

HEALTH AND SAFETY POLICY STATEMENT

- 1) We at Martec Training Limited take very seriously our obligations and responsibilities regarding Health and Safety Legislation. The objective is to provide you with a safe working environment and a safe system of work.
- 2) We regularly review working practices including the general working environment and individuals work stations to ensure that best practices are adhered to or adopted and that safety hazards are identified and accidents so far as reasonably practicable are avoided. In particular we regularly monitor the safety of any equipment or machinery provided for use by employees and learners. Maintenance is regularly and scrupulously carried out and proper records are kept. All equipment and machinery provided complies with the appropriate UK standards and is designed or adapted for the purpose for which it is used. All employees who use or supervise the use of such equipment or machinery are properly trained in its use including Health and Safety considerations.
- 3) Health and Safety guidance is given to all new employees upon joining and regular refresher updating sessions are held for existing employees. We require the full co-operation and participation of all employees.
- 4) You are obliged to take reasonable care for your own safety and for the others who may be affected by your acts or omissions and to co-operate fully with us in the arrangements made in relation to Health and Safety matters. For example employees must:-
 - a) Adhere to the prescribed safe system of working
 - b) Report any faults or defects in machinery or equipment immediately
 - c) Report any safety concerns immediately
- 5) Only those qualified to do so and employed for that purpose may carry out repairs or maintenance to machinery or equipment.

6) Safety Officer

A Safety Officer has been appointed to ensure that we are aware of and fully comply with our obligations under Health and Safety law.

All accidents and near misses irrespective of triviality must be reported to the Safety Officer who will ensure that any necessary preventative measures are introduced.

7) Evacuation

You should be familiar with the evacuation procedures, details of which will be displayed throughout the building where you are working. Should you discover a fire you should immediately sound the fire alarm and notify the senior staff member present.

8) First Aid

All accidents must be recorded in the accident book. You will be notified which members of staff have training in First Aid. If anyone becomes ill while at work and requires medical attention, arrangements will be made to call a doctor or emergency services or take the employee to Accident & Emergency at the nearest hospital.

9) Hazards and Safety Risks

You have a responsibility to report any potential Health or Safety hazard including Infectious or other diseases, accidents or injuries associated with the workplace.

Examples are as follows:-

- Fire risks, e.g. accumulation of combustible waste, blocking or obstruction of fire doors, corridors or smoking in non-smoking areas.
- Electrical problems, e.g. worn cables, loose connections, multiple connectors to power sockets, faulty wiring or trailing cables.
- Defective equipment.
- Defective flooring, e.g. worn or frayed carpets, uneven or slippery surfaces.
- Unsuitable loading or stacking.
- Broken glass.
- Carelessness by an employee or other person on the premises, e.g. attempting to repair equipment without proper training.

10) Improvements

You are encouraged to suggest improvements to the Health and Safety policy and Suggestions should be made to the Safety Officer.

11) Discipline

Any breach or non-observance of the Health and Safety policy constitutes a Disciplinary offence in respect of which you may in an appropriate case be dismissed.

12) General employer aims

So far as is reasonably practicable we aim to achieve the following:-

- Premises heated to the minimum temperature required by law.
- Safe equipment and systems.
- Safe methods of handling, storage and transport of articles or goods.
- Provide employees with information, instruction and training.
- Ensure the place of work is safe with means of access and egress.
- Provide a safe working environment.
- We have a no smoking policy other than in designated areas.
- All storage areas are safely laid out with adequate room for access in safety.

13) Display screen equipment

We have particular obligations where employees habitually use display screen equipment as a significant part of normal work. Work stations and work routines will regularly be reviewed to ensure that they comply with the law and to ensure that the employee had adequate breaks from the use of display screen equipment.

Regular and proper training will be given to minimise Health and Safety problems. Free eye and eyesight tests are available for those appointed to use display screen equipment and for those who currently use this equipment at regular intervals. We will pay for glasses prescribed for the use of an employee when operating display screen equipment but not for designer frames or for lenses other than those prescribed specifically for use in connection with the operation of display screen equipment.

