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## Health, Safety and Welfare Policy

### Scope

The scope of this policy applies to the premises of Talented Training and all persons on the premises directly employed by and acting on behalf of Talented Training. All staff and volunteers at the Talented Training have individual responsibilities to take reasonable care for their own health and safety and for that of others who might be affected by their acts or omissions. They must cooperate with those persons who are responsible for health and safety to enable them to carry out their duties.

### Statement of Intent

The following is a statement of the organisation's health and safety policy in accordance with the Health and Safety at Work etc. Act 1974 and in all subsequent legislation and directives that impinge on the activities of the business. It is the policy of Talented Training Ltd to ensure so far as is reasonably practicable, the health, safety and welfare of all employees working for the company and other persons who may be affected by our undertakings.

Talented Training Ltd acknowledges that the key to successful health and safety management requires an effective policy, organisation and arrangements, which reflect the commitment of the senior management. To maintain that commitment, we will continually measure, monitor and revise where necessary, an annual plan to ensure that health and safety standards are adequately maintained.

Managing Director Marios Chrysostomou will implement the company's health and safety policy and recommend any changes to meet new circumstances. Talented Training Ltd recognises that successful health and safety management contributes to successful business performance and will allocate adequate financed and resources to meet these needs.

The management of Talented Training Ltd looks upon the promotion of health and safety measures as a mutual objective for themselves and employees. It is therefore the policy of management to do all that is reasonably practicable to prevent personal injury and damage to property. Also, the organisation aims to protect everyone, including visitors and members of the public, insofar as they come into contact with our activities, from any foreseeable hazard or danger.

All employees have duties under the Health and Safety at Work etc. Act 1974 and are informed of their personal responsibilities to take due care of the health and safety of omissions. Employees are also informed that they must cooperate with the organisation in order that it can comply with the legal requirements placed upon it in the implementation of this policy. Talented Training Ltd will ensure continued consultation with the workforce to enable all viewpoints and recommendations to be discussed at regular intervals.

The organisation will ensure a systematic approach to identifying hazards, assessing the risks, determining suitable and sufficient control measures and informing employees of the correct procedures needed to maintain a safe working environment.

We will provide, so far as is reasonably practicable, safe places and systems of work, safe plant and machinery, safe handling of materials and substances, the provision of adequate safety equipment and ensure that appropriate information, instruction, training and supervision is given. We will regard all health and safety legislation as the minimum standard and expect management to achieve their targets without compromising health and safety.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Position \_\_\_\_\_

Review \_\_\_\_\_

Our statement of general policy in relation to Health and Safety:

Head Office: 11 York Place, Leeds LS1 2DS

Health & Safety Officer: Marios Chrysostomou & Aimee Easey

And the following delivery centres:

**LEEDS**

11 York Place, Leeds LS1 2DS

## **1.0 General Statement of Policy, Duties & Responsibilities**

### **1.1 Policy Statement**

Talented Training Ltd recognises and accepts its health and safety duties for providing a safe and healthy working environment (as far as is reasonably practicable) for all its workers (paid or volunteer) and other visitors to its premises under the Health and Safety at Work Act 1974, the Fire Precautions (Workplace) Regulations 1997, the Management of Health and Safety at Work Regulations 1999, other relevant legislation and common law duties of care.

Throughout this Statement, terms such as “staff”, “workers”, “employees”, include both paid and volunteer workers.

It is the policy of Talented Training Ltd to promote the health and safety of the committee members, volunteers, staff and of all visitors to the organisation’s premises and to that intent to:

- Take all reasonably practicable steps to safeguard the health, safety and welfare of all personnel on the premises
- Provide adequate working conditions with proper facilities to safeguard the health and safety of personnel and to ensure that any work which is undertaken produces no unnecessary risk to health or safety
- Encourage persons on the premises to co-operate with the Organisation in all safety matter, in the identification of hazards which may exist and in the reporting of any condition which may appear dangerous or unsatisfactory
- Ensure the provision and maintenance of plant, equipment and systems of work that are safe
- Maintain safe arrangements for the use, handling, storage and transport of articles and substances
- Provide sufficient information, instruction, training and supervision to enable everyone to avoid hazards and contribute to their own safety and health
- Provide specific information, instruction, training and supervision to personnel who have particular health and safety responsibilities (eg a person appointed as a Health and Safety Officer or Representative)
- Make, as reasonably practicable, safe arrangements for protection against any risk to health and safety of the general public or other persons that may arise for Talented Training Ltd’s activities
- Make suitable and sufficient assessment of the risks to the health and safety of employees and of persons not in the employment of Talented Training Ltd arising out of or in connection with Talented Training Ltd’s activities.
- Make specific assessment of risks in respect of new or expectant mothers and young people under the age of eighteen
- Provide information to other employers of any risks to which those employer’s workers on Talented Training Ltd’s premises may be exposed.

This policy statement and/or the procedures for its implementation may be altered at any time by Talented Training Ltd’s Management Committee (“the Committee”). The statement and the procedures are to be reviewed in the (*autumn*) of each year by the Health and Safety Sub-committee *or by other persons appointed by the Committee*. A report on the review, with any other proposals for amendment to the statement of procedures, is to be made to the next following ordinary meeting of the Management Committee.

