

# POLICY



## Health and Safety Policy

### VERSION CONTROL

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## Contents

What is this policy about? .....	5
Risk Assessments .....	6
Location .....	6
Completion .....	6
Review .....	6
Staff .....	7
Training .....	7
Organisation & Responsibilities .....	7
Responsibility .....	7
First Aid .....	7
Meetings .....	8
Employees .....	8
Learners .....	8
Health & Safety Responsibilities .....	9
Fire .....	9
Risk Assessments .....	10
Training .....	10
Accidents .....	10
External Reporting .....	10
Investigation .....	10
Visitors .....	11
Dangerous Occurrences .....	11

RIDDOR .....	11
Emergency Services .....	11
Recording .....	11
Requirements .....	11
Training.....	12
Information .....	12
Equipment .....	12
Capability .....	12
Risk Assessments .....	12
Guidance .....	13
Machinery & Equipment .....	13
Safety Devices.....	13
Faults & Defects.....	13
Maintenance & Records .....	13
Usage .....	13
Advice .....	14
Requirements.....	14
Hazardous Substances .....	14
Risk Assessments .....	14
Guidance.....	14
Illness.....	14
Advice .....	14
Disposal .....	15
Manual Handling .....	15
Injury .....	15
Lifting .....	15

Employee Rules.....	15
Rules .....	16
Reporting .....	16
Requirements.....	16
Electricity .....	16
Maintenance & Inspection .....	16
Defects or Damage .....	16
Repairs.....	16
Records .....	17
Learners, Contractors & Visitors .....	17
Sign In Process .....	17
Responsibility.....	17
Authorisation.....	17
Informing & sharing .....	18
Display Screen Equipment (DSE) .....	18
Risk Assessment.....	18
Workstations.....	18
Requirements.....	18
Maintenance of Premises .....	18
Facilities .....	19
Working Environment .....	19
Defects or Damage .....	19
Requirements.....	19
COVID 19 .....	19
Version Change Log .....	20

## What is this policy about?

Orangebox Training Solutions UK Limited places a fundamental importance on the health, safety and welfare of all stakeholders: learners, staff, visitors and others involved in its activities. This responsibility covers all Orangebox premises, including its own Head Office and across all outreach locations.

This opening statement forms part of Orangebox's health and safety policy required under Health and Safety at Work Act 1974 (section 2.3). The wider policy also includes the organisation's responsibilities for health and safety, the completion of risk assessments, protective and preventive measures for health and safety.

This policy will be brought to the attention of all employees and learners and be available for any visitors or other stakeholders to review.

- We consider that all learners are entitled to learning that takes place in a safe, healthy and supportive environment. We are committed to providing suitable and sufficient arrangements for learner health and safety as a critical element of our legal Health & Safety obligations. We see this as essential both to maximising a positive experience of learning and to promoting achievement.
- The 'safe learner' concept is central to our policy and we consider health and safety to be an integral part of our quality delivery of training. We will promote risk awareness and the learning of health and safety as an integral part of any learning and seek to encourage and support all our learners in becoming safe and healthy workers.
- We also want to provide staff members with the conditions they need to undertake their duties safely. This refers both to the physical facilities and the supporting procedures that ensure welfare, wellbeing and positive health are all taken into account and that staff feel informed and supported in all aspects of Health & Safety.

It is our policy to comply with all health and safety legislation, including Regulations, Codes of Practice and other guidance. We will endeavour to provide a safe and healthy working environment including, premises, equipment and systems of work that are safe and without risks to health, as far as is reasonably practicable.

We will provide suitable and sufficient information, instruction and training for employees and learners to ensure our policy is understood and implemented. Employees and learners must comply with any training and information which is given and follow safe systems of work including the use of any necessary personal protective equipment/clothing.

We accept our responsibility for health, safety and welfare of others (public, contractors and visitors) that may be affected by our business.

The safety policy will be kept up to date by periodical reviews (at least annually) and will take account of any new equipment, processes or changes to work which affect health and safety.

## **Risk Assessments**

### **Location**

All venue, fire and activity risk assessment records are in the Risk Assessment File, stored electronically on the shared drive.

### **Completion**

On completion of risk assessments, any issues will be reviewed and relevant control measures identified, recorded and monitored in line with this policy.

