

Health & Safety Policy

Forward

To all employees, contractors, trainers, trainees of CTA Centre. I am writing to ask your help in Maintaining the safety record within our company, and your contribution towards promoting safe working practices and minimising accidents. Most accidents and cases of industrial ill-health can be prevented if proper thought is given to the risks involved. The major purpose of this policy is to do precisely that - to identify the risks, recognise the need to define appropriate precautionary safeguards and nominate the personnel responsible for ensuring compliance with these safeguards.

It is a legal requirement to produce a written Safety Policy. It must, however be emphasised that the written word does not prevent accidents. It is by the implementation and application of the policy that accidents are prevented. The effective Safety Policy is the policy that is carried out, not simply one that is written down.

Never forget that sense of sadness, futility and waste that is felt after a serious accident when it is realised how easily it could have been avoided. The intention of this Health & Safety document is to help prevent accidents. It must be read and acted upon by everyone.

Statement Of Policy

The Health and Safety Policy defines the company's general objectives, organisation and arrangements in the field of Health, Safety and Environment.

The company Health and Safety policy has been devised to ensure:

The prevention of injury and impairment of health to ALL persons affected by the company's operations.

The observance of all the requirements of the Health And Safety At Work Act 1974, Regulations and Approved Codes Of Practice governing the company's operations.

The establishment of an organisation with clearly defined responsibilities for implementing the policy and Monitoring its effectiveness.

The promotion of joint consultation in Health and Safety.

The revision of Health and Safety on a regular basis.

The protection of the environment

Statement Of Intent

The Health and Safety Policy objectives shall be achieved through the actions of Directors, Training Consultant, Trainers and Trainees in the company in accordance with the general responsibilities detailed on the following pages.

The Policy shall be issued on a personal basis to ALL persons employed by the company.

Specific safety courses shall be held whereby persons employed by the company shall be instructed as to their responsibilities within the policy.

New employees/trainees shall receive induction training at which time they shall be instructed in the policy documents.

The policy shall be discussed with the staff.

The policy shall be discussed at Health and Safety committee meetings

The policy shall be displayed on the safety notice boards.

Responsibility

General Observance

ALL personnel at all levels of responsibility shall:

Be made aware that they have a duty under the Health and Safety at work act 1974 and in particular:

They shall take reasonable care of their own safety and the safety of others who may be affected by their acts or omissions.

They shall co-operate with the company in its arrangements to comply with statutory safety obligations.

They shall not intentionally or recklessly interfere with, or misuse anything provided by law for their Health, Safety and Welfare.

Study and be made aware of the Safety Policy and play their part in promoting and complying with it.

Comply with ALL company rules, regulations and instructions so as to ensure the Health, Safety and Welfare of everyone affected by our undertakings.

Directors

The directors shall:

Maintain a working environment/training/operations which shall be safe and without risk to health within the various standards, statutory regulations and other relevant documentation. Where standards conflict the most stringent shall apply.

Provide a chain of command with clearly defined responsibilities and authority for Health and Safety matters and ensure that their sub ordinates actively implement and support Health and Safety policy and all other documented Health, Safety and Environmental procedures and make regular checks of performance achieved.

Ensure that management conducts full Risk Assessments to identify training operations, locations and hazards which require the provision of safe working procedures and promote the procedures into Company Codes Of Practice, Safety Orders and Procedures when they are issued for implementation reflecting the format of the company Health and Safety Policy.

Not to introduce to the company new substances, processes, articles and machinery until an assessment of the Health and Safety implications has been completed and approval given. Training consultant, Trainers and trainees shall be consulted as necessary.

Establish and implement safety inspections to monitor workplace activities and working conditions.

Ensure and establish emergency procedures are brought to the attention of ALL persons concerned.

Ensure trainers personally carry out regular checks of Health and Safety standards for activities under their control.

Ensure that the statutory testing and maintenance of plant, equipment and systems are carried out to the required standard.

Make arrangements for the necessary specialist Health and Safety training to ALL personnel under their control to be carried out.

Training Consultant

The training consultant shall:

Maintain a working environment/training/operation which shall be safe and without risk to health within the various standards, statutory regulations and other relevant documentation. Where standards conflict the most stringent shall apply.

Ensure that a chain of command exists whereby responsibility and authority for safety matters are clearly determined and understood and that their sub ordinates actively implement and support the Health and Safety policy and all other documented Health and Safety procedures.

Provide a programme of work/training activities under their control. Identifying operations and hazards which are to be subject to safe working procedures and thereafter assist in the drawing up of such procedures utilising the expertise of the company's specialists.

Not to introduce to the company new substances, processes, articles and machinery until an assessment of the Health and Safety implications has been completed and approval given. Directors, trainers and trainees shall be consulted as necessary. Make arrangements for the necessary training of ALL personnel under their control in safe working procedures relative to their activities.

Ensure that training operations are conducted in compliance with Health and Safety Legislation and company procedures, and regularly review safe working procedures to ensure these are modified as regularly as necessary.

