

# HSA005 – Safety Management System

Issue 2 – May 2025



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## Introduction

It is the policy of HERITAGE SKILLS ACADEMY that all provisions of the Health and Safety at Work Etc. Act 1974 and the Environmental Protection Act 1990 shall be complied with as minimum standards.

It is the Policy of HERITAGE SKILLS ACADEMY that high standards of Health, Safety & Welfare Provisions shall be achieved and maintained at all locations.

HERITAGE SKILLS ACADEMY is aware of its duties under the many associated Acts and Regulations several of these are listed below and form the basis of HERITAGE SKILLS ACADEMY Health and Safety Policy.

- Management of Health and Safety at Work Regulations 1999
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- Construction (Design and Management) Regulations 2015
- Electricity at Work Regulations 1989
- Provision and Use of Work Equipment Regulations 1998
- The Lifting Operations and Lifting Equipment Regulations 1998
- Noise at Work Regulations 2005
- Control of Vibration at Work regulations 2005
- Control of Substances Hazardous to Health Regulations 2005
- Control of Asbestos at Work Regulations 2012
- Manual Handling Operations Regulations 1992
- Personal Protective Equipment Regulations 1992
- Health and Safety (First Aid) Regulations 1981
- Workplace (Health, Safety and Welfare) Regulations 1992
- Consultation with Employees Regulations 1996
- The Health and Safety (Miscellaneous Amendments) Regulations 2002
- The Work at Height Regulations 2005
- The Regulatory Reform (Fire Safety) Order 2005

## Health and Safety Policy Statement

# Occupational health and Safety Policy Statement 2025

### Our goal

is to prevent injury and ill health through a proactive approach to managing health and safety risks, supported by robust safeguarding procedures that ensure learners are protected from harm. This is especially important in our training environment, where many learners are under 18 and placed in practical work environments.

To achieve this, we will:

- Provide clear leadership and allocate appropriate resources to manage health, safety, and safeguarding effectively.
- Appoint competent individuals to manage and advise on health, safety, and safeguarding matters.
- Carry out regular risk assessments and take action to control identified hazards.
- Ensure all staff, learners, and placement providers are appropriately trained and informed.
- Promote a culture of openness, where concerns can be raised without fear.
- Comply with all relevant legislation, including *Keeping Children Safe in Education (2024)* and the *Management of Health and Safety at Work Regulations 1999*.
- Monitor performance through audits, inspections, and review of incidents and safeguarding concerns.
- Continually improve our systems through regular review and feedback

**INSERT SIGNATURE**

John Pitchforth  
Managing Director  
May 2025

## **3Sixty Health and Safety Ltd.**

Under The Management of Health and Safety at Work Regulations 1999 HERITAGE SKILLS ACADEMY must have access to competent help in applying the provisions of health and safety legislation and in devising and applying protective measures.

HERITAGE SKILLS ACADEMY has appointed 3Sixty Health and Safety Ltd. as Health & Safety Advisors. Their role is to provide HERITAGE SKILLS ACADEMY with independent professional advice and guidance on all aspects of health and safety.

Upon request 3Sixty Health and Safety Ltd will: -

- carry out Risk Assessments, COSHH assessments - these can be carried out on site or office and workshop locations as required;
- provide assistance to Management to compile and develop health and safety documentation and procedures;
- carry out health and safety training where identified as necessary;
- carry out health and safety inspections whilst the work is underway on site at regular intervals, depending on the specific tasks underway at the time;
- investigate major accidents if they occur. They will liaise with Clients and the enforcing authority on our behalf;
- provide help and guidance on C.D.M. matters, such as, prepare or help to prepare both Health & Safety Plans and Health & Safety Files.

3Sixty Health and Safety Ltd will provide continuing advice to HERITAGE SKILLS ACADEMY on current and future Health and Safety Legislation and best practice.

## Organisation for Putting Policy into Effect

The Directors have overall responsibility for managing and keeping under review standards of health and safety within HERITAGE SKILLS ACADEMY . In this role, the MD can call on the assistance of specialist retained consultants. Where serious deficiencies in health and safety standards are identified the Directors have particular responsibility for ensuring that corrective action is taken.

