



HEALTH AND SAFETY POLICY

**A&S Transport Training
UNITY WORKS
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Sheffield
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Health and Safety Policy Statement
Author: Munief Mukerker
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HEALTH AND SAFETY POLICY STATEMENT

It is the policy of AS Transport Training to ensure so far as is reasonably practicable the health, safety and welfare of all of its employees and others who may be affected by its operations.

The company seeks to maintain high health and safety standards and full compliance with the requirements of the Health and Safety at Work etc. Act 1974 and all other relevant statutory provisions.

AS Transport Training will provide all necessary information, training and supervision to ensure the implementation of the Policy. Facilities are in place for consultation on any aspect of safety and health at work between Management and employees at all levels and other persons not directly employed by the Company.

It is also our intention to:

- Ensure that all employees whether management, staff, supervisors or other employees know and understand their responsibilities in respect of Health and Safety matters.
- Make arrangements for the safe use, handling, storage and transportation of articles and substances.
- Make adequate arrangements for the regular assessment of work activities in order to identify associated hazards and control the risk arising.
- Provide adequate welfare facilities for the employees of the Company.
- Maintain records to allow Health and Safety performance to be measured and where possible improved.
- Ensure the maintenance of any workplace under control of the Company is in a condition that is safe and without risk to health and the provision and maintenance of means of access to and egress from it are safe and without risk.
- Show a visible management commitment to high standards of health and safety performance and the promotion of a positive health and safety culture throughout the Company.
- Ensure that adequate financial resources are made available to implement the necessary control systems.

All those working for A&S must co-operate with the Company to enable all statutory duties to be complied with. Staff have a legal obligation to take reasonable care of their own health and safety and that of others who may be affected by their acts or omissions.

Sameh Mukerker is the Director who is ultimately responsible for health and safety throughout the company and also for monitoring the effectiveness of this policy on a regular basis. As this policy is part of the normal management function it is the duty of the management and employees at all levels to co-operate in achieving its aims.

The Directors will ensure that this Policy will be reviewed at least annually and if necessary, be revised in light of any organisational or legislative changes.

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Roles and Responsibilities

1.1.1 Director / Health and Safety Director

The Health and Safety Director is responsible for health and safety in the workplace and will be supported by other Directors and Management who are appointed to undertake and assist in the management of employees in the workplace. His main responsibilities are:

- To formulate and issue the Company Health and Safety Policy and subsequent policy reviews and amendments.
- To ensure that the objectives of the Health and Safety Policy are brought to the attention of all company employees and that a copy is displayed on the office notice board.
- To monitor the effectiveness of the Health and Safety Policy and ensure that all necessary changes / amendments are made.
- To ensure that there is in place the provision and maintenance of safe plant/equipment and safe systems of work.
- To ensure that there are suitable arrangements for ensuring health and safety in connection with the use, handling, storage and transport of articles and substances hazardous to health.
- To ensure that there is the provision of such information, instruction and training and supervision as necessary.
- To ensure that there is a safe place of work with safe means of access and egress.
- To ensure that the risks to the health and safety of his employees and others that may be affected by the work activity have been identified and controlled to the lowest level practicable and copies of it are brought to the attention of all parties concerned.
- To ensure that all forms, registers and documents relating to health, safety and welfare are maintained for the required period of time.
- To ensure that a personal commitment to safety and lead by example and encourage a positive approach to safety from all employees.
- To ensure proper reporting of, and the investigation of, accidents, incidents and ill health cases and promote action to prevent recurrence and initiate analysis to identify trends.
- To establish at all levels within the Company that an understanding that compliance with the regulations and prevention of injury and damage is profitable, essential and an integral part of the business and operational efficiency.

The Health and Safety Director also carries out the role of competent person as required by the Management of Health and Safety at Work Regulations 1999. Duties include:

- Ensuring that AS Transport Training is kept advised of changes in relevant health and safety legislation or industry best practice.
- Providing health and safety training and / or arranging for employees to attend training courses.
- Assisting in the development and formulation of risk assessments, method statements and COSHH assessments.

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- Liaising with HSE and other enforcing authorities.

1.1.2 Employees / Staff

The Health and Safety at Work Act 1974 imposes a duty on every employee while at work.

