

Health & Safety Policy & Procedures

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**for a
better
tomorrow**

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Introduction

It is the policy of Get Set UK that all operations carried out by the company are undertaken in accordance with the requirements of the Health and Safety at Work etc Act 1974 and any other relevant legislation. The Directors will provide healthy and safe working conditions and all work will be carried out without risk to the health and safety of Get set UK's staff, customers/learners, visitors and members of the public.

Get Set UK believe in the risk assessment approach to identify hazards in the workplace and subsequent health and safety planning to provide proper information, instruction, training and supervision in accordance with the relevant statutory provisions.

People are our most important asset and it is sound commercial practice, as well as a legal obligation, to take proper care of the health and safety of our employees, clients (learners/customers/participants), visitors to our premises and others affected by our undertaking.

We are committed to the constant development, implementation and review of the Health and Safety Policy.

The Directors ask that all employees and clients take a pro-active role in the implementation of the policy and co-operate with others to ensure that they are able to carry out their duties safely.

Purpose

Get Set UK's statement of general policy in relation to Health and Safety is to:

- Provide adequate control of the health and safety risks arising from our work activities
- Consult with our employees and learners on matters affecting their health and safety
- Provide assurance to prevention of injury and ill-health, compliance with legal requirements and to continual improvement in performance
- Provide and maintain safe equipment
- Provide information, instruction and supervision for employees and learners
- Ensure all employees and learners are competent to do their tasks, and to give them adequate training
- Prevent accidents and cases of work-related ill health
- Maintain safe and healthy working conditions
- Review and revise this policy as necessary at regular intervals
- Follow Health and Safety at Work etc Act 1974

Scope

The management of health & safety is a key responsibility of all employees throughout Get Set UK. Managers at all levels are responsible for the health and safety at work of persons under their control and for ensuring that health & safety issues are properly considered at every stage of a project. This includes identifying potential risks to health and safety at the earliest possible time in the life of a project and making provision for all necessary resources and competencies to allow work to be carried out safely.

Both Get Set UK (as an employer) and all employees have clearly defined legal responsibilities for

health and safety as follows:

1. Employer

Get Set UK as an employer must ensure the health, safety and welfare at work of all its employees and customers/learners. This includes, so far as is reasonably practicable, the following:

- the provision and maintenance of plant and systems of work that are safe and without risks to health;
- arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances;
- the provision of such information, instruction, training and supervision as is necessary to ensure the health and safety at work of the employees and customers/learners;
- the maintenance of any place of work under the employer's control in a condition that is safe and without risks to health and the provision and maintenance of means of access to and egress from it that are safe and without such risks;
- the provision and maintenance of a working environment for the employees that is safe, without risks to health and adequate as regards facilities and arrangements for their welfare at work.

2. Employees

All members of staff, as employees, have the following legal responsibilities while at work:

- to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work; and
- to co-operate with their employer (Get Set UK) so far as is necessary to enable that employer to perform or comply with any duty or requirement imposed on them as employer.
- to report any hazards/dangers or near misses immediately.

The organisation and arrangements in place within Get Set UK to ensure the health and safety of everyone affected by the company's activities are contained in this Health & Safety Policy. All members of staff have a **LEGAL** duty to comply with this document and any requirements contained in it.

Training

Safety training is an indispensable part of an effective health and safety programme. It is essential that every employee is trained to perform his or her job effectively and safely. All employees will be trained in safe working practices and procedures prior to being allocated any new role. Training will include advice on the use and maintenance of personal protective equipment appropriate to the task concerned and the formulation of emergency contingency plans.

Training sessions will be held annually, or as often as is deemed necessary and will provide another opportunity for employees to express any fears or concerns they might have about their jobs.

Access to this policy

This document will be made available to any employee, learner, customer, visitor or additional stakeholder that requests to see it. The policy will be available in either hard copy or electronic format via our website or SharePoint (for staff).

Health And Safety Management Process

Get Set UK 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 UK Legislation will be adopted as required standards within Get Set UK. Responsibility for Health, Safety and Welfare matters shall be explicitly stated in management job descriptions.

