the tasks which staff undertake, the process of recording significant risk to employees and learners will introduce effective control measures.

2.3.3 Assessments will meet the general requirements of the Management of Health and Safety at Work Regulations 1999 and the requirements for assessment contained in other more specific legislation such as COSHH, Manual Handling, Expectant Mothers, Display Screen Equipment, Young Persons, First Aid, and Fire etc.

2.3.4 The risk assessment process will identify whether measures need to be applied to reduce or maintain the risks to an acceptable level. Such measures must, as a minimum, ensure that the standards required by current health and safety legislation are met. Additional guidance to assist in meeting the standards can be used such as:

- » Geason health and safety policies and procedures
- » Health and Safety Executive's (HSE) guidance
- » Industry sector Approved Codes of Practice (ACoP's)

2.4 Monitoring

The effectiveness of the Geason Health and Safety Policy will be monitored in the following way:

2.4.1 Accident/incident reporting and analysis

There are systems in place for reporting, recording and carrying out analysis of all accidents and incidents with a view to determining and reducing, as far as reasonably practicable, their causes.

Investigations will be conducted, where appropriate to determine potential breaches of statutory obligations or internal policy/procedures. These identify, where appropriate, additional preventative and protective measures.

2.4.2 Measuring performance

Premises inspections, risk assessments and health and safety audits will be carried out and the resulting action plans addressed by individual locations in conjunction with departmental / line managers and representatives.

The Health and Safety Manager will formally monitor premises inspections and risk assessments completed through an internal audit programme.

2.5 Reviewing Performance

The Health and Safety Manager will prepare an annual report evaluating the health and safety performance of Geason. The annual report will refer to the following areas:

- » Health and Safety performance for the previous year
- » Measuring Performance statistics
- » Health and Safety Learning and Development
- » Health and Safety Planning for the coming year (in line with the H & S Strategy plan)

The annual report will be submitted to the Managing Director and the Board of Directors in the December of each year.

2.6 Training

Geason recognises that formal health and safety training is a significant factor in accident prevention. The Management of Health and Safety at Work Regulations 1999 place a duty on the organisation to provide employees with adequate health and safety training during:

- » Their recruitment into the business – Basic Health & Safety familiarization training
- » Health & Safety Awareness training for all employees
- » Subject specific Health & Safety training (as identified and required)
- » Introduction of new work equipment or alteration of current equipment.
- » Introduction of new technology or alteration of existing equipment
- » Introduction of new systems of work or alteration of current systems

This training must;

- » Be repeated annually / periodically where appropriate
- » Be adapted to take account of any new or changed risks
- » Take place during working hours

Training should be based upon evaluation of the skills and competencies required to carry out tasks safely and subsequent matching of these skills and competencies to those charged with carrying out the task

2.7 Emergency arrangements

Where situations present serious and imminent danger, procedures will be established in accordance with Regulation 8 of The Management of Health and Safety at Work Regulations 1999. Where appropriate, these procedures will contain specific action for the evacuation of disabled persons. These arrangements include the role and responsibilities of persons nominated to assist in implementing such procedures.

2.8 Consultation with Employees

Geason will ensure that staff are consulted with. Any significant health and safety issues and new policies or procedures are discussed at local forums and with the Health and Safety Committee.

2.9 Contractors

Geason will monitor the activities of contractors at any of its locations / workplace environments to ensure risks presented to its employees, students and visitors are minimized, and that:

2.9.1 All contractors are assessed in terms of health and safety and only contractors who can demonstrate their ability to meet the standards set by the organisation are employed.

2.9.2 A select list of contractors is maintained and kept under review by the Health & Safety Manager. Only contractors that have been through the process to be added to the select list can be used.

2.9.3 In the event of reactive work where the contractor is not on the select list, documents will be requested retrospectively.

2.9.4 Contractors who fail to meet satisfactory health and safety standards will be removed from the select list. The responsibility lies with the Health and Safety Manager.

2.10 Supplementary Policies and Guidance

The Geason Health and Safety Policy will be supplemented by additional subject specific policies and related procedures which will be reviewed and updated as appropriate. Organisational policies will be available on the intranet. Please see Section Three for a list of policies and guidance available on the organisations intranet.

2.11 Presentation and Review

This policy and any revision will be drawn to the attention of every employee of Geason.

The contents of the documents produced under this policy are brought to the attention of all employees for whom the contents are relevant.

This policy and accompanying documentation will be reviewed and where necessary revised on a three-yearly cycle unless an earlier revision is prompted by changes in legislation or procedures.

Section 3

Supporting policies, documents and guidelines

The following documents form part of this Health & Safety Policy and are available on the Geason Intranet. *
TBA – To be added

Policies

- » Accident and Reporting Policy
- » COSHH Policy (*TBA)
- » Display Screen Equipment Policy
- » Fire Safety Policy (*TBA)
- » First Aid Policy (*TBA)
- » Occupational Road Risk Policy (*TBA)
- » Lone Working policy (*TBA)
- » Manual Handling Policy (*TBA)
- » Occupational Health Policy (HR-*TBA)
- » Wellbeing Policy (*TBA)
- » Young Worker's Policy (*TBA)

Forms

- » Accident, Near Miss and Dangerous Occurrence Form – Blank
- » Classroom Risk Assessment Form – Generic
- » Display Screen Equipment Self –Assessment Form – Blank
- » Fire Safety Log (*TBA)
- » H&S Risk Assessment Form – Blank
- » Health and Safety Compliance Checklist (*TBA)
- » Lone Working Risk Assessment
- » Manual Handling Risk Assessment Form – Blank
- » New and Expectant Mother Risk Assessment Form – Blank
- » Personal Emergency Evacuation Plan (PEEP) – Blank
- » Site H&S Inspection checklist – As part of H & S Performance Management process
- » DSE Eye Care Request Form (*HR – TBA)

Guidance Documents

- » Definition of accident, incident, dangerous occurrence
- » DSE – Eye tests for employees (HR *TBA)
- » Fire Evacuation Guidance (*TBA)
- » Guidelines for completing a risk assessment form
- » H&S Training Guidance Notes (*TBA)
- » Method Statement Template (*TBA)
- » Workshop Standards (*TBA)

This is not an exhaustive list as new documents are to be added as required.

Useful web sites for further information are: www.HSE.gov.uk & www.rospa.com

Geason - Organisation for Health & Safety