Section 7 (a) to take reasonable care both for his or her own health and safety and also that of other persons

Section 7 (b) to co-operate with his or her employer or any other person as far as is necessary to enable any statutory duties or requirements imposed on the employer or other person(s) to be complied with.

Section 8 makes it an offence for anyone to intentionally or recklessly interfere with or misuse any equipment or systems put into place to comply with Health and Safety Law.

All those working for the company, be they directly employed by the business or sub-contractors, need to comply with the directives outlined for employees.

Employee / Staff Duties

- Understand the requirements of the Health and Safety Policy.
- Use the correct office aids and materials making full use of any safety equipment, devices and procedures etc.
- Ensure that equipment provided in the interests of health, safety and welfare is not misused or abused.
- Report to their Manager all defects in office machinery, equipment or fittings and not to attempt any electrical repair, or repairs, to any other equipment unless authorised.
- Ensure that evacuation procedures are known in the event of a fire and that corridors, office floors and doorways are kept free from obstruction.
- Report any accident however minor to their Manager.
- Co-operate with Managers on safety matters.
- Report any hazardous situations or actions.

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ARRANGEMENTS

2.0 RISK ASSESSMENT

The Management of Health and Safety at Work Regulations 1999 require all employers to undertake risk assessments in order to identify hazards and evaluate the risks. AS Transport Training ensure that all risk assessments carried out are suitable and sufficient and that the work hazards of all employees, and third parties, are considered and assessed.

The risk assessment process is carried out using the following:

Hazard identification – the potential for injury or damage
 Risk factor – the likelihood of the hazard actually causing any injury or damage
 Severity – of any injury or damage

2.0.1 Control measures

Control measures are part of the risk assessment procedure and they will be placed in position before work commences. When considering the risk account should be taken of third parties that may be affected by the work activities including members of the public, authorised and unauthorised visitors, other workers, elderly people, the disabled and children.

Risk assessments are carried out by the H&S Director. Reviews of the company activities and the environment in which employees are working are undertaken when:

- Employees commence working in the environment or the Company first undertakes the activity;
- When there are significant environmental or activity changes;
- Monitoring of health and safety performance indicates that there are shortcomings

If none of the above applies then the risk assessments will be reviewed on an annual basis. Risk Assessments have been issued to all personnel identifying the control measures and precautions to be taken.

2.0.2 Method Statements

All method statements will:

- Fully document the hazards associated with the project or tasks within it.
- Describe the stages in the development of the project
- Outline how the work will be done
- Give reference to a risk assessment
- Be associated with Health and Safety Executives Approved Code of Practices, Guidance and manufacturer's product data sheets.

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2.1 REPORTING OF ACCIDENTS, NEAR MISSES AND DANGEROUS OCCURRENCES

Data Protection Law requires the secure keeping of personal information and this includes entries into the accident book. Once details have been entered the page will be removed and placed into the employee's / staff members personnel file. The page and stub are numbered for reference and entered onto the accident tracker which is filed electronically within the company system.

All accidents / incidents / occurrences should be recorded however minor to ensure further control measures can be put into place if deemed necessary. Near misses (accidents where people escape injury) must also be reported to allow measures to be developed which will prevent future injuries.

Further information is contained within the Accident Book and The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995. These regulations require that certain accidents and dangerous occurrences at work are notified to the local authority and extend to anyone at work whether they are self employed, employees or under training for employment.

2.1.1 Procedure for reporting accidents:

All accidents however minor should be reported to **Sameh Mukerker** as soon as possible.

The H&S Director will review and analyse all accidents/incidents in order to establish trends in causes, additional training needs and why the control measures identified in the risk assessments are not working. Records will be kept for a minimum of 5 years.

In the case of fatal or major accidents requiring immediate reporting to the Enforcing Authority a telephone call can be made to the Incident Contact Centre on 0845 300 9923 or online at www.hse.gov.uk/riddor. All other accidents can be reported online only.

All accidents / incidences should be reported online at www.hse.gov.uk/riddor as soon as possible and in any case within 10 days.

2.1.2 First Aid

The number and type of first aid provision required is based upon an assessment in accordance with the First Aid at Work Regulations. In assessing the need, consideration will be given to the circumstances of the working environment.