## 1.2 Statutory Duty of Talented Training Ltd

Talented Training Ltd will comply with its duty to ensure, as far as is reasonably practicable, the health, safety and welfare at work of its workers and of visitors to its premises and, in general, to:

- Make workplaces safe and without risks to health
- Ensure plant and machinery are safe and that safe systems of work are set and followed
- Ensure articles and substances are moved, stored and used safely
- Give volunteers/ workers the information, instruction, training and supervision necessary for their health and safety.

In particular, Talented Training Ltd will:

- Assess the risks to health and safety of its learners/volunteers/workers
- Make arrangements for implementing the health and safety measures identified as necessary by this assessment
- Record the significant findings of the risk assessment and the arrangements for health and safety measures
- Draw up a health and safety policy statement; including the health and safety organisation and arrangements in force, and bring it to the attention of its workers
- Appoint someone competent to assist with health and safety responsibilities
- Set up emergency procedures
- Provide adequate First Aid facilities
- Make sure that the workplace satisfies health, safety and welfare requirements, eg for ventilation, temperature, lighting and for sanitary, washing and rest facilities
- Make sure that work equipment is suitable for its intended use as far as health and safety is concerned, and that it is properly maintained and used
- Prevent or adequately control exposure to substances that may damage health
- Take precautions against danger from flammable or explosive hazards, electrical equipment, noise or radiation
- Avoid hazardous manual handling operations and, where they cannot be avoided, reduce the risk of injury
- Provide health surveillance as appropriate
- Provide free any protective clothing or equipment, where risks are not adequately controlled by other means
- Ensure that appropriate safety signs are provided and maintained
- Report certain injuries, diseases and dangerous occurrences to the appropriate health and safety enforcing authority.

## 1.3 Statutory Duty of Talented Training Ltd's Workers

Employees also have legal duties, and the Organisation requests non-employed (voluntary) workers also to observe these. They include the following:

- To take reasonable care for their own health and safety, and that of other persons who may be affected by what they do or do not do
- To co-operate with the Talented Training Ltd on health and safety
- To use work items provided by the Talented Training Ltd correctly, including personal protective equipment, in accordance with training or instructions
- Not to interfere with or misuse anything provided for health, safety and welfare purposes

- To report at the earliest opportunity injuries, accidents or dangerous occurrences at work, including those involving the public and participants in activities organised by Talented Training Ltd
- Health and Safety law applies not only to employees in the workplace, it also applies to **organisations and people who occupy or use community buildings** to which members of the public have access.

#### **1.4 Policy for Visitors and Contractors**

On arrival all visitors should be directed to the duty representative of the Management Committee, or a representative of the user/hirer of the building. This person is to take responsibility for the visitor(s) and assist in their evacuation from the building during an emergency or arrange help in the event of an accident.

On arrival, all visitors, including contractors and/or their workers, must sign a record of the date and time of their arrival and, before leaving, should further record their time of departure.

Contractors working in the building should report any concerns relating to their own safety or suspected unsafe working practices to the Health & Safety Officer who will investigate and report to Talented Training Ltd.

## **2.0 Health and Safety**

### **2.1 Learner Health & Safety**

Talented Training Ltd is committed to health and safety in every aspect of its activities and aims to provide a safe, healthy and supportive environment wherever learning takes place. This deals with the health, safety and welfare of all learners and applies to everyone within and connected to the organisation. It applies to Talented Training Ltd's premises as well as those working with us.

### **2.2 Promotion of Health & Safety**

Talented Training Ltd will promote and monitor health and safety through:

- The risk assessment and ongoing monitoring of its own and employers' premises to ensure a safe, healthy and supportive learning environment.
- Initial assessment of learners' health, safety and welfare needs and additional support requirements.
- An individual learning plan that includes the learner's health and safety training needs.
- A health and safety induction and ongoing review and assessment of learners' understanding and awareness of key health and safety issues.
- The recording, analysis, evaluation and publication of data regarding accidents/near misses.

### **2.3 Safeguarding**

Talented Training Ltd is committed to ensuring that every young person or vulnerable adult who takes part in any activity provided by the organisation should be able to do so in a safe and protected environment. Safeguarding is addressed as part of the employer health and safety risk assessment process.

## 2.4 Learner Rights

- A learning environment that is safe, healthy and supportive.
- A health and safety induction.
- Information on Talented Training Ltd's and an employer's health and safety policy and procedures.
- Supervision and support for your health, safety and welfare.
- Information and advice on risks, suitable personal protective equipment and restricted activities.
- A health and safety learning plan and instruction on safety issues and use of equipment.
- Regular reviews and assessment of your knowledge and understanding of workplace health and safety issues.
- Access to information on how to report any dangerous situations or happenings at work and what to do if you have an accident.
- The right to refuse to carry out any activity that you feel is putting your health, safety or welfare at risk.