The Directors also has responsibility for:

- a) ensuring that policies and procedures adopted within HERITAGE SKILLS ACADEMY and the decisions of the HERITAGE SKILLS ACADEMY Management Team, take account of, and comply with, the Health and Safety Policy and legal requirements relating to health and safety;
- b) ensuring that each member of the HERITAGE SKILLS ACADEMY Management Team is aware of their allocated health and safety responsibilities and these are reviewed with them on at least an annual basis;
- c) annually reviewing, in consultation with the HERITAGE SKILLS ACADEMY Senior Management Team and the HERITAGE SKILLS ACADEMY Health and Safety Committee, this statement of organisation and arrangements for the HERITAGE SKILLS ACADEMY ;
- d) ensuring that sufficient resources are included within the annual business plan submission to meet the mandatory minimum standards of the Group Health and Safety Policy;
- e) ensuring that where any organisational changes are planned, adequate arrangements are put in place to ensure that health and safety is maintained and managed during and after the change;
- f) monitoring the health and safety standards in the HERITAGE SKILLS ACADEMY , at least quarterly and reviewing the standards achieved by considering reports from each member of the HERITAGE SKILLS ACADEMY Management Team at least once per year;

- g) oversee and ensure that those for whom they are responsible also comply with the proper standards of Health, Safety and Welfare as are applicable to the tasks being performed;
- h) ensure that adequate finance resources are available and are applied so as to meet the needs of Health and Safety;
- i) review any risk assessment findings when developing Management health and safety policy;
- j) ensure that all levels of staff receive adequate and appropriate safety information, instruction and training;
- k) set an example by high personal standards of application and discipline in 'health and safety' such as the wearing of appropriate personal protective equipment.

## Managers/ Supervisors

All Managers and Supervisors have the following responsibilities in addition to those specifically allocated to individual managers in the sections below:

- a) ensuring that the standards of operation and facilities within their area of management control or influence are consistent with health and safety standards, recognised standards of good practice and legal requirements;
- b) ensuring that good standards of housekeeping and tidiness are maintained in areas under their control;
- c) ensuring that where staff are recruited, due consideration is given to the health and safety competence of such staff, copies of relevant certificates are obtained and any required initial health and safety training provided;
- d) ensuring that where agency staff are used, information is provided to the agency on the qualifications and experience of the staff required;
- e) identifying any specific health and safety training needs of new and existing staff which are not otherwise addressed and making arrangements for such training;
- f) making staff available for required health and safety induction training and any ongoing general health and safety training;
- g) ensuring that there is adequate supervision of staff working under their control in order to ensure that health and safety standards are maintained;
- h) maintaining an inventory of hazardous materials used within his/her area of responsibility and ensuring that new materials are not introduced;
- i) undertaking and recording, with the assistance of the MD, the required statutory risk assessments;
- j) implementing control measures identified by any risk assessments undertaken;
- k) ensuring that the MD is promptly informed of any accidents, dangerous occurrences or work related employee ill health issues;

- l) co-ordinate and monitor the Safety Policy of HERITAGE SKILLS ACADEMY at their locations;
- m) ensure that effective means exist for safety communication within HERITAGE SKILLS ACADEMY ;
- n) adequate facilities for Health, Hygiene and Welfare.
- o) provision of adequate access, egress and lighting.
- p) identify any materials to be, or being, used which may be hazardous to health of employees or other persons on site and prepare assessments as required by regulations.
- q) discuss all Risk and COSHH Assessments with Supervision and establish implementation.

## Employees

All employees are required to ensure that they:-

- a) carry out duties in accordance with HERITAGE SKILLS ACADEMY health and safety policy arrangements;
- b) fully observe the Safety Rules;
- c) report to their immediate supervisor without undue delay anything affecting the safety of any plant, tools or equipment, and do not use such defective plant, tools or equipment;
- d) use only those items of equipment or machinery they have been trained and authorised to use and use in accordance with the manufacturers instructions;
- e) take proper care of, and make proper use of all personal protective equipment in accordance with instructions;
- f) follow the information, instruction and training provided;
- g) report all accidents and incidents to the appropriate supervisor on site;
- h) conduct themselves in an orderly manner and refrain from any form of horseplay;
- i) make themselves aware of the location of:-
  - First Aid Box.
  - Accident Book.
  - Fire Protection Equipment.
  - Emergency Escape Routes and Assembly Point.