Ensure that the Health and Safety specialists advise on the relevant activities under their control. Discipline those who fail to follow established safety procedures, misuse equipment provided for their Health and Safety, or who fail to consider their own wellbeing or that of others around them, in accordance with agreed procedures.

Co-ordinate the training activities so that procedures are implemented to ensure the safety of contractor's trainee's, visitors or others who may be affected by the company's training operations.

Establish and implement inspection procedures to ensure that the workplace and access are maintained in a safe and tidy condition.

Ensure that all safety devices are provided and utilised, protective equipment worn, safety rules observed and safe working practices applied.

Report and record ALL accidents and dangerous occurrences associated with their activities and carry out an investigation such that effective action is taken to prevent recurrence.

Monitor fire fighting and emergency procedures and ensure these are brought to the attention of ALL persons associated with the company's activities.

Ensure that the necessary safety equipment and protective clothing etc is provided, maintained, available for use and personnel trained in its correct use.

Monitor procedures to ensure that all statutory and company examinations and inspections of plant/machinery, scaffold etc are carried out, and that the relevant registers are completed, maintained and audited.

Monitor procedures to ensure that the relevant statutory notices, regulations etc are displayed and maintained at relevant locations.

Trainers

Trainers shall:

Ensure that the workforce under their control are adequately trained, competent and authorised for the operations which they are required to perform. Particular attention must be given to new trainees, apprentices, young and old persons.

Maintain a working environment/training/operation which shall be safe and without risk to health within the various standards, statutory regulations and other relevant documentation. Where standards conflict the most stringent shall apply.

Ensure that operations are conducted in compliance with Health and Safety legislation and company procedures. Particular attention must be given to the use of documented systems of work and permits to work etc.

Not to introduce to the company new substances, processes, articles and machinery until an assessment of the Health and Safety implications has been completed and approval given. Directors, Training Consultant, Trainers and Trainees shall be consulted as necessary.

Ensure that an acceptable level of instruction, training and supervision is provided.

Assist in all safety inspections to ensure that the workplace is maintained in a safe and tide condition, all safety devices are provided and utilised, protective equipment correctly worn, safety rules observed and safe working practices applied.

Report and record and investigate ALL accidents and dangerous occurrences with a view to taking such measures as will prevent recurrences and assist in the investigation into such accidents and occurrences as may demand their attention.

Report to the training consultants on health and safety matters or problems which they are unable to rectify.

Take action upon any Health and Safety matter which has been brought to their notice and which demands their attention e.g withdrawal of defective equipment from service.

Ensure that all statutory and company examinations and inspections are carried out, and that the relevant registers are completed, maintained and audited.

Report those who fail to follow established safety procedures, misuse equipment provided for their Health and Safety, or fail to consider their own wellbeing or that of those around them.

Be familiar with the trainers role in the fire fighting arrangements and emergency procedures applicable to their place of work.

Ensure that ALL personnel are familiar with the fire fighting arrangements and emergency procedures applicable to their place of work.

Set a good example in all Health and Safety matters.

Trainees

Trainees Shall:

Perform their training activities in the manner in which they have been correctly trained such that they do not place themselves or anyone else at risk.

Not attempt to carry out work of any dangerous nature nor perform any task nor operate any equipment unless they have been correctly trained, supervised and authorised to do so in accordance with recognised procedures.

Use the correct equipment for their training, ensuring that it is maintained in a safe condition and immediately report any known defects to their trainer.

Use the protective clothing and equipment provided for their safety and ensure that it is maintained in a safe condition. All queries on this matter must be directed towards their trainer.

Report any unsafe acts and conditions to their trainer so that remedial action can be taken to eliminate risk.

Report ALL accidents and personal injuries to their trainer and if necessary receive medical attention.

Use the main access ways provided, comply with relevant safety notices and not enter any areas where they may be at risk or do not have authorisation to enter.

Keep their training area in a safe and tidy condition.

Conform with the fire fighting and emergency procedures applicable to their place of training.

Develop a personal concern for safety and if they have any doubt as to their ability to perform a task they must inform their trainer.

Clerical and Administrative Personnel

Clerical and Administrative Personnel shall:

Perform their work activities in the manner in which they have been instructed such that they do not place themselves or anyone else at risk.

Use the correct office aids and materials for their work, making full use of any safety equipment, devices and procedures which may be applicable to them.

Inform their supervisor if they have any doubt as to their ability to perform a particular task.

Report to their supervisor all defects of the equipment at their workplace and make no attempt to carry out any remedial work for which they are neither authorised or trained.

Conform with the fire fighting and associated evacuation procedures at their place of work.

Keep their work area and access ways in a safe and tidy condition.

Report ALL accidents and injuries to their supervisor, and if necessary receive medical attention.

Use the main access ways as provided and do not enter areas where they may be placed at risk. Be particularly vigilant within the workplace, pay particular attention to designated walkways, adhere to all safety notices and wear protective equipment when so instructed.

Ensure that equipment etc provided in the interest of Health, Safety and Welfare is not misused.
Develop a personal concern for safety.

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