### **Review**

Risk assessments will be reviewed annually or earlier if significant changes take place.

New risk assessments will be completed for any additional venues Orangebox uses for training. These will include specific references to how Covid measures have been introduced and adapted.

## Staff

Orangebox will ensure that risk assessments are completed where appropriate and reviews are carried out periodically. This will include the vetting of the learning environment by appropriately qualified staff prior to the placement of learners.

## Training

Training, information, instruction and supervision will be provided as required to employees and learners.

## Organisation & Responsibilities

### Responsibility

Overall responsibility for health and safety in the Company lies with the CEO Simon Corbett who will lead on health and safety matters and will ensure that this policy is carried out.

Simon will inspect the local office at Hartlepool and related activities following a regular planned review programme including risk assessment. Michael Stephenson is the nominated expert consultant who has signed off all current measures and provides advice, guidance and challenge as necessary.

Maddie Williams is the Health and Safety Champion and has responsibility for day-to-day health and safety matters. Matt will report any failures of policy, hazards, dangerous events etc to the CEO.

### First Aid

Simon Corbett, Suzanne Woodward, Lyndsey Jordan and Claire Craig are the designated appointed persons for Orangebox. They have a First Aid appointed persons certificate

which will be renewed every 3 years. The first aid box is kept in the office in the East Wing of the third floor at Tranquility House.

### Meetings

Health and Safety will be discussed and minuted at all formal meetings including supervision, where appropriate, and information will be circulated to all relevant people.

### Employees

All employees have a duty to act responsibly and not to put themselves or others at risk by their acts or omissions. They must co-operate with the Company on health and safety matters and report any unsafe conditions to the Health and Safety Champion or the CEO. They must follow safe systems of work and keep their workplaces clean and tidy always.

Employees have a primary role in promoting increased learner awareness of Health & Safety in the workplace. They will promote safe working practices and review their application throughout the learning programme and especially during reviews.

### Learners

Learners have a duty to act responsibly and not to put themselves or others at risk by their acts or omissions. They must report any unsafe conditions to the Health and Safety Champion and co-operate with the Company on all Health & Safety matters. They must follow safe systems of work and help maintain a safe learning environment always, both for their own benefit and that of others.



## Health & Safety Responsibilities

Overall	Simon Corbett, Managing Director
Consultant	Michael Stephenson
Champion	Maddie Williams
First aiders	Simon Corbett, Suzanne Woodward, Lyndsey Jordan, Claire Craig
Accidents/ reporting to HSE	Simon Corbett

## Fire

If an employee discovers a fire, they should follow the advice on the 'Fire Action' notice. Untrained staff should not tackle a fire but proceed safely to the assembly point via the escape routes.

There are named Fire Wardens for each wing of Orangebox, to a minimum of three people in total.

The following arrangements apply to the Company Head Office:

- fire extinguishers are provided around the premises;
- in the event of a fire alarm, employees must make their way to the assembly point using the office doors and fire escapes. The fire assembly point is located in the car park to the east of the building;
- A register will be printed out automatically on the sounding of the fire alarm and will be used by the Fire Warden(s) to ensure that all staff, learners and visitors are accounted for.

## **Risk Assessments**

The Company will ensure that risk assessments are completed where appropriate and reviews are carried out periodically. This will include the vetting of the learning environment by appropriately qualified staff prior to the placement of learners.

## **Training**

Training, information, instruction and supervision will be provided as required to employees and learners. Fire Marshals designated within the building will co-ordinate with and be responsible for contacting the emergency services.

Employees and learners must keep fire routes and exits clear and not interfere with any fire safety arrangements.

The Company will fulfil the requirements of the Fire Precautions (Workplace) (Amendment) Regulations 1999.

## **Accidents**

All employees who have an accident at work or are ill because of work must report it to their Line Manager. This will be noted in the accident book, which is kept in the Head Office

## **External Reporting**

Simon Corbett will inform HSE of any reportable accidents.

## **Investigation**

Simon Corbett will investigate all accidents/incidents to determine the cause and will be responsible for implementing appropriate counter-measures.

## **Visitors**

Any visitor, contractor or learner who has an accident must also report the matter to Simon Corbett. The employee responsible for the visitor, contractor or learner must ensure the accident book is filled in correctly.