## 2.5 Learner Responsibilities

Whilst a student at Talented Training Ltd you have a duty to:

- Co-operate with Talented Training Ltd and your employer on matters of health and safety and follow all rules and procedures related to it.
- Follow any health and safety information, instruction and training.
- Not do anything that puts you or anyone else at risk.
- Report any defects, dangerous situations, accidents or near misses.
- Follow any prohibitions or restrictions that apply to you, wear any necessary protective equipment and clothing that you have been issued with and instructed to wear.
- Keep your work area clean and free from hazards and not misuse or damage anything provided for the purposes of health and safety.
- Take part in any health and safety training organised by Talented Training Ltd or your employer and follow and achieve your training plan.

You may be subject to disciplinary action for failure to adhere to this policy.

## 2.6 Workplace health and safety

Talented Training will visit or contact the work experience provider to explain our Health and Safety requirements and carry out a Health and Safety risk assessment of the placement to satisfy us that the employer/placement has good Health and Safety standards. We will let them know what is expected of them whilst you are with them on your work placement

**Your work experience provider has a duty by law, so far as is reasonably practicable, to ensure your work experience placement is safe and without risk to health.**

In order to safeguard your health and safety, your employer/placement provider must have:

- Employer and public liability insurance cover
- Premises and machinery which are in safe working order
- Safe work procedures for you to follow
- Sufficient information, instruction, training and supervision necessary for you to perform your work safely
- An induction programme for you regarding health and safety arrangements and highlight your responsibilities

- A nominated supervisor (s) for you whilst you are on work experience
- Risk assessments and all staff following the procedures outlined in them
- A health and safety policy which they bring to your attention (if employing over 5 people)
- A nominated health and safety person
- Co-operation from all employees regarding health and safety practices
- Emergency evacuation procedures i.e. fire
- First aid facilities and reporting procedures for certain injuries to the appropriate authorities
- Adequate welfare facilities to include toilet, washing, changing, rest area and provision of drinking water
- Work equipment, which is suitable, safe, properly maintained and used
- Measures in place to prevent or control exposure to substances
- Appropriate precautions for flammable, toxic or explosive substances, electrical equipment, noise and radiation
- Safe manual handling procedures
- PPE (personal protective clothing) or equipment for you to use if necessary
- Appropriate safety signs in the workplace

Your supervisor will assess your performance and will look to see how well you do in these areas:

- Punctuality
- Attitude to work
- Working with others
- Safety Awareness
- Working alone (independently)
- Employability in the industry

***When you are on work experience you must ensure that you***

- Take reasonable care for your own Health and Safety and of others, who may be affected by your activities
- Disclose certain personal information to your work placement provider, i.e. a current health/medical condition and/or prescribed medication, which could affect your ability to undertake certain work; driving licences, training certificates etc.
- Work with your employer/work placement provider on Health & Safety matters
- Report to your supervisor any situation, which you think is unsafe
- Use equipment safely and correctly
- Wear any personal protective equipment given to you
- Do not interfere with, or misuse any equipment provided for your Health, Safety and Welfare
- Talk to your supervisor at your work experience if you are worried about any aspects of Health & Safety
- If you are still worried then you must tell your teacher or assessor – they will then get the necessary advice

Further information regarding Health and Safety will be given to you during your induction.

## 2.7 Taking Action

If you experience or observe any breaches of health and safety policy or legislation you should take the following action:

**Informal Action** where you raise the issue informally and privately with the person(s) responsible for the concern.

**Formal Action** should be used where informal action hasn't worked, or if the informal approach is not an option. The issue should be raised with your manager or your tutor/assessor.

Whenever a concern over health and safety is received Talented Training Ltd will:

- take the concern seriously
- carry out an immediate investigation into the concern
- allocate the investigation to a person who is competent in the management of health and safety
- give you feedback on the findings of the investigation.

## 3.0 Organisation of Health and Safety

### 3.1 Health and Safety Sub-committee

The Management Committee will appoint a Health and Safety Sub-committee, including representation both of themselves and of staff (both paid and volunteer):

- To have a broad overview of Health and Safety matters
- To keep the Organisation's Health and Safety policy and procedures under review
- To conduct safety tours of the premises
- To ensure that risk assessments are carried out, including assessments regarding substances hazardous to health (COSSH Regulations)
- To take such action as may be required to ensure that the Organisation's responsibilities for Health and Safety are fulfilled
- To report to the Management Committee on their performance of these responsibilities.

Contractors working in the building should report any concerns relating to their own safety or suspected unsafe working practices to the Duty representative of the Committee who will investigate and report to the Organisation.

### Safety Tours

The Health and Safety Committee shall carry out 6-monthly tours and inspections of the premises and make a report to the next ordinary meeting of the Management Committee. All necessary actions as a result of the tour shall, where reasonable and practicable, be implemented.

### 3.2 Health and Safety Rules

All workers must exercise ordinary care to avoid accidents in their activities at work and comply with the following general rules and with any further rules which the Talented Training Ltd may publish from time to time.

### Accident Forms and Book

The book must be kept in a locked drawer once completed.