Get Set UK requires managers to approach Health, Safety and Welfare in a systematic way, by identifying hazards and problems, planning improvements, taking executive action and monitoring results so that the majority of Health, Safety and Welfare needs will be met from locally held budgets as part of day-to-day management, although many Health and Safety problems can be rectified at little additional cost.

For major additional expenditure, cases of need will be submitted by managers to the CEO, **Thomas Harley**.

If unpredictable Health and Safety issues arise during the year, the Board of Directors must assess the degree of risk, in deciding the necessary resources and actions to commit to addressing these issues.

Health & Safety Representative

The Health & Safety Representative and the individual who has overall responsibility for health and safety is **Ed Arvley**

The Health and Safety Representative is responsible for:

- the production and maintenance of Get Set UK's policy and ensuring that all guidelines are consistent with the policy;
- its application;
- monitoring and reporting on the effectiveness of the policy;
- the provision of general advice about the implication of the law;
- the identification of health and safety training needs. The Health and Safety Representative also acts on behalf of the Board of Directors, as Get Set UK's formal link with the Health and Safety Executive, Environment Health Departments and other external agencies;
- the production and maintenance of Health and Safety Codes of Practice for each aspect of the services within Get Set UK.

The Health & Safety Representative is also responsible for ensuring that the policy is widely communicated and that its effectiveness is monitored.

Get Set UK's robust Health and Safety Policies must be regularly reviewed to ensure, so far as is

reasonably practicable, that:

- The declared statement of the Health and Safety at Work Policy is achieved
- All employees within Get Set UK are made fully aware that health and safety is regarded as having equal ranking with other management responsibilities

Management Responsibilities

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

To ensure that health and safety standards are maintained / improved, the following people have responsibility in the following areas:

- Consultation with employees is provided by: Staff meetings and discussion with Ed Arvley, Health & Safety Representative.
- The appointed Managers are wholly accountable to the CEO for the implementation and monitoring of the policy within the area of their specified responsibility.
- Appointed Managers will ensure that regular Safety Audits are carried out within their Departments, covering premises, workplaces and work activities throughout the sphere of their operations.
- Assigned Managers will support, consult and co-operate in developing, educating and encouraging a health and safety culture throughout their departments and effectively be working towards Get Set UK's overall strategy on Health and Safety.
- The COO is responsible for co-ordinating effective health and safety policies and controls across the organisation.

Responsibilities for Specific Workplaces

The Health & Safety Representative will ensure, as far as is reasonable and practicable the health, safety, security and welfare of all persons employed by Get Set UK. It is the responsibility of all employees to accept their personal involvement in the practical application of this Health and Safety policy. However, a Health and Safety Officer must be appointed at each site so as to ensure all procedures are adhered to.

Any problems with equipment will be reported to The Health & Safety Representative, **Ed Arvley**, or Deputy Health & Safety Representative, **Andrea Gregory**.

The Health and Safety Law poster is displayed in all Get Set UK premises. First aid equipment is located at all premises and is clearly marked.

All injuries, however small or slight, sustained by a person at work **must** be reported to their Line Manager or to the Health & Safety Representative. Accident records are crucial to the effective monitoring and revision of the policy and must therefore be accurate and comprehensive. The accident book is located in the downstairs kitchen. A review of the accident book will be undertaken in the Senior Management Meetings.

The accident book is kept at the front of the office. All employees and learners must:

- Co-operate with supervisors and managers on health and safety matters
- Not interfere with anything provided to safeguard their health and safety
- Take reasonable care of their own health and safety
- Report all health and safety concerns to an appropriate person (as above)
- Complete online Health & Safety Training part of their induction and annual review

Risk assessments will be undertaken by the Health & Safety Representative/Deputy Health & Safety Representative /Delegated Senior Manager and findings will be recorded and, in the case of employed learners, to their employer

Actions to remove/control risks will be approved by the Health & Safety Representative/Deputy Health & Safety Representative or the learner's employer, who will also be responsible for ensuring actions required, are implemented.