- j) not use alcohol or drugs in such a way as to influence their performance at work. Consumption of alcohol or illegal drugs at work as a breach of Company rules and disciplinary measures will be taken.

## **Student Responsibilities**

All students enrolled at Heritage Skills Academy are expected to take reasonable care for their own health and safety, and that of others who may be affected by their actions. Specifically, students must:

- a) Follow all safety instructions provided by staff, signage, and training materials.
- b) Wear appropriate personal protective equipment (PPE) as directed and ensure it is used correctly and maintained.
- c) Report any accidents, injuries, near-misses, or hazards immediately to a tutor or supervisor.
- d) Refrain from horseplay, misuse of equipment, or unsafe behaviour at all times.
- e) Use only the equipment they have been trained and authorised to use, in line with manufacturer and training guidance.
- f) Participate in safety inductions and ongoing training, and engage with toolbox talks or briefings.
- g) Maintain good housekeeping in workshops and training areas, keeping walkways and exits clear.
- h) Never attend training sessions under the influence of drugs or alcohol, or use them while on site.
- i) Notify staff of any health conditions or learning needs that may impact safe participation in training.
- j) Comply with fire safety procedures, including understanding evacuation routes and assembly points.

## Consultation with employees

### Consultation with Employees Regulations 1996

The regulations require employers to consult with all employees regarding their health and safety, either directly or through elected representatives of employee safety.

HERITAGE SKILLS ACADEMY will consult with employees in good time on matters relating to their health and safety at work. In particular, consultation must take place on:

- a) measures which could substantially affect employees' health and safety
- b) arrangements for appointing competent persons to assist in compliance with health and safety requirements and the implementation of emergency procedures.
- c) information on risks and preventative measures.
- d) information on the planning and organisation of health and safety training.
- e) the effects of new technology on the health and safety of employees.

HERITAGE SKILLS ACADEMY will decide whether to consult with all employees at one time or, if it is more relevant, to consult with groups of employees on the matters directly relevant to their own health and safety at work, recognising that different groups may be exposed to varying risks.

If HERITAGE SKILLS ACADEMY chooses to consult with representatives of employee safety, all employees will be informed of the representatives' names and the group of employees which they represent.

## **General Arrangements**

### **Training, instruction and information**

#### **Induction of employees**

Basic induction training will be provided to ensure that all new employees are given basic health and safety information upon starting employment within HERITAGE SKILLS ACADEMY , prior to commencement of work.

Such basic induction training will fundamentally cover:-

- a) HERITAGE SKILLS ACADEMY Safety Policy.
- b) Fire procedures, warning systems, actions to be taken on receiving warning, locations of exits or escape routes, evacuation and assembly procedures.
- c) First Aid and injury reporting procedures, names of first aiders/appointed persons.
- d) Instruction on any prohibited areas (i.e. no smoking).
- e) Issue of personal protective equipment and its use.
- f) Instruction under COSHH.
- g) Instruction applicable to their particular duties at work etc. and any particular hazard connected with their own work or HERITAGE SKILLS ACADEMY 's operations.

Where specific professional qualifications are required this will be identified and fully taken into account in recruitment procedures.

Information specific to a particular site, such as the location of welfare facilities, emergency procedures etc.

#### **On-going training**

Training will be repeated periodically, and where risk assessments identify a need for specific training to be carried out before employees are exposed to new or increased risks due to a change of responsibility, new working methods or equipment, etc.

## **Safeguarding**

Heritage Skills Academy is committed to safeguarding the welfare of all students, especially those under 18. Any concerns regarding abuse, neglect, bullying, or inappropriate conduct must be reported immediately to the Designated Safeguarding Lead. All staff will receive basic safeguarding awareness training appropriate to their roles.

## **Use of Mobile Phones and Electronic Devices**

Mobile phones and personal devices must not be used during practical sessions, in workshops, or in any area where machinery or tools are in use. Use is permitted only during designated breaks in safe areas. Misuse may result in disciplinary action.

## **Visitor Safety**

All visitors must sign in at reception and will be given relevant health and safety information, including fire evacuation procedures. Visitors must be accompanied by a member of staff while in workshop or training areas and must comply with all safety rules.