SIGNED

CHIEF EXECUTIVE

DATE

Martec training

HEALTH AND SAFETY AT WORK ACT 1974

HEALTH AND SAFETY POLICY

OF

Martec training

Lyme Valley
London Road
Newcastle
Staffordshire
ST5 1LZ

SECTION A

GENERAL STATEMENT OF POLICY

RESPONSIBILITIES

- 1) Overall and final responsibility for Health and Safety in the company is:

Tracey Marson
CHIEF EXECUTIVE

2) The person responsible for this policy being carried out at the premises is:

Anthea Bradburne
PRINCIPAL

3) The following supervisors are responsible for safety in particular areas:-

SUPERVISOR	AREA	ANY SPECIAL RESPONSIBILITY
Manager	Own Dept	Report to Health & Safety Officer

4) All employees have the responsibility to co-operate with supervisors and managers to achieve a healthy and safe workplace, and to take reasonable care of themselves and others.

5) Whenever an employee, supervisor or manager notices a Health or Safety problem which they are not able to put right, they must straightaway tell the appropriate person named above, they may also tell the safety officer.
Consultation between management and employees is provided by monthly meetings.

6) Other people (if any) responsible for:-

SAFETY TRAINING

Terry Parkes – Anthea Bradburne

CARRYING OUT SAFETY INSPECTIONS

Terry Parkes reporting to the Principal

INVESTIGATING ACCIDENTS

Terry Parkes reporting to the Principal

MONITORING MAINTENANCE OF PLANT AND EQUIPMENT

Terry Parkes reporting to the Principal

CONTRACTOR AND VISITORS

All visitors must sign in and out; records are kept in the main reception area

Rules of fire and evacuation also general Health and Safety are explained on arrival.

SIGNED

CHIEF EXECUTIVE

DATE

SECTION B

GENERAL ARRANGEMENTS

ACCIDENTS

TRAINED/QUALIFIED FIRST AIDER IS:-

Mick Hassall – First Aid Training Instructor / Assessor

[It is Martec Trainings policy that all staff will be First Aid Awareness trained and carried out in house by Mick Hassall]

FIRST AID BOXES CAN BE FOUND:

Main Reception Area

Foundation Learning Office

Outside Technical Tutor's Office

Minibus

APPOINTED PERSON RESPONSIBLE FOR FIRST AID BOXES

Paul Swindell reporting to Terry Parkes

PERSON RESPONSIBLE FOR REPORTING INCIDENTS

Terry Parkes to Principal, Funding Skills Agency [FSA] and Health and Safety Executive [HSE] as appropriate

See Safe Learner Concept on Health/Safety (attached to policy).

Accidents are recorded on an Accident Sheet found in the accident book alongside the first aid box and RIDDOR report completed if required

Completed Accident Reports are stored in a locked cabinet in the Principal's office

GENERAL FIRE SAFETY

ESCAPE ROUTES	Terry Parkes / Peter Marson / Fire Marshalls
FIRE MARSHALLS	Phil Mayer [Lead Fire Marshall] – Office Kev Clarke [Deputy Fire Marshall] – Office Nick Lumley [Fire Marshall] – Foundation Learning Dan Baddeley [Deputy Fire Marshall] – Foundation Learning Paul Swindells [Fire Marshall] – ATA / Technical Department Phil Lee [Deputy Fire Marshall] – ATA / Technical Department
FIRE EXTINGUISHERS	Checked annually by an approved contractor and reported to Terry Parkes [Information recorded and logged in the fire log book]
MAINTENANCE	Tracey Marson and approved outside contractors
FIRE ALARMS	Terry Parkes to ensure weekly checks are carried out and fire drill carried out every quarter.
OTHER EQUIPMENT	Electrical equipment PAT tested by approved contractors