Inspections

The Company believes that regular systematic inspections of the workplace are an important instrument in ensuring that it demonstrates compliance with the Workplace (Health, Safety and Welfare) Regulations 1992 and other relevant statutory provisions. Inspections of the workplace are conducted by Health & Safety Representative/Deputy Health & Safety Representative /Delegated Senior Manager. In addition, inspections will be conducted in the relevant areas whenever there are significant changes in the nature and/or scale of the Company's operations. Workplace inspections will also provide an opportunity to review the continuing effectiveness of the policy and to identify areas where revision of the policy may be necessary.

Work Equipment

The Company will take all reasonable steps to ensure the safety of all employees using work equipment provided by the Company, as well as to ensure the safety of others who may be affected by the equipment. The Company will seek to liaise with suppliers to ensure that any new machinery is designed and supplied to work in a safe manner, and will seek to inform and train employees to use the equipment in a safe and efficient manner.

Should employees have any problems relating to the operation of equipment, or the safety of that equipment, they should immediately inform their Line Manager or their Health and Safety Representative, so that steps can be taken to remedy the situation promptly.

All work equipment procured, hired or used by the Company will comply with the Provision and Use of Work Equipment Regulations 1992 and is to be maintained in good working order and repair. The Company will endeavour to ensure, in liaison with equipment suppliers and manufacturers, that all equipment used in the workplace is safe and suitable for the purpose for which it is used.

All workers will be provided with such protection as is adequate to protect them from dangers occasioned by the use of work equipment. All work equipment will be clearly marked with health and safety warnings where appropriate. The use of any work equipment which could pose a risk to the well being of persons in or around the workplace will be restricted to authorised persons. Equipment should only be used by personnel properly trained and authorised. Disciplinary action under the Company's Disciplinary Procedure may result from improper or unauthorised use of work

equipment.

Records, Statistics and Monitoring

Get Set UK will operate systems for recording, analysis and presentation of information about accidents, hazard situations and untoward occurrences. Advice on systems will be provided by the Health and Safety Representative in conjunction, where appropriate, with specialist advisory bodies (e.g. local Environmental Health Departments). The responsibility for the operation of these systems rests with managers and supervisors at all levels. Information obtained from the analysis of accident statistics must be acted upon and, where necessary, bids for additional expenditure made to the CEO.

Reports to the Health and Safety Executive

The responsibility for meeting the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1985 to the Health and Safety Executive shall rest with the Board of Directors, as delegated to the Health and Safety Representatives. **Ed Arvley the Appointed person** is responsible for reporting incidents

Specialist Advisory Bodies

Certain bodies and the individual members of those bodies have always had a Health and Safety role, most notably, the Health & Safety Executive, or local Environmental Health Departments. If further specialist advice is required, this may be obtained by Managers from expert individuals or bodies outside of Get Set UK.

The Occupational Health Service

It is the policy of Get Set UK to provide Occupational Health Services for all staff. Such services are provided confidentially to the individual employee and include counselling on Health and associated matters, investigation of hazards and accidents, environment studies, health interviews and employment medicals.

First Aid

It is the policy of Get Set UK to make provision for First Aid and the training of 'First Aiders' in accordance with the First Aid Regulations (1982). The Health and Safety Representative is responsible for ensuring the Regulations are implemented and for identifying training needs.

Fire

The CEO is responsible for ensuring that staff receive adequate fire training, and that nominated fire officers are designated in all Company premises.

In addition the Company will nominate a Fire Officer (this may be the Health and Safety Representative or this may be an external body to the Company) to:

- report and advise on the standard of fire safety in the Company's premises and the standard of fire training of its staff;
- undertake overall responsibility for fire training;
- assist in the investigation of all fires in the Company's

premises and to submit reports of such incidents.

Fire equipment is maintained regularly. Get Set UK arranges testing and drills.

Condemnation and Disposal of Equipment

Procedures for the, condemnation and disposal of equipment are set out in the Get Set UK's Standing Financial Instructions. Managers introducing new equipment should have new equipment checked by the Health and Safety Representative.