## **Fire/Emergency Procedures**

Fire safety procedures and precautionary measures will be laid out for the building and must be communicated and complied with by all personnel on the site.

1. Adequate numbers of Fire Extinguishers will be maintained and provided:-
2. Emergency Procedure Training will be given to all personnel.
3. Suitable means of warning of fire must be established. Fire Marshall shall be appointed and given suitable training.
4. Where required by the Health and Safety Plan a Hot Work Permit will be established and monitored to ensure that it is complied with.
5. Written records will be maintained of all checks, inspections and tests.
6. Written emergency procedures must be displayed in prominent locations and made available to all employees.
7. Escape route should be clearly identified by health and safety signs in compliance with The Health and Safety (Safety, Signs and Signals) Regulations 1996 standards.

### **First Aid Facilities**

At least one trained first aider or appointed person will always be available during working hours. Records and dates must be kept by the office Administrator of any first aiders' qualifications.

An assessment will be made by the First Aider or Appointed Person to ensure that there is adequate and appropriate provision for first aid. The First Aider or Appointed Person is responsible for checking first aid boxes.

A list of first aid facilities will be posted. All employees will receive information on first aid arrangements as part of the specific site induction.

### **Mental Health and Wellbeing**

Heritage Skills Academy recognises that health and safety includes mental wellbeing. Students and staff are encouraged to speak up if they feel stressed, overwhelmed, or in need of support. Line managers, tutors, or designated mental health first aiders are available to offer guidance or referrals. All disclosures will be treated with appropriate sensitivity and confidentiality.

### **Housekeeping, Premises, Etc.**

HERITAGE SKILLS ACADEMY believes in the need for tidiness at the office and will promote good housekeeping at all times. Company employees are responsible for the general tidiness and for keeping doorways, corridors, staircases, all pedestrian routes and exits free of obstructions and hazards. All employees have a duty to ensure that hazardous working conditions are not allowed to develop.

### **Highly flammable liquids**

Where necessary to store highly flammable materials in a work room, the quantity must be kept below 50 litres and containers must be kept in a fire resisting structure.

Notices "Highly Flammable Liquids" "No Smoking" "No Naked Lights" must be clearly displayed at any entrance to storage areas. Adequate numbers of dry powder extinguishers should be provided in close proximity to the storage areas and areas of use (not more than 15m away).

Where highly flammable liquids are used in enclosed areas a full comprehensive risk assessment must be carried out specific to that project.

Empty drums should be returned to the supplier or the cap removed crushed and disposed of as rubbish but not by incineration. Empty drums still contain explHeritage Skills Academy ve mixtures.

### **Accident Reporting and Investigation**

1. All injuries regardless of how minor they may appear must be entered in the accident book (B1. 510). All Accident Books and records must be kept for at least three years from the date of the last entry.
2. At the earliest possible convenience the accident must be reported to the Director responsible for safety.
3. HERITAGE SKILLS ACADEMY will investigate all accidents. The purpose of the investigation will be to find, where possible, the cause of the accident, so that a re-occurrence can be prevented.
4. All accident reports will be forwarded to the Director responsible for safety who will ensure that all remedial action is taken.

Director Responsible for Safety is: **Managing Director**

### **RECORDING ACCIDENTS**

All injuries regardless of how minor they may appear must be entered in the accident book (B1. 510). The accident book is held at head office.

All Accident Books and records must be kept for at least three years from the date of the last entry.

### **Reporting to the Health and Safety Executive**

## Reporting Of Injuries, Disease and Dangerous Occurrences Regulations 2013 (RIDDOR)

All incidents/accidents should be reported to the Director.