ADVICE AND CONSULTANCY

LOCAL INSPECTORS OFFICE AND TELEPHONE NUMBER

HEALTH AND SAFETY EXECUTIVE
LYME VALE COURT
PARKLAND BUSINESS PARK
NEWCASTLE ROAD
NEWCASTLE UNDER LYME
STAFFS

TELEPHONE NUMBER: - 01782 602300

SAFETY CONSULTANT[S];

HEALTH & SAFETY EXECUTIVE or;

SKILLS FUNDING AGENCY
CONTACT; DIANE RICKARD [Temporary Position]
Tel; 0116 228 1816)
Email; diane.rickard@skillsfundingagency.bis.gov.uk

DOCTOR / NURSE	None on site
PERSON RESPONSIBLE FOR TRAINING	Principal
SPECIAL TRAINING ASSESSED BY Training given if required Hazardous work may need special training	Terry Parkes

SECTION C

HAZARDS

HAZARDS MUST BE REPORTED TO THE HEALTH AND SAFETY OFFICER SO THAT THE RISKS CAN BE ASSESSED

HAZARD SHEETS	Supervisors to report any hazards on near miss forms and send to Terry Parkes. The data on the forms will be assessed to develop a safe system. The findings will then be reported to the Principal for approval.
MANUFACTURE GUIDANCE	Any new products will be COSHH assessed and COSHH Data Sheets [Material Safety Data Sheets – MSDS obtained from the supplier]. The data will be filed in the COSHH reference book located in the Health and Safety Office. No new substance will be used without a COSHH Risk Assessment being carried out.
OTHER GUIDANCE	Advice will be given by Terry Parkes and any special training arranged.
HOUSEKEEPING AND PREMISES	
CLEANLINESS	All supervisors and tutors will keep their work areas clean and tidy – ready to use for the next lesson
WASTE DISPOSAL	The Company has a contract with Biffa Waste Disposal Company. Ancillary Staff to empty waste bins daily into Biffa container
SAFE STACKING & STORAGE	All supervisors and tutors to control their own areas
MARKING & KEEPING CLEAR GANGWAYS, EXITS ETC	All exits are to be kept clear at all times and Supervisors and tutors to report any blockages to the Health and Safety Officer and or Principal.
CHECKING EQUIPMENT LIKE	Any fault to equipment is to be LADDERS
reported to the Health and Safety and	

	taken out of use and labelled as such
MAINTENANCE	Peter Marson keeps maintenance up-to-date and any records kept in the Chief Executive's Office
TRANSPORT (MINI-BUS)	Must have up-to-date service records kept by Peter Marson (audited by the Health and Safety Officer)
SPECIAL ACCESS TO PLACES	Supervisors or tutors report to PARTICULAR Health & Safety Officer any problem that may arise for risk assessment
ELECTRICAL EQUIPMENT	
ROUTINE FOR INSPECTING PLUGS AND CABLES FOR LOOSE CONNECTIONS AND FAULTS	All faults with electrical equipment must be reported to Health and Safety by department managers and equipment taken out of use and labelled as such
ANY RULES FOR USE OF EXTENSION LEADS AND PORTABLE EQUIPMENT	Extension leads will be supervised by tutors to make sure that plug overload is avoided
ARRANGEMENT WITH ELECTRICAL CONTRACTORS FOR PERIODIC CHECKS OF THE INSTALLATION AND EQUIPMENT	Peter Marson will make arrangements with electrical contractors for Portable Appliance Testing (PAT) and ensure that maintenance checks are carried out annually on all electrical equipment
MACHINERY	
RULES OF USE FLUID AND AIR UNDER PRESSURE Only trained Supervisors to use	Only to be used under supervision or only to be used after training or after proof of competence Equipment after proof of competence

Consultation between management and employees is provided by monthly meetings.

Other people (if any) responsible for:

Safety training:

Principal / Terry Parkes

Carrying out safety inspections:

Terry Parkes reporting to the Principal

Investigating accidents:

Terry Parkes reporting to the Principal

Monitoring maintenance of
Plant and equipment:

Terry Parkes reporting to the
Principal