All first aid boxes will be checked regularly by the Appointed Person (at intervals not exceeding three months) and will be re-stocked after use. This includes any travel first aid boxes where issued.

Although there is no list of mandatory items that should be included within a first aid box, where no special risk arises a minimum stock of first aid items would be:

- A leaflet giving general guidance on first aid
- 20 individually wrapped sterile adhesive dressings (assorted sizes and appropriate to the type of work undertaken)
- Two sterile eye pads
- Four individually wrapped triangular bandages (preferably sterile)
- Six safety pins
- Six medium sized individually wrapped sterile unmedicated wound dressings - approximately 12cm x 12cm
- Two large sterile individually wrapped unmedicated wound dressings – approximately 18cm x 18cm
- One pair of disposable gloves

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Tablets such as paracetamol and aspirin should not be kept in the first aid box. The Appointed Persons are: **Sameh Mukerker and all instructors**

The Appointed Persons will ensure that all accidents and near misses are recorded / reported, both in-house and to the Incident Contact Centre if applicable. They will ensure that all details are entered into the Accident book and recorded electronically for monitoring and statistical purposes. All accident investigations will be undertaken in the first instance by the H&S Director.

2.2 FIRE ARRANGEMENTS

2.2.1 Fire Risk Assessment

In line with the Regulatory Reform (Fire Safety) Order (FSO) a fire risk assessment has been undertaken to determine arrangements in place through identifying hazards (source of ignition), people at risk (in and around the premises), evaluation (control measures in place to remove, reduce and protect from risk). A record of significant findings and action taken (emergency plan and arrangements) has been formulated. This will be reviewed every twelve months. Information, instruction and training will be undertaken to ensure all people are aware of the arrangements. The overall aim is to minimise the risk of fire starting.

2.2.2 Fire Fighting Appliances

Fire fighting equipment is to be visually checked monthly (and serviced annually by an external contractor) and fire escape routes to be checked weekly by the appointed person. A fire drill will be carried out twice yearly. All findings will be recorded within the fire log. The Fire Marshals are: **Munief Mukerker and Wayne Dobson**.

The main causes of fire are:

Careless disposal of smoking debris / materials

Accumulation of rubbish and waste materials

Faulty electrical appliances and overloaded sockets





Combustible materials left near sources of heat

Obstruction of ventilation eg. heaters, photocopiers etc.

Inadequate cleaning of work areas.

All employees will be given the emergency procedures and general fire safety awareness at induction. In the event of evacuation, any visitors to the premises are the responsibility of the person they are visiting.

Fire Appliance Chart

	Type A – fires involving freely burning materials eg. wood, paper, textiles	Type B – fires involving flammable liquids eg. petrol and spirits (not alcohol or cooking oil)	Type C – fires involving flammable gases eg. propane and butane	Fires involving electrical equipment where the current may be present
 Water	Yes			
 Foam	Yes	Yes		
 Dry Powder	Yes	Yes	Yes	Yes*
 CO2		Yes		Yes

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- - Powder Extinguishers leave a residue that can damage sensitive electrical equipment. If possible, use a CO2 Extinguisher

2.2.3 Evacuation Procedures

Office premises

Upon discovering a fire:

Raise the alarm

Leave the building (do not stop to pick up personal belongings)

Report to the assembly point

Do not re-enter the building until told to do so.

2.3 MANUAL HANDLING

AS Transport Training will, so far as is reasonably practicable, avoid the need for employees to undertake any manual handling operations at work that involves a risk to their well being or give cause for injury. Where such work is unavoidable, manual handling assessments will be undertaken by the H&S Director. The assessment will take into account the following:

The task to be carried out

The load to be moved

The environment in which the handling takes place

The capability of the individual

Information, instruction, training and supervision necessary to ensure the health and safety of all employees will be provided by means of training, induction and toolbox talks.

2.4 NOISE AND VIBRATION

Exposure to excessive noise can cause hearing damage or hearing loss, the effects from which may be cumulative and irreversible. Noise can be produced by many things such as printers, photocopiers, radios, tools and equipment. Where employees are exposed to excessive noise or vibration levels, the Company will take all reasonable steps to reduce noise and vibration levels at source.