The Director responsible for safety to inform the Health and Safety Executive following the Action Guide below: -

| Type Of Incident  | Action To Be Taken   |
|---|--|
| Accident resulting in death   | <ol style="list-style-type: none"> <li>1. Notify the HSE as soon as possible by telephone.</li> <li>2. Notify the Safety Director by telephone.</li> <li>3. Complete F2508 and send to Safety Director.</li> <li>4. Safety Director to send F2508 to HSE within ten days of the accident.</li> </ol>     |
| Accident resulting in major injury or admission to hospital for more than 24 hours.   | As above.  |
| <b>A dangerous occurrence</b>   | As above.  |
| <b>Accident resulting in a person being incapacitated for work for more than seven days. Accidents causing more than three days absence must be recorded and records kept</b> | <ol style="list-style-type: none"> <li>1. Notify Safety Director by telephone.</li> <li>2. Complete form F2508 and send to Safety Director.</li> <li>3. Safety Director to send to the HSE within ten days of the accident. (Exclude the day of the accident but include any one working day.</li> </ol> |

- Fatal accidents, major injuries and dangerous occurrences must be reported immediately to the relevant Health and Safety Executive office by the quickest practicable method. Following this initial notification a written report on the form F2508 must be sent within ten days of the incident.
- Accidents causing more than seven days absence must be reported by the form F2508, but no initial notification is required. Accidents causing more than three days absence must be still be recorded
- Records must be kept of all reportable deaths, injuries, occurrences and occupational diseases.

**Note:** That in calculating days of incapacity for work, the day of the accident is *not* included, but Saturdays and Sundays are.

A summary of all dangerous incidents and accidents will be reported quarterly to the Directors.

### **Near-Miss Reporting**

All staff and students are encouraged to report near-miss incidents — situations where an accident *could* have occurred but was avoided. These reports are used to identify risks and prevent future harm. Reports can be made anonymously, and all are reviewed as part of the Academy's continuous improvement process.

### **Hazard Control**

#### **Risk assessment**

Suitable and sufficient Risk Assessments are carried out to assess the health and safety risks which HERITAGE SKILLS ACADEMY employees are exposed to whilst they are at work, and also the risks to the health and safety of persons not in HERITAGE SKILLS ACADEMY employment arising out of, or in connection with any undertaking of HERITAGE SKILLS ACADEMY .

Appropriate arrangements will be put into place to control any risks identified. Risk assessments and control measures will be reviewed at regular intervals (at least annually) and updated where necessary. Significant findings will be recorded.

## **Plant & Equipment**

### **Work equipment**

All plant equipment and machinery must comply with the Provision and Use of Work Equipment Regulations 1998.

Equipment for use at work will be selected and purchased by HERITAGE SKILLS ACADEMY to be suitable for its intended use.

All work equipment/ operations will be under the supervision of a trained competent person.

All work equipment will be subject to an appropriate planned preventative maintenance programme. This will include the proper functioning of all safety devices and guards.

Any damage or deficiency to equipment must be brought to the attention of the supervisor so that corrective action can be taken. Faulty equipment must be taken out of service. No personnel must use work equipment that is known to be faulty.

Where risk assessment indicates that the safe operation of work equipment requires personal protective equipment this will be provided. Employees must ensure that correct personal protective equipment is used – failure to do so will be treated as a serious disciplinary offence.

All employees will be provided, with appropriate training in the use of work equipment. No person may use any work equipment unless they have had suitable and sufficient training in the safe operation of the plant/equipment/machine. All risks and hazards associated with the use of such plant/equipment/machinery will be brought to the attention of the user. The necessary safety measures to ensure the safe use of the plant/equipment/machines must be an essential and major part of the training programme.

If a piece of equipment involves specific risk to health and safety its use shall be restricted and/or the piece of equipment shall be restricted.

## **Electrical Safety**

### **Competent Persons**

HERITAGE SKILLS ACADEMY will provide adequate information, instruction and training and supervision as is necessary to ensure the safety of all persons involved with or near electricity.

To ensure that the correct and appropriate safety measures are employed the Electricity at Work Regulations 1989 specify that persons engaged in any work activity associated with the use of electricity are 'Competent'. This means they must possess adequate technical knowledge, experience and be familiar with the products and test equipment with which they are working.

### **Services**

There may be concealed electrical and other services located in floors, ceilings, partitions and walls within the scope of the works.

Services should be located before work begins. A permit must be issued confirming that services have been isolated.

### **Portable appliance testing**

All electrical equipment will be tested annually by a competent person and marked clearly to indicate the test. Any defective equipment must be rectified, or taken out of use and clearly labelled.

