

HEALTH AND SAFETY POLICY

STATEMENT OF GENERAL POLICY

1. All Electrical Training Ltd (AET) fully accepts the obligations placed upon it by the various Acts of Parliament covering health and safety. The Company requires its Director to ensure that the following policy is implemented and to report annually on its effectiveness.

MANAGEMENT ORGANISATION AND ARRANGEMENTS

Introduction

2. This policy has been prepared and published under the requirements of Health & Safety at Work legislation. The purpose of the policy is to establish general standards for health and safety at work and to distribute responsibility for their achievement to all managers, supervisors, and other employees through the normal line management processes.

DIRECTORS RESPONSIBILITIES

3. The Director has overall responsibility for the implementation of the Company's policy. In particular he is responsible for ensuring that the policy is widely communicated and that its effectiveness is monitored.
4. The Director is responsible for:
 - the production and maintenance of the Company's policy and ensuring that Department Guidelines are consistent with policy.
 - its application.
 - monitoring and reporting on the effectiveness of the policy.
 - the Company's formal link with the Health and Safety Executive, Environment Health Departments, and other external agencies.
 - the provision of general advice about the implication of the law.
 - the identification of health and safety training needs.
 - the production and maintenance of any health and safety documents or codes of practice as necessary for any relevant area of the Company services where this is required.

HEALTH AND SAFETY MANAGEMENT PROCESS

5. AET believes that consideration of the health, safety and welfare of staff is an integral part of the management process. The provision of the Health and Safety at Work etc Act, associated Codes of Practice and other relevant Directives will be adopted as required standards within the Company. Responsibility for health and safety matters shall be explicitly stated in management job descriptions.

HEALTH, SAFETY AND WELFARE GUIDELINES

It shall be the responsibility of the Director to bring to the attention of all members of staff, the provisions of guidelines, and to consult with appropriate Health and Safety agencies about the updating of these guidelines.

IDENTIFICATION OF HEALTH AND SAFETY HAZARDS ANNUAL AUDIT AND REGULAR RISK ASSESSMENTS

6. It is the policy of AET to require a thorough examination of health and safety performance against established standards in all areas, **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.
 - 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.
7. The information obtained by the Audit will be used to form the basis of the plan for the Company for the following year.
It is the Director's responsibility to ensure that any deficiencies highlighted in the Audit are dealt with as speedily as possible. In addition, checks should be carried out on all portable equipment, including electrical appliances to ensure that all problems are immediately dealt with.
8. The Director has 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:
1. Identify the hazards.
 2. Decide who might be harmed and how.
 3. Evaluate the Risks and decide on precautions.
 4. Record the findings and implement the precautions.
 5. Review the assessment and update when necessary.

TRAINING

9. Health and Safety training shall be incorporated within training programmes. Health and Safety training needs will, therefore, be identified and planned for in the same manner as other training needs.

RECORDS, STATISTICS AND MONITORING

10. The Company will operate systems for recording and analysis of information about accidents, hazard situations and untoward occurrences. Advice on systems will be provided where appropriate by specialist advisory bodies, for example local Environmental Health Departments, and the responsibility for the operation of these systems rests with all staff.

REPORTS TO THE HEALTH AND SAFETY EXECUTIVE

11. The responsibility for meeting the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1985 (RIDDOR) to the Health and Safety Executive, shall rest with the Director.

THE OCCUPATIONAL HEALTH SERVICE

12. It is the policy of the Company to obtain independent Occupational Health advice when required. Such services can include counselling on health and associated matters, investigation of hazards and accidents, environment studies, health interviews and employment medicals.

FIRST AID

13. It is the policy of the Company to make provision for First Aid and the training of 'First Aiders' in accordance with the First Aid Regulations (1982). The Director is responsible for ensuring the Regulations are implemented and for identifying training needs.

FIRE

14. The Director is responsible for ensuring that the staff receive adequate fire training, and that nominated fire officers are designated in all AET premises.

CONDEMNATION AND DISPOSAL OF EQUIPMENT

15. Procedures for the condemnation and disposal of equipment are determined by the Director.

LIFTING AND HANDLING

16. The Director is responsible for informing staff of safe lifting techniques and will identify specific training needs and ensure training in lifting and handling is provided to staff who require it.

NON-SMOKING ON COMPANY PREMISES

17. AET's policy is that there will be no smoking including the use of e-cigarettes/vaping in its buildings. The overall aim is to reduce smoking and so save life, reduce risk of fire, prevent unnecessary illness and chronic disability.

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH

18. The Control of Substances Hazardous to Health Regulations (COSHH) require the Company to identify those substances which are in use and which are hazardous to health (as legally defined) and to assess the risk of those substances. The Company must also provide and use controls to prevent exposure to substances hazardous to health; maintain controls by monitoring exposure, or by health surveillance of employees; and provide information, instruction, and training for employees on all these matters.

COMPUTER INSTALLATIONS AND VISUAL DISPLAY UNITS

19. All new computer installations must adhere to the British Standard Specifications and comply with the Health and Safety (Display Screen Equipment) Regulations 1992. All new employees operating such equipment are expected to read the Health and Safety Executive guidance entitled 'Working with Display Screen Equipment'. New employees who use VDUs may be required to undergo sight screening.

CONTROL OF WORKING TIME

20. AET is committed to the principles of the Working Time Regulations. No member of staff is expected to work more than 48 hours per week (including overtime) unless there are exceptional circumstances. Similarly, all other requirements of the regulations e.g., in relation to breaks, night workers etc. will be complied with.

HEALTH AND SAFETY AND THE INDIVIDUAL EMPLOYEE

21. The Health and Safety at Work Act requires each employee 'to take reasonable care for the Health and Safety of himself and of other persons who may be affected by their acts and omissions' and co-operate with management to enable management to carry out their responsibilities under the Act. Employees have equal responsibility with the Company for Health and Safety at Work.
22. The refusal of any employee to meet their obligations will be regarded as a matter to be dealt with under the Disciplinary Procedure. In normal circumstances counselling of the employee should be sufficient. With a continuing problem, or where an employee leaves themselves or other employees open to risk or injury, it may be necessary to implement the formal stages of the Disciplinary Procedure.

PEOPLE WORKING ON COMPANY PREMISES NOT EMPLOYED BY THE COMPANY

23. Persons working in AET premises who are employed by other organisations are expected to follow Company Health and Safety Policies with regard to the safety of Company employees, their own personal safety (and that of other parties such as the general public if appropriate) and their method of work. This responsibility will be included in contracts or working arrangements.

VISITORS AND MEMBERS OF THE PUBLIC

24. The Company wishes to ensure that as far as is reasonably practicable, the Health, Safety and Welfare of visitors to Company establishments will be of the highest standard.
25. Any member of staff who notices persons acting in a way which would endanger other staff, should normally inform the Director. If the danger is immediate, common sense must be used to give warning, call for assistance or give aid as necessary. It is equally important not to over-react to a situation.

CONTRACTORS

26. The Company wishes to ensure that as far as is reasonably practicable, the Health, Safety and Welfare of Contractors working in the Company's establishments will be of the highest standards. In addition, Contractors and their employees have an obligation so far as is reasonably practicable to ensure all equipment, materials and premises under their control are safe and without risks to health.
27. Contractors must also observe the Company's Fire Safety Procedures. These obligations will be drawn to the attention of the Contractors. The Director has the authority to stop the work of Contractors who are placing themselves, other staff, or visitors at risk. Any member of staff who judges there is a risk where contractors are working, should inform the Director immediately.