Any injury suffered by a worker or visitor in the course of employment or otherwise on Talented Training Ltd's premises, however slight, must be recorded, together with such other particulars as are required by statutory regulations, on an accident form maintained by the Organisation.

### Fire Precautions

All personnel must familiarise themselves with fire escape routes and procedures and follow the directions of Talented Training Ltd in relation to fire.



### **Equipment and Appliances**

No equipment or appliance may be used other than as provided by or specifically authorised by or on behalf of the company and any directions for the use of such must be followed precisely.

### **Safety Clearways**

Corridors and doorways must be kept free of obstructions and properly lit.

### **Maintenance**

Defective equipment, furniture and structures must be reported as such without delay.

### **Hygiene and Waste Disposal**

Facilities for the disposal of waste materials must be kept in a clean and hygienic condition. Waste must be disposed of in an appropriate manner and in accordance with any special instructions relating to the material concerned.

### **Food Hygiene**

When handling or preparing food there are specific hygiene requirements:

- Regularly wash hands before and during food preparation and especially after using the lavatory
- Tell your supervisor or representative of the Committee of any skin, nose, throat, or bowel problem
- Ensure cuts or sores are covered with correct waterproof dressings
- Keep yourself clean and wear clean clothing
- Remember that smoking in a food room is illegal
- Never cough or sneeze over food
- Clean as you go. Keep all equipment and surfaces clean
- Prepare raw and cooked food in separate areas. Keep perishable food covered and either refrigerated (less than 8°C) or piping hot (above 63°C)
- Ensure waste food is disposed of properly. Keep the lid on rubbish bin and wash your hands after putting waste in it
- Avoid handling food as far as possible
- Tell your supervisor of any defects or concerns regarding the facilities – e.g. uncleanness, refrigeration malfunction, cracked food preparation surfaces.

### **Display Screen Equipment**

Talented Training Ltd recognises its responsibility to ensure the well-being of workers who habitually use display screen equipment for a significant part of their normal work. Volunteers/Workers are advised to ensure that they take a five minute break from the display screen equipment at least once an hour and are advised that, if they experience vision defects or other discomfort that they believe may be wholly or in part a consequence of their use of such equipment, they have the right to an eye-test at the Organisation's expense.

### **Alcohol, Drugs and Tobacco**

Smoking within the premises and the use of Drugs (except under medical supervision) on the premises are prohibited at all times. The use of intoxicants (alcohol) is prohibited during working hours, and no employee/volunteer may undertake his/her duties if under the influence of alcohol or drugs (except under medical supervision)

## 4.0 Arrangement and Procedures

The Health and Safety Officer Marios Chrysostomou is responsible for ensuring that the safety policy is carried out and that responsibilities for safety, health and welfare are properly assigned and accepted at all levels. His details and contact number will be displayed in reception. They will also be responsible for checking, recording and replenishing emergency and first aid supplies as well as fire extinguisher expiry dates, annual testing and extended servicing arrangements.

### 4.1 First Aid and Accident Reporting

#### 4.2 Fire Drills and Evacuation Procedures

##### *First Aid*

- The current First Aider(s) for the premises is/are displayed (*on the Notice Board in the Reception Area*).
- First Aid Boxes are provided in the following location(s):
  - i) Reception (*example*)
  - ii) Kitchen (*example*)

##### *Accidents*

- In the event of an injury or illness, call for a member of staff or ring for an ambulance directly. To call an ambulance – dial 999 and ask for “ambulance”
- All accidents must be reported to the Health and Safety Officer or another member of staff on duty immediately or as soon as practicable
- All accidents must be entered on an accident form, available from the reception desk. The procedures for “notifiable” accidents as shown in Appendix A below must be followed
- The Health and Safety Officer will investigate incidents and accidents, writing a detailed report for the Organisation’s Management Committee to consider the actions necessary to prevent recurrence.

### 4.3 Fire Drills and Evacuation Procedures

##### *Fire Drills*

- All workers and volunteers must know the fire procedures, position of fire appliances and escape routes.
- The fire alarm points, fire exits, and emergency lighting system will be tested by The Fire Officer/Health and Safety Officer during the first week of each month and entered in the log book provided.
- The Fire Officer will arrange for Fire Drills and Fire Prevention Checks (see Appendix C below) to be carried out at least once every three months and entered in the log book. In addition, these Drills will be carried out at different times and on different days, so that all users/hirers know the procedures.
- The last person securing the premises will ensure Fire Prevention Close Down Checks are made of all parts of the premises at the end of a session (See Appendix C).

#### 4.3.1 *in the event of Fire*

- Persons discovering a fire should sound the nearest alarm
- The first duty of all workers is to evacuate all people from the building by the nearest exit immediately the fire is discovered
- All persons must evacuate the building and, where possible without personal risk, leave all doors and windows closed
- The assembly point for the building is outside at 5a King St, Leeds LS1 2HH
- No-one should leave the assembly point without the permission of a member of staff

- If **any** fire occurs, **however minor**, the Fire Brigade must be called immediately by dialling 999 and asking for “Fire”
- When the Fire Brigade arrives advise whether all persons are accounted for and location of fire.

