

POLICY

HEALTH AND SAFETY

Version	Date	Author	Update Information
14	31/08/16	CB	
15	21/06/17	CB	
16	30/10/18	JW	Staffing changes

A. GENERAL STATEMENT

Definitions and Applications

Learners – any person currently undertaking training and/or assessment with TfC

Workers – collective term for employees and professional associates

Employees: *This policy must be read in conjunction with Home Working policy, Lone Working policy and Training Outwith TfC Premises policy*

Professional Associates: *This policy must be read in conjunction with Lone Working policy and Training Outwith TfC Premises policy*

TfC considers that the good health and safe working of its workers and learners is essential, and recognises their right to a safe and healthy working environment.

Responsibilities of TfC

- a) TfC's policy is to provide and maintain working conditions that are safe and without risk to the health of workers and learners. Additional requirements for non-employed learners on work placements are issued separately to learners and responsible workers in PMs 3/1 and 3/2.
- b) TfC provides such information, instruction and training as is deemed necessary to ensure the health and safety of all workers and learners.
- c) TfC accepts its responsibility for the health and safety of other people who may be affected by its activities.
- d) TfC reviews its policy every year and ensures that the policy is kept up to date.
- e) Training for Care's Board of Directors has overall and final responsibility for Health & Safety.
- f) Jean Watt , Senior Manager has day to day responsibility for ensuring this policy is put into practice.

Whilst TfC will endeavour to provide a working environment which is as safe and healthy as possible, learners and workers are reminded that they too have a duty under the Health and Safety at Work Act to be responsible for their own Health and Safety, as well as that of others.

Responsibilities of workers and learners

- a) Workers and learners are required to take reasonable care for the health and safety of themselves and of others who may be affected by their acts, and to co-operate with TfC in ensuring that the guidelines are adhered to.

- b) All workers and learners are encouraged to take an active part in Tfc's Health and Safety development by contacting Catriona Bateman, Senior Management Team Member, or raising concerns through the meetings structure of the organisation.
- c) All potential hazards should be reported immediately to Jean Watt , Senior Manager or in her absence, Catriona Bateman, Senior Manager.

B. HEALTH AND SAFETY ARRANGEMENTS AT Tfc OFFICE AND TRAINING ROOMS (12-14 Logie Green Road)

A statutory poster "Health and Safety Law - what you should know" is displayed on notice board in entrance lobby along with our Employers Liability Insurance certificate.

Accident or Illness

- 1) The appointed persons for first aid are Louise James (Room 1) and Sharon MacLeod (Room 2). One of them should be informed at the earliest opportunity of any accident or injury.
- 2) First aid boxes are located in rooms 1 and 2. If any item is used, inform the first aiders so that the box can be replenished.
- 3) All accidents, however minor, must be reported immediately to the senior member of staff present and recorded in the Accident Record located in Room 3. Where appropriate, the Enforcement Authority will be advised and Skills Development Scotland will also be informed where appropriate.
- 4) It is a requirement that any student or worker who has suffered a sickness or diarrhoea episode within the last 48 hours does not attend Training for Care.

Fire Safety

All corridors, doorways, entrances and exits must be kept free of hazards and must never be blocked. Fire exits are clearly marked and kept open and clear during working hours. The 'Fire Risk Assessment' is held in the H&S file in Room 3.

Fire drills are held 6 monthly. On hearing the alarm, ensure that 'Fire Action Procedures' are followed without delay. The member of staff supervising the fire drill is responsible for ensuring that the 'Fire Drill' log sheet (H&S file, Room 3) is completed.

You must read the **Fire Action** Procedures which are displayed in all rooms. In the event of discovering or suspecting a fire you must comply with the Fire Action procedure:

- 1) Alert other users of the building by sounding the fire alarm (located in the entrance lobby and in the corridor opposite room 7). Workers are responsible for clearing all learners and visitors from the building. Workers leading a group should bring the group register with them. Reception should bring the workers "in/out board" and the visitor register.
- 2) Leave the building immediately and go to the assembly point identified on the Fire Action procedure displayed in every room. The responsible worker will take a register at the assembly point.
- 3) Do not stop to collect personal belongings or re-enter the building until instructed to do so by a Fire Officer, or by a senior member of staff if the Fire and Rescue Service is not in attendance.
 - Only if time permits close doors and windows to prevent spread of fire.
 - Do not attempt to use the fire extinguishers unless you are a trained staff member, it is safe to do so, and a safe escape route is available.

- Regularly maintained extinguishers are located at designated fire points in the building. The extinguishers are checked annually; if any of the extinguishers show signs of being tampered with, this must be reported immediately.

Jean Watt , Senior Manager, Senior Manager, has overall responsibility for fire safety.

Smoking and Vaping

Smoking and vaping are not permitted on the premises, except in the designated outdoor area.

Working with Display Screen Equipment (Computers and Laptops)

All workers deemed to be users must be familiar with and follow the guidelines detailed by the Health and Safety Executive in the booklet [Working with DSE](#) which can be found in the staff information section of the server.

All employees deemed to be users are entitled to eye and eyesight tests and to special spectacles if necessary. All new employees are offered eyesight tests.

Key points to remember are as follows:

- organise the workstation to allow upright posture - adjust the backrest to support the back, sit right back in the chair to gain proper support, remove obstructions that prevent upright posture and try not to slouch i.e. keep the curve in the lower back; adjust the seat height until forearms are horizontal and align hands with forearms to work with straight wrists; use a foot-rest if the seat height is too high
- adjust the screen angle and height to suit the sitting height to minimise head/neck movement
- adjust screen to avoid reflections sitting sideways to windows if possible; adjust brightness control especially if light levels change; vary viewing distance over the working day
- rest eyes during work breaks; get eyes tested at regular intervals; take care of additional head movements arising from wearing varifocal lenses
- break up display screen work with informal postures (i.e. stretching) and get some exercise during work breaks; rest the upper body whenever routine allows and avoid arm and writing activities during work breaks

Electrical Equipment

It is the responsibility of any colleague using electrical equipment to carry out a visual inspection of plugs, sockets and cabling before and after use. Electrical equipment, unless designed to be safe when left connected (photocopier and computers, but not laptops), should be switched off at the end of the working day. Good cable management is essential to ensure that they do not create tripping hazards.

All concerns and faults must be reported immediately to Jean Watt, Senior Manager.

All portable appliances are inspected in accordance with HSE guidance INDG236.

Manual Handling

Workers should familiarise themselves with the key points in [The Manual Handling Operations Regulations 1992](#). They apply to any manual handling operations which may cause injury at work and include not only the lifting of loads, but also the lowering, pushing, pulling, carrying or moving