Non-Smoking On Company Premises

In line with legislation, Get Set UK has agreed that there will be no smoking in its buildings. The overall aim is to reduce smoking and so save life, reduce risk of fire, prevent unnecessary illness and chronic disability. The rules relating to smoking are available from the Health and Safety Representative.

Control of Substances Hazardous to Health

The Control of Substances Hazardous to Health Regulations (COSHH) requires Get Set UK 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. Get Set UK 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. The appointed Health and Safety Representative is responsible for implementing these Regulations.

Computer Installations and Visual Display Units

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 VDUs are issued with a copy of the Health and Safety Executive Booklet entitled 'Working with VDUs'. New employees who regularly use VDUs will be required to undergo sight screening.

Display Screen Equipment

Many employees are required to routinely use Display Screen Equipment (DSE) as part of their daily work. The Health and Safety (Display Screen Equipment) Regulations 1992 establish criteria for the selection, location and use of DSE in the workplace. All reasonable steps will be taken by the Company to secure the health and safety of employees who work with DSE.

The Company will conduct health and safety assessments of all workstations staffed by employees who use DSE as part of their usual work and will ensure that all workstations comply with the requirements established in the regulations, thus reducing risks to DSE users to the lowest extent reasonably practicable.

DSE users will be allowed periodic breaks in their work. Breaks in work may take the form of other work activities or comfort breaks.

Employees are entitled to eye tests to ensure their visual acuity is compatible with the

requirements of DSE work. If the examination reveals the need for corrective lenses, then the Company will contribute up to £75.00 towards the cost of providing lenses and frames, for display screen activity only.

All DSE users will be given appropriate and adequate training on the health and safety aspects of this type of work and will be given further training and information whenever the organisation of the workstation is substantially modified.

Control of Working Time

Get Set UK is committed to the principles of the Working Time Regulations (1998). 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

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 Get Set UK for Health and Safety at Work.

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

Persons working in Get Set UK premises who are employed by other organisations are expected to follow Company Health and Safety Policies with regard to their personal safety and their method of work. This responsibility will be included in contracts or working arrangements. Similarly seconded Company employees working in other host premises will be expected to follow the host employer's Health and Safety Policy.

Visitors and Members of the Public

Get Set UK 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.

Any member of staff who notices persons acting in a way, which would endanger other staff, should normally inform their Head of Department. 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

Get Set UK 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.

Contractors must also observe Get Set UK's Fire Safety Procedures. These obligations will be drawn to the attention of the Contractors in the contract document issued to them. In addition the Directors will be identified in the contract as having 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 their Manager immediately.

In tendering, Contractors will be asked to confirm they have a written Health, Safety and Welfare Policy. The Company's Manager responsible for managing the Contract will also be responsible for monitoring the Health and Safety performance of the Contractor and the Contractor's performance will be a factor in deciding whether or not to invite the Contractor to tender again.

The Safe Learner

Get Set UK is committed to support the principles of the Safe Learner, following the six key elements of the Safe Learner Blueprint. All learners are afforded the same rights as employees with regard to working in a safe and healthy environment. We have a separate document detailing our strategy to meet the Safe Learner principles.

Safeguarding

This Policy and procedure should also be looked at in relation to the safeguarding policy and procedures. Any items within the areas of concern within Health and Safety that may reflect on the learners safeguarding and or wellbeing should be also logged on the Safeguarding form.

Housekeeping

- Work sites must be kept clean and tidy.
- Any spillage must be cleaned up immediately.
- Waste materials and rubbish must be placed in the receptacles provided and removed routinely.
- All combustible waste materials must be discarded in sealed metal containers.
- All pits and holes must be covered when not in use and clearly marked with warning signs when in use.
- All materials must be properly and safely used and when not in use properly and safely secured.
- All recycling waste or materials that have been bagged must be regularly disposed of correctly.