#### 4.3.2 *Bomb Warnings*

- If you receive a warning, try to find out from the caller:
  - i) The approximate location of the bomb and likely time of detonation
  - ii) Whether the police and fire brigade have been notified
  - iii) Try to **RECORD EXACTLY WHAT IS SAID:**
- Notify the Police immediately on 999
- DO NOT SOUND THE FIRE ALARM but evacuate the building taking into consideration any information from the bomb warning
- Assemble outside the building at King Street unless the bomb warning implies otherwise.

#### 4.3.3 *Cleaning Materials, General Machinery and High Risk Areas*

- All portable machinery must be switched off and unplugged when not in use
- Wandering cables are a hazard; use with caution and safety in mind
- Slippery floors and dangerous; use warning signs
- Use protective clothing and equipment provided and as instructed on machinery/equipment/material. It is the duty of a worker to report any loss of or defect in protective clothing or equipment.

#### 4.3.4 *General*

- All thoroughfares, exits and gates must be left clear at all times
- Corridors and fire exits must not be blocked by furniture or equipment
- Vehicles must not be parked near to the building so as to cause any obstruction or hazard
- Hazards or suspected hazards or other health and safety matters should be reported to the Health and Safety Officer or the staff member on duty immediately or as soon as practicable, so that action can be taken. If the hazard is of a serious nature, immediate action must be taken to protect or clear the area to prevent injury to staff or other users.

## 5.0 Portable Appliance Testing (PAT)

There are legal duties on manufacturers and suppliers covering the initial integrity (safety) of new electrical appliances. There are general duties on Talented Training Ltd, as an employer, covering the use and maintenance of its appliances, designed to ensure that they remain in a safe condition.

The particular legal duties relating to the use and maintenance of electrical appliances are contained in the Electricity at Work Regulations (1989). These apply to all work activities and place requirements on both employers and employees (duty holders), in order to control risks which can arise from the use of electricity. The Regulations require certain safety objectives to be achieved but do not prescribe the measures to be taken. This allows the duty holder to select precautions appropriate to the risk rather than have precautions imposed which may not be relevant to a particular work activity.

The best means by which to control risks in the use and maintenance of electrical appliances is to establish a system of regular Portable Appliance Testing (PAT).

The PAT test includes:

- Preliminary visual inspection
- Using a PAT device:
- Earth continuity tests (for Class 1 equipment)

- Insulation testing (which may sometimes be substituted by earth leakage measurement)
- Functional checks.

Visual inspection can be carried out by all users of portable appliance, ideally each time the appliance is used. However electrical testing with a PAT device must only be performed by a person who is competent in the safe use of the test equipment and who knows how to interpret the test results obtained. This person must be capable of inspecting the equipment and, where necessary, dismantling it to check the cable connections. At Talented Training Ltd, this is the responsibility of the Health & Safety Officer Marios Chrysostomou, who will also undertake all checking and record keeping.

## 6.0 Audit and Review

Audit and review processes cover all aspects of the health and safety management system. Performance targets and measures will be analysed at least annually.

## 7.0 Document Control

Below is the change history and document 'sign off' information.

### 7.1 Version Control

Record of Amendments		
Version Number	Date of Issue	Detail of Change
V5.0	Mar 2024	Policy Re-write and issue.

### 7.2 Next Review Date

The next scheduled review of this document will be March 2025 or earlier if there is a need for an additional review.

## 5.3 Document Authorised

Document Authorisation		
Name and Position	Signature	Date
Mona Palmer Quality and Curriculum Manager	Mona Palmer	26 March 2024

## 7.0 Appendices

### APPENDIX A – RIDDOR - REPORTING OF INJURIES, DISEASES AND DANGEROUS OCCURRENCES REGULATIONS 2013

#### 1. Accidents

All accidents which occur during work for Talented Training Ltd and/or for the User/Hirer, or on premises under the control of Talented Training Ltd must be recorded.

#### 2. Accidents to Workers or Contractor's Staff

- a) For ALL Accidents

**Complete Accident Form and give to Health & Safety Officer**

- b) **For accidents reportable to the Health & Safety Executive** (for contractors see c))

If accident results in incapacity for work for more than 3 calendar days, then complete the online form F2508 with copies to the Managing Director.

If accident results in fatality, fracture, amputation or other specified injury (see section 4, below) then **immediately notify:**

All incidents can be reported online but a telephone service is also provided for reporting fatal/specified, and major incidents **only** - call the Incident Contact Centre on 0345 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm).

**Follow up within seven days** with completed online form F2508 with copies to the Managing Director

- c) If a reportable accident involves a contractor's employee and the premises are under the control of someone other than the contractor then the person in control of the premises is responsible for reporting the accident.

If a contractor's employee is at work on premises under the control of the contractor then it is the contractor or someone acting on his/her behalf who is responsible for reporting the accident.