2.5 CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)

The Control of Substances Hazardous to Health Regulations 2002 require employers to protect their staff and others (eg. visitors) who may be exposed to substances hazardous to health, to assess the risks and prevent or control the exposure to such substances.

All cleaning tasks within AS Transport Training are the responsibility of the nominated person. The nominated person will comply with all COSHH assessments of chemicals. The nominated person will be trained in the safe use of cleaning chemicals.

All other office based substances (eg. correction fluid, photocopier toner) are not deemed hazardous if used in accordance with manufacturer's instructions. All toners / cartridges are sealed units but training will be given in the correct method of use.

Most hazardous substances will be labelled as follows:



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The absence of a sign does not necessarily mean the substance is not hazardous and the labels and any data sheets should always be read.

AS Transport Training does not expect to use any substances hazardous to health within the office environment. Should any hazardous substances be required, for either office or site, employees are instructed not to use the substance until a COSHH assessment has been carried out and they have been made aware of the findings. If they are aware of a hazardous substance that has not been assessed, all employees have been instructed to bring this to the attention of the H&S Director.

2.6 ASBESTOS

In line with the Control of Asbestos at Work Regulations 2006, the landlord of the tenanted site is responsible for this area of hazard and is compliant in ensuring none is present, this was dealt with by outside contractors.

2.7 WORKING AT HEIGHT

The Work at Height Regulations 2005 apply to all work at height where there is a risk of a fall liable to cause personal injury. They place duties on employers, the self employed and any person who controls the work of others.

AS Transport Training fully understand their responsibilities under The Work at Height Regulations and ensure that all works are planned and organised. No work at height will be carried out without permission from the Management.

2.8 WORK EQUIPMENT

Work equipment will be subject to a regular maintenance programme which includes visual inspections and periodic maintenance by competent employees or contractors. No employee is permitted to use work equipment for which they have not received training or authorisation. No equipment will be used without the correct guarding and any other safety controls in place. A training programme is kept for each employee at AS Transport Training's offices. All work equipment held by AS Transport Training will hold relevant certification.

Should hired-in equipment be required, the employee who hired the equipment is responsible for ensuring that the equipment is accompanied by appropriate examination or test certificates and that the equipment is used for its intended use only.

2.9 ELECTRICITY AND PORTABLE ELECTRICAL EQUIPMENT

Portable electrical equipment is any that is not hard wired to the electrical system. All portable electrical equipment is subject to visual and periodic inspection at regular intervals by a competent person. Labels should be attached to each appliance detailing date of next inspection and person completing the test. If defects are noted the H&S Director should be informed to enable appropriate remedial work to be completed by a competent person. All fixed electrical equipment is tested every five years. All records of testing and inspection are kept at AS Transport Training's offices.

2.10 PERSONAL PROTECTIVE EQUIPMENT (PPE)

The risk assessment process identifies when PPE has to be worn to ensure health and safety. The Company provides PPE free of charge in accordance with the Personal Protective Equipment at Work Regulations 1992. Assessment of specific tasks will be undertaken by the H&S Director.

2.11 OCCUPATIONAL HEALTH

AS Transport Training are aware of their responsibilities for ensuring the long term health and wellbeing of their employees. Where health surveillance has been identified as being required, either by risk assessment or by

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specific legislation such as COSHH or Asbestos, health surveillance will be undertaken and monitored by a registered Occupational Health Practitioner.

2.12 DISPLAY SCREEN EQUIPMENT (DSE)

All workstations are assessed to ensure compliance with the requirements of the Display Screen Equipment Regulations. The initial assessment will be conducted by use of the self assessment questionnaire. The results will be assessed by the H&S Director and a copy of the assessment will be kept in the employee's file. Any corrective actions that may be required will be discussed and implemented via the H&S Director.

Employees whose work requires them to operate their DSE workstation for a significant part of the day (users) may request via the H&S Director, a free eyesight test and if corrective appliances are required for DSE use the company will meet the cost of a basic frame and lenses. Any additional costs such as tinted lenses, designer frames etc. will be met by the employee. The company will pay for one eye test per year.

