

# Health and Safety Policy

Version	Date	Author	Update Information
17	12/09/19	JW	Staffing changes
18	21/5/20	CB	Minor update for Covid-19
19	28/10/20	CB	Updated fire procedure
20	02/08/21	CB	Re-written to make clearer and replaces PM3.1
21	14/09/22	DH	Reviewed and updated management staff contact details only
22	09/12/22	LJ	Updated fire safety section

Training for Care recognises that its workers and learners have the right to a safe and healthy working environment.

Our policy is to

- maintain working and learning conditions that are safe and without risk to health
- provide information, instruction, training and equipment as necessary
- take steps to prevent accidents and cases of work related ill health
- maintain records and emergency procedures and undertake regular review

## Responsibilities for Health and Safety

**Overall responsibility:** Management Committee Chairperson, Yvonne Edmond

**Day-to-day responsibility:** Facilities Manager, Louise James

**Appointed persons for first aid:** Louise James (Room 3), Sharon MacLeod (Room 2)

**Your responsibility:** Under the Health and Safety at Work Act, workers and learners have a duty to

- take reasonable care for the health and safety of themselves and of others who may be affected by their actions
- co-operate with our policy and procedures, ensuring that guidelines are adhered to
- report all health and safety concerns to Training for Care's Manager

## Arrangements for Health and Safety

### Worker Induction and Training

All workers are issued with Policies on Health and Safety, Home Working, Lone Working. Health and Safety is standard agenda item at meetings to identify concerns, areas for improvement and training needs.

### Learner Induction

This policy is provided at induction and the main points explained to students i.e. fire procedure, key individuals with responsibility, smoking/vaping arrangements.

All candidate workplaces sign an employer contract which covers Health and Safety and signed agreements, which cover Health and Safety, are in place for work experience placements.

### Risk Assessment and Inspections

An annual assessment of Health and Safety risks, including fire risks, is carried out and recorded by the Manager. This includes an inspection of the building.

### Maintenance Checks and Record Keeping

PAT, boiler and firefighting equipment checks are carried out annually and recorded, along with a record of staff training.

#### **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. All exits are clearly marked, unlocked and must be kept free of obstruction.

#### **Accident or Illness**

Any accident, injury or illness must be reported at the earliest opportunity to an appointed first aider.

First aid boxes are located in rooms 1 and 2. You must inform an appointed first aider if any item is used so that the box can be replenished.

All accidents, however minor, must be reported immediately to the senior member of staff present and recorded on an Incident Report Form. Where appropriate, the enforcement authority will be advised and Skills Development Scotland will also be informed where appropriate.

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.

Any illness related to Covid-19 must be immediately reported to the Manager so that reporting processes can be followed. Specific guidance is issued for this and must be followed.

#### **Fire Safety**

The fire action procedure is displayed on a 'Fire Action' sign in each room. Fire exits are clearly marked.

All corridors, doorways, entrances and exits must be kept free of hazards and must never be blocked.

Combustible items should never be stored or left in close proximity to any heat source.

Fire drills are held annually. On hearing the alarm, the 'Fire Action Procedure' must be followed without delay. The fire marshal is responsible for ensuring that the 'Fire Drill' log is completed.

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 (there are two alarm call points, one next to the front door and one at the top of the back stairs next to room 8). Workers are responsible for clearing all learners and visitors from the building. Reception should bring the "in/out board", the visitor register and any group registers. Workers leading a group should bring the register with them if they have not passed it to reception.
- 2) Leave the building immediately and go to the assembly point identified on the Fire Action procedure. 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 the Fire Marshal or by a member of the Fire and Rescue Service.
  - Only if time permits, close doors and windows to prevent spread of fire.
  - Extinguishers are located at designated fire points in the building and are checked annually; if an extinguisher shows signs of being tampered with, this must be reported immediately.
  - Do not attempt to use the fire extinguishers unless you are trained to do so, it is safe to do so, and a safe escape route is available.

The facilities manager, Louise James, has overall responsibility for fire safety and will act as the Fire Marshal, the receptionist, Sharon MacLeod, will act as Fire Marshal in the facilities manager's absence.

#### **Working with Display Screen Equipment (Computers and Laptops)**

All workers must be familiar with and follow the guidelines detailed by the Health and Safety Executive in the booklet [Working with DSE](#).

*Key points:*

- organise your workstation to allow upright posture
- adjust the screen angle and height to suit the sitting height to minimise head/neck movement
- take regular breaks to rest eyes and change position e.g. stretching and exercise

All staff are entitled to eye and eyesight tests and to basic frames and lenses if needed.

#### Electrical Equipment

It is the responsibility of any worker or learner 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), 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.

#### Manual Handling

Workers and learners should ensure that they do not risk injury by lifting or moving awkward or heavy loads and should ask for assistance where needed.

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 them, whether by hand or other bodily force. Further information: [Ergonomics and Human Factors at Work](#)

#### Smoking and Vaping

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

#### Office Furniture, Equipment and Fittings & Storage of Materials


It is the responsibility of individuals to ensure that their own workspace is kept tidy and free from hazards.

Workers should ensure that desk drawers, cupboard doors, filing cabinet drawers etc. are not left open where they could cause an obstruction. Never store items where they block or restrict the width of a passageway. The storage of anything above head height should be kept to an absolute minimum.

Anyone required to use chemicals (e.g. photocopier ink cartridges, cleaning materials) in the course of their work must ensure that they follow any safety advice printed on the label of the container.

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This policy document has been approved by the management committee and will be reviewed annually or more frequently as necessary.

**Management Committee Signature** 

**Date: 02/08/21**