### 3. Accidents to Members of the Public

1. For ALL Accidents

Complete Accident Form and give to Health & Safety Officer

2. For accidents reportable to the Health & Safety Executive

If an accident results in fatality, fracture, amputation or other specified injury (see section 4 below) then **immediately notify**:

All incidents can be reported online but a telephone service is also provided for reporting fatal/specified, and major incidents **only** - call the Incident Contact Centre on 0345 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm).

Some injuries may not be fully identified until the casualty has been to hospital. It is therefore essential that, if it is known that an individual has gone to hospital as a result of an accident, follow up action is carried out.

### 4. Definition of Specified Major Injuries or Conditions

- Fracture of the skull, spine or pelvis; any bone in the arm or wrist, but not a bone in the hand; any bone in the leg or ankles, but not a bone in the foot.
- Amputation of; a hand or foot, a finger, thumb or toe; any part thereof if the joint or bone is completely severed
- Other specified injuries and conditions:
  - The loss of sight of an eye; a penetrating injury to the eye, or a chemical or hot metal burn to an eye
  - Injury (including burns) either requiring immediate medical treatment, or involving loss of consciousness, resulting (in either case) from electric shock from any electrical circuit or equipment, whether or not due to direct contact
  - Loss of consciousness resulting from lack of oxygen
  - Decompression sickness requiring medical treatment
  - Either acute illness requiring treatment, or loss of consciousness, resulting (in either case) from absorption of any substance by inhalation, ingestion or through the skin
  - Acute illness requiring medical treatment where there is reason to believe that this resulted from exposure to a pathogen or infected material
  - Any other injury which results in the person injured being admitted immediately into hospital for more than 24 hours

**IF IN DOUBT REPORT IT**

### 5. Dangerous Occurrences

In the event of any of the following:

- Collapse/Overturning of machinery
- Explosion/collapse of closed vessel/boiler
- Electrical explosion/fire

Notify the following immediately:

All incidents can be reported online but a telephone service is also provided for reporting fatal/specified, and major incidents **only** - call the Incident Contact Centre on 0345 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm).

### 6. Occupational Diseases

- Poisoning
- Skin Diseases

- o Infections

On receipt of a written diagnosis from a Doctor, report the disease using online form F2508A to:  
[hse.infoline@natbrit.com](mailto:hse.infoline@natbrit.com)

**And** the Management Committee

Full details of Dangerous Occurrences and Occupational Diseases can be found in HSE RIDDOR Booklets 11 and 17.

## RIDDOR reporting of COVID-19

This guidance is for the person reporting, usually the employer (known as the ‘responsible person’).

### Members of the public and non-work-related cases

There is no requirement under RIDDOR (The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013) to report incidents of disease or deaths of members of the public, patients, care home residents or service users from COVID-19.

The reporting requirements relating to cases of, or deaths from, COVID-19 under RIDDOR apply only to occupational exposure, that is, because of a person’s work.

### What to report

You should only make a report under RIDDOR when one of the following circumstances applies:

- an accident or incident at work has, or could have, led to the release or escape of coronavirus (SARS-CoV-2). This must be reported as [a dangerous occurrence](#)
- a person at work (a worker) has been diagnosed as having COVID-19 attributed to an occupational exposure to coronavirus. This must be reported as [a case of disease](#)
- a worker dies as a result of occupational exposure to coronavirus. This must be reported as [a work-related death due to exposure to a biological agent](#)

### Dangerous occurrences

Dangerous occurrences are certain unintended, specified events, which may not result in a reportable injury, but which do have the potential to cause significant harm.

For an incident to be reportable as a dangerous occurrence, the incident must have resulted (or could have resulted) in the release or escape of coronavirus, that is, led to a possible or actual exposure to coronavirus.

The assessment does not require any complex analysis, measurement or test, but rather for a reasonable judgement to be made as to whether the circumstances gave rise to a real risk or had the potential to cause significant harm.

Find out more about [what the law says](#) including some [examples of what is not and what is reportable as a dangerous occurrence](#).

### Cases of disease: exposure to a biological agent

When deciding if a report is required, the responsible person (usually the employer) must make a judgement, based on the information available, as to whether or not a confirmed diagnosis of COVID-19 is likely to have been caused by an occupational exposure, that is, whether or not there is reasonable evidence that a work-related exposure is the likely cause of the disease.

The report should specify a disease due to exposure to a biological agent and use the case of disease report form.

Get more information on [what constitutes a diagnosis](#) and more [guidance on making a judgement and reasonable evidence](#).

### Work-related deaths due to exposure to a biological agent

For an incident to be reportable as a death due to occupational exposure to coronavirus there must be reasonable evidence that a work-related exposure caused the worker’s death.

The responsible person should notify the enforcing authority by the quickest practicable means, without delay, and send a report within 10 days. The report should specify death due to exposure to a biological agent using the “case of disease” report form.

### Make a RIDDOR report online

- [Report a dangerous occurrence](#)
- [Report a case of disease: exposure to a biological agent](#)
- [Report a work-related death due to exposure to a biological agent](#)

## Appendix B – CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH REGULATIONS)

### 1. Assessment

The assessment must be a systematic review

- What substances are present and in what form?
- What harmful effects are possible?
- Where and how are the substances actually used or handled?
- What harmful effects are given off, etc.?
- Who could be affected, to what extent and for how long?
- Under what circumstances?
- How likely is it that exposure will happen?
- What precautions need to be taken to comply with the COSHH Regulations?
- What procedures need to be put in place to comply with the Control of Asbestos at Work Regulations 2002?

