Health and safety policy

This is the health and safety policy of: South Wales Electrical Training (SWET) Please also refer to ***SWET's Use of Equipment policy, safeguarding policy and SWET's risk assessments***

Part 1: Statement of Intent

Our health and safety policy is to, so far as is reasonably practicable:

1. Prevent accidents and cases of work related ill-health.
2. Manage health and safety risks in our workplace.
3. Provide such information, instruction, training and supervision necessary to ensure that our employees are competent to undertake their work.
4. Consult with our employees on matters of health and safety.
5. Encourage all employees to engage in maintaining safe working practices.
6. Provide and maintain safe plant and work equipment.
7. Provide all necessary Personal Protective Equipment.
8. Ensure that all substances are used, stored and handled safely.
9. Maintain safe and healthy working conditions.
10. Implement all necessary emergency procedures, including evacuation procedures in the event of fire or other significant incident.
11. Ensure that adequate provision is made for welfare facilities and that adequate first aid provisions are made.
12. Review this policy annually and revise whenever there is a change in circumstances, in work practices or the introduction of new legislation affecting the policy, so as to ensure that these standards of health and safety are maintained.

HEALTH AND SAFETY AIMS

South Wales Electrical Training Limited will ensure that:

- All training takes place in accordance with Health and Safety Policy and Procedures and adheres to NET/City & Guilds/ EAL licensing requirements as well as Health & Safety at Work Act 1974 and the Management of Health & Safety Regulations 1999 as amended.
- All learners are given appropriate induction into South Wales Electrical Training Limited's Health and Safety Procedures.
- All risk assessments relating to the training activities are relevant to the needs of learners being trained.
- All learners will receive specific Health and Safety training Related to their training course.
- All health and safety training and induction will be regularly reviewed to ensure that it reflects current legislation and good practice.

HEALTH AND SAFETY FOR APPRENTICESHIPS

The Centre has a statutory duty for the health and safety of apprentices in the work place where they are 'on contract' with South Wales Electrical Training Limited. South Wales Electrical Training Limited will ensure that:

All apprenticeship employers will have successfully completed the Health and Safety review form before any learner starts their apprenticeship If the Health and Safety review form is not successfully completed, the relevant employer will be asked to take any appropriate action(s) before an apprenticeship commences

All employers are aware of the requirement to inform the Centre if any learner incident related to Health and Safety occurs.

All apprenticeships will be reviewed if there are any concerns around the health and safety of learners.

Part 2: Responsibilities for health and safety

Overall responsibility for health and safety: Philip Spratt, Director of SWET

Day-to-day responsibility for ensuring that this policy is put into practice: Philip Spratt,

Director of SWET

The following people have responsibilities in the following areas:

Tutors/teachers – responsible for ensuring safe use of all equipment needed for effective teaching and learning and that equipment is maintained and safe before use. If equipment is not adequate to use, removal of equipment and reporting to Philip Spratt. In addition, teaching staff to ensure that areas are clear from obstruction (eg fire exits and walkways are not blocked and cleared away in a tidy/safe manner.)

Administrative staff: Ensure that IT equipment is stored away safely and that walkways and fire exits are not blocked.

Additionally, all employees must:

1. co-operate with supervisors and managers on health and safety matters;
2. take reasonable care of their own health and safety; and
3. report all health and safety concerns to an appropriate person (as detailed above).

Part 3: Arrangements for health and safety

The following is not an exhaustive list. You may have additional arrangements or some of these may not apply. You will need to amend the list and add the detail of your specific arrangements under the relevant headings.

Risk Assessment

Appropriate risk assessments for both sites will be completed, stored on the server under 'Risk Assessments', kept under review and their findings implemented. We have completed the following risk assessments: general risk assessments for location, fire risk assessment, a COSHH risk assessment, electrical safety/equipment report

Communication of policy

Training of employees

Training shall be provided on induction and on exposure to new or increased risks, for example following the introduction of new equipment, technology or systems of work. Refresher training shall be repeated periodically. Records of all training shall be kept.

Consultation with employees

Consultation with staff on health and safety matters will take place routinely as they arise and following any review of health and safety matters where changes are required.

Fire Safety

Please see SWET's 'Fire Safety Policy'. A fire risk assessment has been carried out for both sites and will be kept under review.

Manual handling assessment and policy

Manual handling instructions must be followed in accordance with our manual handing procedure and training when carrying any load. Please refer to the manual handling procedure on HSE's website: https://www.hse.gov.uk/msd/manual-handling/good-handling-technique.htm

Selection of, provision of information to and monitoring of sub-contractors to ensure competence with reference to CDM Regulations.