## **Health Hazards**

### **Hazardous Substances**

### **COSHH. (Control of Substances Hazardous to Health) Regulations 2002**

The main requirements of the regulations

1. All processes must be assessed prior to the start of the work, to ensure that they are safe or that adequate precautions can be taken to protect persons.
2. Assessments must take account of the toxicity of materials used; the effect of the reaction between what may otherwise be relatively harmless substances and hazards already existing.
3. Where assessments indicate possible doubt, then monitoring should be carried out. This may mean measuring the level of contaminant in the persons breathing zone, and will need to be carried out by a competent person.
4. Where precautions need to be taken, COSHH sets a pecking order of steps, which must be considered. In principle if a substitute material is available which is equally effective and less hazardous, then this should be used.
5. The presence of toxic fumes or vapour in air does not necessarily cause a risk situation providing the concentration is very low and well below the standard set by the H.S.E. This means for example that dilution of contaminants by the provision of good general ventilation can provide a possible solution in some cases.
6. The provision of personal protection, such as protective clothing and respirators, will be necessary in many situations, but should be regarded as a last resort after other methods of control have been rejected.

occupational exposure limits prior to 2005

Occupational Exposure Limits for the quantities of substances within the workplace atmosphere are defined by the Health and Safety Commission and published by the Health and Safety Executive in document EH40 (published annually).

There are two types of Occupational Exposure Limits, Maximum Exposure Limits (MELs) and Occupational Exposure Limits (OESs). A substance is assigned either an MEL or an OES depending upon the toxicity of the materials involved. OESs represent the levels of hazardous substances at which, according to current knowledge, there is no evidence that it is likely to be injurious to employees if they

are exposed by inhalation, day after day, to that concentration. If this level is exceeded, the reason must be identified and measures to reduce exposure to the OES put into action as soon as it is reasonably practicable.

MELs represent levels, which when averaged over the specified reference period should not be exceeded at any time during the course of the work, and in any case levels should be controlled to as low as is reasonably practicable.

It is recognised that a variety of different patterns of work lead to highly variable concentrations in exposure. A 15-minute reference period, short-term exposure limit (STEL) is typically used to protect against effects, which may occur rapidly such as irritation of the eyes or nose/throat. For substances given a short-term MEL (15-minute reference period), this level of exposure, averaged over the reference period should never be exceed.

#### Assessments

HERITAGE SKILLS ACADEMY will carry out COSHH assessments to quantify the risk to employees during the use of hazardous materials. Hazardous substances may be used directly in work, e.g. paints or cleaning materials; or arise from the work, e.g. dusts, fumes and waste products; or occur naturally, e.g. fungal spores in agriculture.

Supervisors must ensure that only those materials and substances assessed are used on site, and that any personal protective equipment noted in the COSHH Assessment is provided and used correctly. These assessments will consider all possible eventualities including storage and spillage.

The COSHH Assessment may also stipulate certain control measures required allowing safe use of hazardous substances. All employees will be made aware, by instruction and training, of these precautions and work accordingly.

Where sub-contractors are involved every effort should be made to obtain from them an assessment covering their work operations on site.

COSHH Assessments are to be monitored on a regular basis.

#### **Noise**

When noise is identified as a hazard, a specific noise assessment will be carried out as required by the Noise at Work Regulations 2005 to assess whether any of the

action levels are exceeded. The Noise at Work Regulations requires employers to reduce the risk to workers from exposure to noise.

The regulations define measures to be taken where the daily personal noise level LEP,d exceeds two thresholds: 80dB(A) & 85dB(A). The LEP,d is the total exposure to noise over the working day, taking into the varying noise levels and how long a person nearby is exposed to them.

Firstly, a noise assessment has to be made if an employee's exposure is likely to reach one of the action thresholds. Records of the assessments have to be kept.

If the LEP,d exceeds 80dB(A): -

Noise surveys have to be made so that noisy work areas and persons at risk are identified.

Those at risk are provided with ear protection and given information and training on their correct fitting and use.

Workers are given training on the risk of noise and are kept informed of any developments in noise reduction.

If the LEP,d exceeds 85dB(A) the employer, in addition to the above, must ensure that:-

The work areas involved are designated noise hazard areas (and ear protection areas), warning signs are erected and access is restricted.

Every one in those areas wears the ear protection provided.

A long-term policy is formed to reduce the noise levels at a source, i.e. reduce the noise emanating from machinery or processes, to the lowest level practicable.