### 2. Prevention or Control

Employers have to ensure that the exposure of workers to hazardous substances is PREVENTED or, if this is not reasonably practicable ADEQUATELY CONTROLLED.

On the basis of the assessment, the employer has to decide which control measures are appropriate to the work situation in order to deal effectively with any hazardous substances that may be present. This may mean PREVENTING exposure by

- Removing the hazardous substance by changing the process



- Substituting with a safe or safer substance, or using a safer form

Or, here this is not reasonably practicable, CONTROLLING exposure by

- Totally enclosing the process
- Using partial enclosure and extraction equipment
- General ventilation
- Using safe systems of work and handling procedures

It is for the employer to choose the method of controlling the exposure and to examine and test control measures, if required.

The Regulations limit the use of Personal Protective Equipment (e.g. dust masks, respirators, protective clothing) as the means of protection of those situations ONLY where other measures cannot adequately control exposure.

Employers must provide any of their workers and, so far as is reasonably practicable, other persons on site who may be exposed to substances hazardous to health, with suitable and sufficient information, instruction and training to that they know the risks they run and the precautions they must take.

Employers must ensure that anyone who carries out any task in connection with their duties under COSHH has sufficient information, instruction and training to the job properly.

## **Appendix C – FIRE PREVENTION**

1. Has the Fire brigade been consulted on:
  - The number and width of escape routes so as to provide a ready means of escape from all parts of the premises?
  - Emergency lighting and its maintenance?
  - The most suitable way of raising an alarm in the event of fire?
  - The contents of fire instruction notices?
  - The numbers and types of fire extinguishers or other fire-fighting appliances which should be provided?
  - Precautions to be taken with any activities involving the use of flammable liquids, naked flames or heating processes?
  - The desirability of battening or clipping seats together in sets of four where moveable seats are used?
  - The maximum number of people who should be allowed on the premises at any one time?
  - Are seating and gangways in the classroom so arranged as to allow free and easy access direct to fire exits?
  - Are exit doors always unlocked before the start of any learning session and kept unlocked until the last person leaves?
  - Are escape routes and exit doors clearly sign-posted and marked so that anyone not familiar with the building can quickly see the ways out?
  - Are escape routes and exit doors never allowed to become obstructed or hidden by chairs, tables etc
2. Is Fire Equipment properly looked after?
  - Are fire extinguishers, hose reels and fire alarm systems (where provided) regularly maintained by specialist fire engineering firms?
  - Are staff/duty officers trained to use this equipment?
  - Is equipment kept in its proper position and always clearly visible and unobstructed?
3. Are thorough close-down checks made of all parts of the premises at the end of the working day?
  - No smouldering fires or cigarettes left burning?
  - Heater and cookers turned off?
  - Televisions and other electrical apparatus turned off and unplugged?
  - Lights off?
  - Internal doors closed?
  - Outside doors and windows closed and secured?
4. Are all reasonable steps taken to prevent fires?
  - Smoking not allowed in store rooms?
  - Substantial ashtrays provided in areas where smoking is permitted?
  - Heating appliances fitted with adequate and secure fire guards?
  - If portable heaters have to be used, are they securely fixed and kept away from combustible materials?
  - Precautions to ensure that convector type heaters are not covered with clothes and curtains?
  - Temporary extensions or additions to the electrical installation carried out and checked by a competent electrician?
  - Sufficient socket outlets provided to obviate the need for long trailing flexes?

- Damaged leads replaced regularly?
- Cooking operations supervised by a reliable person?
- Scenery, decorations and costumes for stage performances treated to make them flame retardant?
- All parts of the premises kept clear of waste and rubbish, particularly staircases, space under stairs, store rooms, attics and boiler rooms?

## Appendix D – HEALTH AND SAFETY INSPECTION

### 1. Inspection

- A Health and Safety inspection of the building should be undertaken **at least** every six months. One of these inspections may be undertaken at the same time as the annual building maintenance check.
- Appointed members of the Management Committee, or a sub-group, should arrange to meet and carry out the inspection
- This inspection group will need to agree how each question needs to be answered
- When the form is complete and has been signed, matters noted as not satisfactory, together with any other concerns raised by the inspection, should be reported to the Management Committee.
- **The inspection group should be authorised, where URGENT action is necessary, to make immediate reasonable response**
- The whole form should be made available to members of the Management Committee
- The forms should be preserved in a file maintained for this purpose. As required action is taken, the responsible person should initial the form in the appropriate box

### 2. Risk Assessment

It is the policy of Talented Training to require a thorough examination of health and safety performance against established standards in each location, at least annually. The technique to be adopted for such examinations will be the 'Safety Audit'. The Audit requires review of:

- standards laid down in the policy
- departmental guidelines
- relevant regulations
- environmental factors
- staff attitudes
- staff instructions
- methods of work
- contingency plans
- recording and provision of information about accidents and hazards and the assessment of risk.