Users are defined as:

- using DSE for continuous or near-continuous spells of an hour or more at a time
- using DSE in this way more or less daily
- having to transfer information quickly to or from DSE
- as highly dependent upon the use of DSE
- applying high levels of concentration and attention in a DSE environment

Training for DSE users will be carried out at induction. Refresher training is carried out for existing employees as part of AS Transport Training's training programme.

2.13 WELFARE

The Company provides the necessary welfare facilities for the use of employees. These include:

Adequate sanitary conveniences

Washing facilities

An adequate supply of drinking water located at an accessible and suitable place

2.14 TRANSPORT

2.14.1 Vehicles

AS Transport Training ensure all their vehicles are regularly and properly maintained in accordance with the vehicle manufacturers' recommendations. The Company have a policy to implement planned maintenance procedures to prevent delays or accidents due to mechanical failure. Instructors are to report any defects to the office immediately they become apparent.

2.14.2 FLT Operations

All company drivers will have a full operating licence and drive the vehicle in a safe, careful and considerate manner in accordance with directives. Operating Licences of all authorised company drivers are checked annually and any change in circumstances must be reported to the Director immediately. Regular eye tests will be undertaken and if corrective eyewear is required, the employee will ensure that these are worn. No unauthorised passengers will be carried in the vehicle.

2.14.3 Mobile Phones

It is illegal use a hand-held mobile phone or similar device whilst operating a vehicle. Hands-free mobile phones are also a distraction.

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A hand-held device is something that "is or must be held at some point during the course of making or receiving a call or performing any other interactive communication function". A device "similar" to a mobile phone includes a device that can be used for sending or receiving spoken or written messages, sending or receiving still or moving images or providing Internet access.

A&S Transport Training do not expect their employees to use hand held mobile phones or other devices whilst driving. To make or receive calls employees should pull over into a safe place, turn off the engine and remove the keys from the ignition. Mobile phones will not be used whilst operating plant/equipment.

2.15 HOUSEKEEPING

A&S Transport Training's premises will be kept clean and tidy by employees and company cleaner. All waste materials will be disposed of via the appropriate receptacles and then to the appropriate waste disposal sites. Any hazardous substances, residues from hazardous substances and empty containers will be disposed of in accordance with the manufacturer's hazard data sheets and applicable legislation.

All materials will be stored within designated areas. No materials will be allowed to be stored or stacked in corridors and all office materials will be stored or stacked in a safe manner. The following safety rules also apply:

- 1) Never run in corridors or on stairways – be aware of people who may be carrying hot drinks.
- 2) Report any worn carpet or other flooring cover, as they can cause trip hazards.
- 3) Avoid trailing electric or telephone leads across passageways between desks
- 4) Incorrect methods of lifting and carrying are common causes of back injury. Never lift anything that is heavier than you can manage without straining. If in doubt – GET HELP.
- 5) If you need to reach an object at high level, then use a properly constructed step-ladder or get help. Never climb on boxes, tables or chairs.
- 6) Never open more than one drawer on a filing cabinet, it is liable to topple over. If filing cabinets are only partially filled, ensure that the lower drawers are filled first.
- 7) Photocopiers must be positioned in a well-ventilated room.
- 8) Ensure all electrical equipment is switched off when not in use.
- 9) Never run electrical leads under a carpet where fraying will not be noticed. If there is no other way, electric cables that must cross a work area should be covered with hard rubber coving.
- 10) Warehouse compliance - safety in racking , clear aisles, no collection of debris, clear fire exit.

2.16 SMOKING

In line with the Health Act 2006, it is illegal to smoke at work or in any substantially enclosed public space. Smoking will only be permitted within the designated area.

2.17 ALCOHOL AND DRUGS

A zero-tolerance policy is implemented throughout the company and employees should be aware that levels of alcohol in the body may still be high the morning after drinking the previous evening. Alcohol and drugs have an adverse effect on the body affecting judgement and increasing the risk of accident and injury. Whilst the company is sympathetic to employees with drink / drug related problems, the Company will take disciplinary action, which may result in dismissal, to protect the employee and others whose safety may be put at risk.