All near misses should also be reported to Simon Corbett.

## **Dangerous Occurrences**

Any dangerous occurrence will be reported immediately to HSE and form F2508 will be sent by the Simon Corbett.

## **RIDDOR**

The Company will fulfil the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.

## **Emergency Services**

One of the building Fire Marshals will call the emergency services and ensure the comfort of any injured person, where applicable also organising first aid.

## **Recording**

A record of first aid will be kept on the appropriate form in the Health and Safety file and added to the entry in the accident book.

## **Requirements**

The Company will fulfil the requirements of the Health and Safety (First Aid) Regulations 1981.

## Training

### Information

All employees and learners will be informed of this policy, risk assessments and control measures. All new employees will complete a programme and have health and safety arrangements explained to them by their line manager.

### Equipment

Employees and learners will be coached in the correct use of equipment prior to its use, where appropriate. A record of each employee's training and instruction will be kept in the individual's Training/ Personnel file.

### Capability

The Company will endeavour to ensure that employees and learners can carry out every required task in Health and Safety terms. A named Champion is active and visible around the business and a dedicated Consultant provides additional support as required.

### Risk Assessments

Specific training and instruction will be provided as appropriate to the employees and learners as identified in risk assessments. This will include training, as appropriate, in:

- health and safety arrangements
- employee/learner responsibilities
- control measures following risk assessments
- safe use of equipment (including display screen equipment where appropriate and electrical safety)
- accident and first-aid arrangements
- fire arrangements.

## Guidance

Any employee/learner who is uncertain of how to do a job safely must ask the relevant responsible person. Anyone who wants further training in health and safety is encouraged to request it.

## Machinery & Equipment

All equipment provided by the Company will be to the correct safety standards. This includes annual PAT testing.

## Safety Devices

All safety devices and controls must always be used by employees and learners.

## Faults & Defects

Any fault or defect in a piece of equipment or controls must be notified immediately to the relevant responsible person, either the line manager, tutor/ assessor or the Health and Safety Champion/ CEO. Equipment must not be used until it has been repaired and safe to use again. Employees should check equipment before operation.

## Maintenance & Records

Equipment is labelled with numbered stickers to create an inventory and will be maintained as per the requirements and guidance. Records of this will be kept and any faults / recommendations reported to the CEO.

## Usage

Employees and learners will not be allowed to use any technical equipment until they have been trained to do so. This includes laminators, ProWise presentation boards, kitchen equipment and air conditioning / heating units.

## Advice

Any employee or learner who is unsure of any piece of equipment, safety feature or controls should seek advice from the responsible person.

## Requirements

The company will fulfil the requirements of the Provision and Use of Work Equipment Regulations 1998.

## Hazardous Substances

### Risk Assessments

Risk assessments for all hazardous substances will be completed, where appropriate, and kept in the Risk Assessment folder.

## Guidance

Employees and learners must follow guidance identified following the completion of risk assessments to ensure they do not expose themselves or others to an unacceptable level of risk. The labels of all containers must always be checked to determine whether they are carrying hazardous substances and where that is the case should only be handled by competent people.

## Illness

If an employee or learner feels ill because of using a substance, they must report it to the nominated responsible person, who will record this in the accident book so that the matter can be investigated.

## Advice

If an employee or learner is uncertain about the use of any substance, they must seek advice from the nominated responsible person before using it.

## Disposal

Hazardous substances must be disposed of carefully as recommended in the assessments.

## Manual Handling

Employees and learners must not move any load, which they think may cause them an injury. Training will be given to employees in safe working methods, where appropriate.

## Injury

Any employee or learner who is injured during any manual handling operation must report it to the relevant person who will record it in the accident book

## Lifting

Two person lifts are to be encouraged, where practical. Where loads can be split across multiple people or trips they should be to reduce the risk of injury.

The Company will fulfil the requirements of the Manual Handling Operations Regulations 1992.

## Employee Rules

Below is a list of some of the basic Health & Safety rules for employees and learners to follow:

- keep your work area clean and tidy, particularly from things likely to cause injury
- always use equipment the way described in instructions
- follow the safety procedures and rules from the risk assessments and ask if you are ever uncertain
- never interfere with equipment, electricity or any safety features
- report any defects or damage to equipment
- do not put yourself or others at risk by engaging in horseplay or substance misuse.