Special attention should be paid to the circumstances of workers under the age of eighteen and to expectant mothers, women who have given birth within the past six months or who are breastfeeding

Frequency:

- A risk assessment needs to be carried out whenever a new activity is envisaged
- Assessments need to be repeated whenever circumstances change:
- Changes in layout of equipment
- Observing trends on the accident form
- Changes in staff
- Introduction of new procedures, processes or materials

The information obtained by the Audit will be used to form the basis of the plan for the department for the following year. Audits must be completed by July of each year.

The responsibility for ensuring that audit activity is carried out as part of this policy rests with the Managing Director and will be carried out by the Health & Safety Officer. Although the Audit remains a management responsibility, managers are required as part of this policy to seek the involvement of the appropriate Health and Safety Representative in the conduct of the Audit.

It is the management's responsibility to ensure that any deficiencies highlighted in the Audit are dealt with as speedily as possible. In addition to carrying out Safety Audits, it is the responsibility of the department manager to check, at least quarterly, all portable equipment, including electrical appliances, in their area, and to ensure that all problems are immediately dealt with.

Managers have a continual responsibility for the elimination of hazards in order to maintain a safe working environment and will also be expected to carry out regular risk assessments in line with the Health and Safety Executive Guidelines; that is follow the 5 steps:

- Identify the hazards
- Decide who might be harmed and how
- Evaluate the Risks and decide on precautions
- Record the findings and implement the precautions
- Review the assessment and update when necessary

### **3. Coronavirus (COVID-19) specific**

Everyone needs to assess and manage the risks from coronavirus (COVID-19). This means Talented Training Ltd are required by law to think about the risks the staff and learners face and do everything reasonably practicable to minimise them, recognising they cannot completely eliminate the risk of coronavirus (COVID-19). We will therefore make sure that a risk assessment has been undertaken to identify the measures needed to reduce the risks from coronavirus (COVID-19) so far as is reasonably practicable. General information on how to make a workplace COVID-secure, including how to approach a coronavirus (COVID-19) risk assessment, is provided by the [HSE guidance on working safely](#).

Talented Training Ltd will undertake a coronavirus (COVID-19) risk assessment by considering the measures in this guidance to inform their decisions and control measures. A risk assessment is not about creating huge amounts of paperwork, but rather about identifying sensible measures to control the risks in the workplace, and the role of others in supporting that. The risk assessment will help us decide whether we have done everything we need to. Talented Training Ltd has a legal duty to consult their employees on health and safety in good time and will do this by listening and talking to them about how the company will manage risks from coronavirus (COVID-19). The people who do the work are often the best people to understand the risks in the workplace and will have a view on how to work safely. Involving them in making decisions shows that the company takes their health and safety seriously.

## Appendix E – DISPLAY SCREEN EQUIPMENT

### 1. Who is a Display Screen User?

The regulations are for the protections of workers (including self-employed workers and volunteers) who habitually use display screen equipment for a **significant part of their normal work**.

In some cases it will be clear that the use of Display Screen Equipment is more or less continuous on most days and the individual concerned should be regarded as users. Where use is less continuous, 'user' status would apply if most or all of the following criteria are met:

- The individual depends on the use of display screen equipment to do the job, as alternative means are not readily available for achieving the same results.
- The individual has no discretion as to the use or non-use of the display screen equipment
- The individual needs significant training and/or particular skills in the use of display screen equipment to do the job
- The individual uses display screen equipment in this way more or less daily
- Fast transfer of information between the user and the screen is an important requirement of the job
- The performance requirements of the system demand high levels of attention and concentration by the user; for example, where the consequences of error may be critical.

### 2. Workers' Entitlement

#### 2.1 Eye Test

Any worker covered by the Regulations is entitled to request an eye and eyesight test which will be paid for by the employer. Workers should inform their line manager, who will provide them with the forms to take to an option of the worker's choice.

A worker may request a test if he/she:

- Is already a user for a significant part of his/her work
- Is about to start using display screen equipment for a significant part of his/her work
- Is experiencing visual difficulties which may reasonably be considered to be related to display screen work
- It is recommended by an option at the time of an eye examination that the worker should have eye tests at regular intervals

#### 2.2 Spectacles

If as a result of the eye test a worker requires spectacles solely for use with display screen equipment, he/she is entitled to reimbursement of the cost of a basic pair. If the worker wishes to choose more costly spectacles (e.g. a more expensive frame), the employer is not obliged to pay the full cost of these. In this event the worker will only be reimbursed for the cost of basic spectacles.

If as a result of the tests spectacles are required for normal use, e.g. reading or distance vision, but which may also include display screen equipment use, under the Regulations the employer is not required to make reimbursement beyond the cost of the eyesight test and the report.

#### 2.3 Who pays the Optician?

The worker pays the option and then obtains the reimbursement, attaching the receipt(s) and any report to the form DSE1, and gives these to his/her Line Manager who will arrange reimbursement.