Regular monitoring of noise levels will have to be undertaken and noise assessments reviewed when they are no longer valid or when there has been a change in machinery or work processes. These assessments must be carried out by a competent person with the appropriate equipment and knowledge so that results may be interpreted properly.

Details and instructions for safe guarding hearing will be given to employees at their place of work.

There is an Exposure limit that should not be exceeded and this is set at 87db(A)

## **Manual Handling**

HERITAGE SKILLS ACADEMY will assess its lifting operations and as far as is reasonably practicable, change work methods to avoid risk of injury or replace manual handling by mechanical means in accordance with the Manual Handling Operations Regulations 1992.

When manual handling assessments are carried out assessors should:

- Observe and appreciate factors
- Obtain information
- Assess systematically
- Draw conclusions
- Record details
- Communicate findings
- Recognise Limitations

The assessment will be reviewed if significant changes occur.

Employees must make proper use of systems of work provided. Employees must also inform their Supervisor of any physical condition that might affect their ability to manually handle loads e.g. Back strain.

Control Measures:-

1. Wherever possible use mechanical means to lift and transport items.
2. Where use of mechanical means is impractical, then sufficient persons must be available to lift the relevant load and take into account the size, shape and weight of that load. Also consider the path the load must follow and the immediate environment e.g. floor conditions, lighting, access etc.

3. If possible, break the load down into smaller items. Secure items which are loose to prevent load shifting when being carried.
4. Ensure that items are lifted correctly with the back straight and using the legs to raise yourself if the load is low. Use a good grip with the feet apart to hip width and one foot slightly in front of the other. Keep the load close to your body. Avoid twisting, stooping, or reaching to lift or deposit the load.
5. Ensure that access/ egress routes are clean and clear and the lighting is adequate. For long distances arrange supports to allow the load to be placed for brief breaks. Avoid carrying up and down steps.
6. If possible, provide proper handles, handholds or use carrying devices, to avoid the possibility of trapped fingers etc. Wear gloves and other Personal Protective Equipment relevant to the working environment. Protect sharp edges.
7. Arrange storage so that the heaviest loads are in the most convenient position i.e. from knee to shoulder range.
8. During repetitive work, ensure sufficient time for resting.
9. If more than one person is involved then a competent person must be nominated to control the handling activities.

The Safety Advisor can arrange suitable training, if requested.

### **Display Screen Equipment**

Display Screen Equipment Regulations 1992

HERITAGE SKILLS ACADEMY recognises its duties under the regulations and will carry out the following: -

1. Carry out suitable and sufficient assessment of the risk for each workstation and make sure arrangements are made to reduce significant

risks identified. All workstations have adjustable chairs and equipment. Foot rests, wrist rests and anti screen glare frames are available upon request.

2. Make sure arrangements, as may be necessary, are made to reduce significant risks found during the risk assessment programme.
3. Provide an appropriate "sight test" as defined in Sight Testing Examination and Prescription (No. 2) Regulations 1989 for all regular users of display screen equipment.
4. Encourage and advise users to take regular breaks from operating display screen equipment.

### **Smoking Policy**

In an effort to consider the concerns of non-smokers and to provide a more healthy and comfortable working environment, the health and safety recommendation is that Employees have a duty to protect non-smoking employees from 'passive smoking'.

As a result of this recommendation the smoking will only be permitted on Company controlled premises in designated 'smoking' areas outside the Building.

### **Personal Protective Equipment (PPE)**

Personal Protective Equipment (PPE) should be regarded as a last resort after other methods of control have been rejected. All employees will be issued with suitable and sufficient PPE where the risk assessments identify it as necessary.

The Finance Director will: -

1. ensure adequate supplies of all necessary protective clothing or equipment are available for issue as required and that when issued to employees, a record should be kept in a Safety Equipment and Protective Clothing Issue Register.
2. before employees are set to work ensure that signs are erected for machinery requiring eye protection, ear defenders etc.

All personnel will be provided with instruction, information and training in the correct use, maintenance and storage of any PPE issued and the hazards it provides protection against, and any limitations.