Access and Egress

- Walkways and passageways must be kept clear from obstructions at all times.
- If a walkway or passageway becomes wet it should be clearly marked with warning signs and/or covered with non-slip material. Any liquid spilt on the floor should be wiped up immediately.
- Trailing cables are a trip hazard and should not be left in any passageway.
- Any change in the floor elevation of any walkway or passageway must be clearly marked.

- Where objects are stored in or around a passageway, care must be taken to ensure that no long or sharp edges jut out into the passageway in such a way as to constitute a safety hazard.
- Where a passageway is being used by any vehicles or other moving machinery, an alternative route should be used by pedestrians wherever possible. If no alternative route is possible, the area should be clearly marked with warning signs.
- All fire doors must be kept clear at all times.

Tools and Equipment

- Company machinery and tools are only to be used by qualified and authorised personnel. It is the responsibility of the Line Manager to determine who is authorised to use specific tools and equipment.
- It is the responsibility of all employees to ensure that any tools or equipment they use are in a good and safe condition. Any tools or equipment which are in any way defective must be reported to a Line Manager so that they can be repaired or replaced.
- All tools must be properly and safely stored when not in use.
- No tool should be used without the manufacturer's recommended shields, guards or attachments.
- Approved personal protective equipment must be properly used where appropriate.
- Persons using machine tools must not wear clothing, jewellery or long hair in such a way as might pose a risk to their own or anyone else's safety.
- Employees are prohibited from using any tool or piece of equipment for any purpose other than its intended purpose.

Protective Equipment

Employees must use all personal protective equipment provided to them in accordance with the training and instruction given to them regarding its use. Employees who have been provided with personal protective equipment must immediately report any loss of or obvious defect in any equipment provided to their Line Manager or to the Health and Safety representative.

Stress

We are committed to protecting the health, safety and welfare of our employees. We recognise that workplace stress is a health and safety issue and acknowledge the importance of identifying and reducing workplace stressors. Should you have any concerns in this area please do not hesitate to bring it to the attention of your Line Manager, Health and Safety Representative or a Director.

Alcohol and Drugs

The Company recognises that for a range of reasons individuals can and do misuse drugs and alcohol and that this represents a problem for the individual on a personal basis and for the business in that the individual may not operate to required standards. The effects of drug and alcohol misuse range from absenteeism, low productivity, unsafe working practices and increased disciplinary action for injury in the workplace, both to the employee or other parties. This Policy has therefore been adopted in order to protect all employees and the business, and to offer appropriate help and support to the individuals concerned. The Policy applies to all workers and employees from senior managers to temporary workers.

Alcohol misuse is defined as consumption of alcohol during working hours, or attending work under the influence of alcohol.

Drug misuse refers to the use of illegal substances and the misuse of prescribed drugs and other substances such as solvents.

During working hours includes during breaks or on the way to work.

The Company does not permit:

- drug or alcohol misuse during working hours;
- being under the influence of drugs or alcohol while at work;
- encouraging others to misuse alcohol or drugs;
- drugs (apart from over-the-counter medication and personal prescribed medication) or alcohol on Company premises.

Drug and alcohol misuse may become a matter for disciplinary action in accordance with the Company's disciplinary policy. Dismissal may result from disciplinary action. Possession of and dealing in illegal substances will be immediately reported to the police in all cases. There is no alternative to this procedure.

Policy Review

This policy shall be reviewed annually and amended accordingly at intervals not exceeding 12 months.

Related Policies and Procedures

- Learner Health & Wellbeing Policy and Procedure and Staff inclusion
- Safe Learner Strategy / Safeguarding Action Plan
- Safeguarding Policy
- Risk Assessments (including Covid-19 Risk Assessments)
- Fire Safety Policy & Procedure
- Fire Safety Assessments
- Near Miss First Aid at Work Policy Statement and Log
- Lone Working Policy
- COSHH Form
- DSE Workstation Risk Assessment Form

Related Legislation

- **Health and Safety at Work etc Act 1974**
<https://www.legislation.gov.uk/ukpga/1974/37/contents>

Version Control

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2019-20 V4	May 2019 / May 2020	Annual review	Thomas Harley
2021 V5	May 2021	Annual review	Ponja Pataj
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