Appropriate checks will be carried out to ensure sub-contractors working on site have the appropriate technical knowledge and knowledge of health and safety related to their work and to ensure their work is kept under review. Sub-contractors to provide risk assessments and method statements and evidence of their competency e.g. qualifications, training completed, references, or membership of a trade body, where applicable.

Public safety assessment and procedures.

A generic risk assessment is available on the server. All visitors shall be given safety information, instruction and training, protective clothing or safety equipment as may be necessary.

Evacuation & Emergency Procedures.

In the event of an emergency, the fire alarm will sound and the tutor or admin staff will ensure the evacuation of all persons present on site to their assembly point, contact the emergency services when required and ensure compliance with any relevant emergency procedure.

Staff shall be informed of the emergency procedures on induction and reminded each year. The emergency evacuation procedure will be rehearsed at least once each year.

Accident and investigation Procedures

Where there is an accident or incident at work, an accident or incident report must be completed. The accident book is located in the workshop. Any accident at work or in connection with work (whether involving an employee, visitor or other person), must be reported immediately to the appropriate person who shall arrange for the accident to be investigated and an accident report prepared, recommending means of preventing re-occurrence where appropriate.

Where the accident or incident is of a type that needs to be reported under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR), the appropriate person will ensure that a RIDDOR report is made to the Health and Safety Executive.

Work equipment selection and maintenance

All work equipment provided by the employer for use at work shall be:

1. suitable for the intended use;
2. safe for use, maintained in a safe condition and, in certain circumstances, regularly inspected;
3. used only by people who have received adequate information, instruction and training; and
4. accompanied by suitable safety measures, e.g. protective devices, markings and warnings.

All equipment used must be maintained in a safe condition and in good repair. Where necessary, equipment will be inspected to ensure that it is safe for use without risk of injury or damage and appropriate records will be kept up to date.

The use of any equipment that is not owned by the employer must be authorised in advance.

Personal Protective Equipment

Personal Protective Equipment (PPE) appropriate for the risks involved and suitable for the task and the person undertaking it will be supplied and must be used whenever there is a risk to staff's health and safety which cannot be adequately controlled by alternative means.

Where PPE is required it shall be provided at the employer's cost and must be used by staff in accordance with any manufacturer instructions and any directions and training given. Any defects in PPE must be reported immediately on discovery.

Hazardous substances (COSHH), assessment and control measures

In accordance with the Control of Substances Hazardous to Health Regulations (COSHH), we will:

1. Undertake assessments of all work processes where substances are involved and decide which of the processes involve the use of substances hazardous to health so that decisions can be made about necessary control measures;

2. Maintain records of all COSHH assessments;

3. Inform the workforce of any findings of any assessments and provide any person exposed to substances hazardous to health with the necessary information, instruction and training for them to know the risks to health created by such exposure and the precautions that should be taken;

4. Review all assessments (if the work process changes significantly) and annually from the date of the original assessment; and

5. Provide suitable Personal Protective Equipment.

Display Screen Equipment (DSE) assessment / provision

1. The workstation of anyone who uses display screen equipment for a significant amount of time (two or more hours per day) will be assessed (and where necessary adapted) to ensure that its design and layout will avoid visual fatigue and back, shoulder, neck, arms, legs and wrist aches. Adequate chairs, work surfaces and equipment shall be provided.

2. Periodic breaks from using the equipment are encouraged.

3. Where necessary, training on the safe use of display screen equipment shall be made available.

Welfare provisions

Adequate provision will be made for welfare facilities at all sites. EG

- Toilets and Washing Facilities: Clean, well-lit, and ventilated restrooms with hot and cold running water, soap, and hand-drying supplies.
- Drinking Water: A readily accessible, clean supply of potable water with cups or a fountain.
- Rest and Eating Areas: Sheltered spaces with seating, tables, and equipment to heat food or make hot drinks.
- Changing Rooms and Lockers: Private spaces to store personal belongings or change into specialist work clothing and protective gear.
- Facilities for Specific Needs: Additional provisions like rest areas for pregnant or nursing mothers.

First aid provisions

Adequately stocked first aid boxes will be kept on site in the workshop or classroom. All First Aiders shall receive first aid training, attend refresher courses, pass all the necessary qualifications and hold a current First Aid at Work certificate.