## Rules

It is a requirement of employment for employees to abide by health and safety rules. Any employee breaching safety rules will be subject to disciplinary procedures.

## Reporting

Any employee or learner who notices a hazard must report it immediately. Orangebox encourages suggestions from employees and learners to promote good practice in Health & Safety.

## Requirements

It is a requirement of all employees and learners to abide by health and safety rules, as agreed at their induction. Any employee or learner seriously breaching safety rules may be required to leave their employment or learning programme

## Electricity

This section primarily applies to the use of electrical equipment at the Company's Head Office.

## Maintenance & Inspection

The Company will maintain all electrical equipment and carry out regular inspection checks which includes annual PAT testing

## Defects or Damage

Any defects or damage to electrical equipment must be reported immediately by staff to the relevant person. Anyone suffering an electrical shock must report this as an accident

## Repairs

A competent electrician or an electrical contractor will carry out any necessary electrical work. No employee must carry out electrical repair work for themselves



## Records

Electrical equipment that requires testing and inspection will be marked and a record kept of the result. Any records will be kept in the Health and Safety file.

The Company will fulfil the requirements of the Electricity at Work Regulations 1989.

## Learners, Contractors & Visitors

This section primarily applies to visitors to the Company's Head Office.

### Sign In Process

Learners, contractors and visitors must all enter through the main reception and sign in, following the signs to their required destination or waiting in reception to be collected. No members of the public are allowed into the third floor offices unless accompanied.

Learners will be directed to their designated classroom and will then be 'in the care of' their course tutor who will lead them through their own Health & Safety briefing to cover the period they are with us.

### Responsibility

Contractors and visitors will be accompanied by a known member of staff, who is responsible for them. In the case of an emergency, it is the responsibility of that member of staff to lead them out of the building to the assembly point. They must remain at the assembly point for identification by a senior member of staff.

### Authorisation

Visitors must not operate any equipment, unless authorised to do so.

## Informing & sharing

Contractors must inform the Company of any hazardous substances or anything that might affect the health and safety of employees and learners, including electrical or other equipment. Contractors carrying out any work on Company premises will be given a copy of this policy and expected to abide by it. Risk assessments for work will be required of any contractor.

## Display Screen Equipment (DSE)

This section primarily applies to the use of electrical equipment at the company's Head Office.

### Risk Assessment

All workstations are laid out with standard equipment and all staff will complete a workstation risk assessment during induction, with adjustments identified where necessary. Control measures will be put in place as identified by HSE to reduce the risk from the use of DSE and other potential risks, i.e. employees and learners are required to have a short break regularly (e.g. 5 minutes every hour) from use of DSE.

### Workstations

Employees and learners will be shown how to use DSE properly and how to make appropriate adjustments to their workstation. Any other relevant information and training will be provided.

### Requirements

The Company will meet the requirements of the Display Screen Equipment Regulations 1992

## Maintenance of Premises

This section primarily applies to the use of electrical equipment at the Company's Head Office. The premises will be maintained in a safe and healthy condition at all times. Employees must take responsibility for general housekeeping, cleanliness and tidiness.

## Facilities

Adequate welfare facilities, toilets, drinking water, washing facilities, etc. will be provided and maintained by the Tranquility House landlord (North East Commercials).

## Working Environment

A satisfactory working environment will be maintained by the Company, with adequate temperature, ventilation and lighting.

## Defects or Damage

Any defects or damage to the premises or its fixtures and fittings, must be reported by employees to the relevant manager.

## Requirements

The Company will meet the requirements of the Workplace (Health and Safety and Welfare) Regulations 1992.

## COVID 19

Due to COVID-19 a full risk assessment has been conducted and reviewed in-line with government guidelines for office-based workers and classroom delivery. Signage, PPE, RPE and barrier devices have been issued and were in use for the identified periods of lockdown / social distancing.

The risk assessment and associated measures will be utilised for any further periods of lockdown and adapted accordingly.

## Version Change Log

Provide a brief synopsis of changes made to this policy and any document changes, named staff or references to other materials.

Date	Change made	Changed by	Reason