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2.18 STRESS

Stress is the adverse reaction people have to excessive pressures or other types of demand placed on them. There is a clear distinction between pressure, which can create a 'buzz' and be a motivating factor, and stress, which can occur when this pressure becomes excessive. Various factors have been known to cause stress such as:

- Heavy workloads and patterns
- Control of workload and how much input an employee has in the way the work is carried out
- Lack of support from managers and the organisation as a whole
- Conflicting relationships at work
- Not clearly understanding the work role / conflict of roles
- How change is communicated

A&S Transport Training recognise that the workforce is their best asset and ensure, amongst other things, that clear definition of job roles are provided and workloads are monitored. Communication and support is given from Managers and Directors regarding any changes within the company and employees are encouraged to discuss any concerns, in confidence, with the H&S Director.

2.19 NEW AND EXPECTANT MOTHERS

A&S Transport Training recognises their duty in accordance with the Management of Health and Safety at Work Regulations 1999 which takes into account the needs of employees who are new or expectant mothers. The employee should inform their Manager that they are pregnant / have given birth within the previous six months / are breast feeding. A risk assessment will be carried out and any changes considered necessary to avoid risk will be undertaken.

2.20 YOUNG PEOPLE UNDER THE AGE OF 18 AND VULNERABLE ADULTS

Before permitting a young person to start work a risk assessment will be carried out relating to the activities to be undertaken by the young person. This will be regularly reviewed to take into account the young persons performance, attitude and acquired skills. No employees under the age of eighteen will be employed where the work:

- Is beyond their physical capabilities
- Involves exposure to carcinogenic substances which cause genetic damage, harm to unborn children or cause any other chronic health effect
- Involves a risk of accidents which they may not reasonably recognise due to their insufficient attention to safety or lack of experience or training
- Involves a risk to health from extreme temperatures (hot or cold), noise or vibration

2.21 LONE WORKING

Due to the nature of the business A&S Transport Training does not recommend lone working by their employees. In the even of such an occurrence, Safeguarding has to be adhered to for the safety of both learner and Instructor. CCTV operates within all training areas for referencing if need calls for it.

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2.22 APPOINTMENT OF SUB CONTRACTORS

The company use the services of sub contractors. All sub contractors will be assessed as to their competence and qualifications prior to any works being carried out. Only those who are able to demonstrate the ability to work safely are employed. The nature and extent of work to be undertaken dictates the extent of the enquiry, but the following factors will be taken into account:

- Our knowledge of the contractor from previous employment
- Experience and qualifications of the management / operatives in the work to be undertaken
- Adequacy of the risk assessments / method statements and other health and safety documentation supplied
- Health and Safety record (prosecutions/HSE formal action/accident statistics)
- Provision of adequate insurances

Where sub contractors are appointed their performance is monitored by site audit and reporting. Feedback from clients is also taken into account and any issues are dealt with by Mark Ramskill, Director.

2.23 TRAINING

A&S Transport Training are committed to train all their employees in health and safety subjects relative to their normal day to day operation within the organisation.

Training will be organised where appropriate, in-house and will be available for all staff. Where identified training needs cannot be carried out in-house, external courses will be required to be attended by employees.

Employees will be trained in the use of all equipment used to carry out their day to day tasks. Where specialist equipment is to be used, only those persons who have undergone specific training shall be authorised to use such machinery. Certificates of competence for specialist equipment must be available for scrutiny by any authorised party in the business of training.

A record of all training courses undertaken by employees will be kept at the main office and be updated as and when the training has been carried out. The training needs programme will be reviewed periodically to identify further training needs.

The training policy of A&S Transport Training is to ensure that all employees are given the opportunity to broaden their skills, knowledge, experience and safety by undertaking appropriate necessary training.

2.24 MONITORING AND REVIEW OF SAFETY PERFORMANCE

A reviewing system is in place in order to monitor safety performance of the company. This takes place in a variety of forms such as internal / external audits by in-house and external sources, comparison with similar trade companies, reviews of accident / ill-health statistics and other data. The results of these will be discussed at Health and Safety meetings and remedial action, if required, will be put in place.

There will be continual efforts by Management to ensure all employees 'Think Safety'.

2.25 CONSULTATION WITH EMPLOYEES

All employees are encouraged to make general contributions and health and safety suggestions to their Manager. A&S Transport Training give out information to employees and take into account, and listen to what employees say before they make decisions regarding health and safety.

Consultation with employees is made through face to face meetings, by email, memo and letter.

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