In addition, HERITAGE SKILLS ACADEMY encourages its employees to wear any items that will protect them against injury. If any item of PPE becomes damaged the employee must request a replacement. Failure to wear protective clothing supplied where deemed to be necessary will be considered by HERITAGE SKILLS ACADEMY as an act of serious misconduct and subject to disciplinary action.

## **Dermatitis**

Employers have a duty to protect their workers from substances, which are dangerous to health or are not properly controlled, through carrying out risk assessments and taking measures to remove the risks or reduce them significantly.

What is contact dermatitis?

Contact dermatitis is a disabling disease resulting from inflammation of the skin, caused by contact with a range of materials. It can affect all parts of the body, but it is most common to see the hands affected. There are three main types of contact dermatitis:

- Irritant contact dermatitis:
- Allergic contact dermatitis:
- Contact urticaria.

Irritant contact dermatitis is caused by things that dry out and damage the skin, eg detergents, solvents, oils and prolonged or frequent contact with water.

Allergic contact dermatitis occurs when someone becomes allergic to something that comes into contact with his or her skin. Common causes include chemicals in cement, hair products, epoxy resins and some foods.

Urticaria is a different kind of allergy. It occurs within minutes of the material touching the skin. Things like plants, foods and natural rubber latex gloves can cause it.

The symptoms of the different types of dermatitis are similar. Dry, red and itchy skin followed by swelling, flaking, blistering, cracking and pain are typical signs.

Managing the work to prevent dermatitis

Following three simple steps can prevent dermatitis:

- Avoid contact with materials that cause dermatitis
- Protect the skin
- Check for early signs of dermatitis

So take the steps you can to avoid contact with materials that cause dermatitis by changing the task or process.

You will also need to protect the skin. This is particularly important if the steps above aren't practical or aren't enough to totally avoid contact.

You will also need to make sure regular skin checks are carried out to look for early signs of dermatitis.

## **Special Hazards**

### **Lone working**

There is no general prohibition on a person working alone, but there are specific instances where legislation requires more than 1 person to be involved in the operations, in which case the work will be planned for the relevant number of persons.

Lone workers will be supervised by one of the following means, appropriate to the work situation concerned: -

- (i) periodic supervisory checks,
- (ii) periodic contact by telephone or radio,
- (iii) automatic warning devices if not periodically cancelled by the lone worker,
- (iv) emergency alarms operated manually or in the absence of any activity.

In certain circumstances, lone working is not permissible and the worker will be physically supervised e.g., young undergoing training.

Lone working will be avoided as far as practicable, where necessary the Contract Managers must ensure that the hazards are identified and the risk assessed.

Devising safe working arrangements for solitary workers will be no different from organising the safety of other employees.

The following list is by no means exhaustive but gives a guide to what types of hazard to be considered.

- fire
- equipment failure
- accidents
- is there any special risk?
- safe access/exit for one person?
- manual handling of access equipment e.g., ladders and trestles
- handling of plant, substances and goods i.e., weight considerations
- medical condition of employee
- lack of suitable training

### **Review and Monitoring**

Monitoring and review of company health and safety policy

### **Continuous Improvement**

Heritage Skills Academy is committed to the ongoing development of its health and safety culture. This includes regular review of procedures, incorporating lessons learned from incidents and near-misses, and using staff and student feedback to inform safety strategies. Safety is not static; it is a continuous process of learning and adapting.

To ensure the effectiveness of the safety policy in providing and maintaining environments and systems of work which are safe and without risk to health, procedures for monitoring will be established:

1. All employees are required to routinely and regularly inspect their areas within their control and carry out operational risk assessments on the risks identified.
2. Regular health and safety inspections whilst work is underway on site will be conducted. Written reports will be provided.
3. A number of selected activities will be reviewed from time to time to confirm that senior staff and supervisors are satisfying their responsibilities and duties.
4. Records of accidents and incidents will be reviewed to assist in the risk assessment process and in the setting of priorities.
5. All employees are required to bring to the attention of a senior member of staff any areas of the companies Policy for Health, Safety and Welfare that appears to be inadequate.

At regular intervals senior management will meet to discuss any accident reports and the performance of HERITAGE SKILLS ACADEMY in compliance with the Health and safety policy, to establish areas where improvements in procedures and training could be made and review where necessary and revise HERITAGE SKILLS ACADEMY health and safety policy.