

General Statement of Health & Safety Policy



Rev 4.2

Dated August 2023

At SquareOne Training, we are committed to upholding the Health, Safety, and Welfare of all our employees, learners, visitors, and individuals using our premises, in accordance with the Health & Safety at Work Act 1974.

Every employee, regardless of their role, is legally obligated to exercise reasonable care for their own well-being and that of others, including colleagues and the general public, while at work.

They must also cooperate with managers and authorised personnel to ensure compliance with Regulations, Codes of Practice, Safety Instructions, and Statutory Requirements.

Contents

RESPONSIBILITIES OF MANAGEMENT 3

THE ENVIRONMENT 3

RESPONSIBILITIES OF ALL EMPLOYEES AND CONTRACTORS: 4

GENERAL FIRE PRECAUTIONS..... 4

FIRE PREVENTION 5

FIRE FIGHTING..... 5

FIRE AND EMERGENCY EVACUATION..... 5

SAFETY IN THE OFFICE 5

Safe Manual Handling/Lifting 6

Display Screen Equipment Safety 7

Falls and Collisions..... 7

COVID POLICIES (2023)..... 8

REPORTING STATEMENT 9

Health & Safety Policy

Responsibilities of Management

Ensure that Health & Safety receives full consideration in:

- Current day to day tasks.
- Planning and new methods of work.
- Tendering and estimating for new work programmes.
- Housekeeping standards.
- Assessment of staff training requirements.
- Our visitors/learners.

The Environment

- Ensure that all personnel under their control are conversant with and accept their responsibilities under the Safety Policy.
- Ensure that their management area operates within the statutory and company requirements and that disciplinary action and procedures are followed in the case of any employee who neglect to carry out their duty in this respect.
- Ensure that all contractors recruited by them are given a copy of the Company Health and Safety Policy and ensure they comply with it.
- Ensure that all accidents procedures are executed, reports are reviewed, and necessary corrective action are taken.
- Regularly check and service safety equipment, fire safety equipment and first aid kits are regularly checked maintaining their functionality.
- Ensure that all equipment to be PAT tested every October and implemented.
- Restrain employees and contractors under their control from taking unnecessary risks.
- Ensure that new employees and contractors are instructed on any hazards of the work and aware of all safety precautions and discourage from taking unnecessary risks.
- Instruct new employees and contractors on work hazards and safety precautions.
- Maintain employee consultation within their work area through the appropriate process.

Responsibilities of All Employees and Contractors:

- Familiarise themselves with safe work procedures and specific job instructions for tasks they perform.
- Report all defective equipment to their manager.
- Report all accidents, no matter how minor, to their manager.
- Report any hazards they may encounter, to their manager.
- Contribute to maintaining good housekeeping standards.
- Fully cooperate in promoting good health and safety practice at work.
- Ensure that their actions or omissions do not endanger colleagues or the public.
- Take precautions to injuring themselves or others.
- Keep welfare facilities in good order.
- Maintain cleanliness guidelines, including regular handwashing and workspace cleanliness.
- Clean plates and mugs before leaving the building.

GENERAL FIRE PRECAUTIONS

- Adhere to “No Smoking” rules and use designated smoking areas.
- Reception staff/meet and greet, and trainers must ensure the public is aware of the "No Smoking" policy.
- Do not block fire escapes, exits, or escape routes.
- Familiarise yourself with fire procedures, exits and escape routes.
- Ensure all learners and visitors know fire procedures and muster point locations.
- Know the location of fire-fighting equipment and how to use it.
- Ensure all fire extinguishers are suitable for electrical fires.

Health & Safety Policy

FIRE PREVENTION

- Avoid overload electrical circuits.
- Refrain from using faulty electrical equipment.
- Keep flammable items away from heaters.
- Maintain tidy and clutter-free are.
- Report potential fire hazards immediately.
- Ensure all electrical equipment is PAT tested annually.

FIRE FIGHTING

1. On discovery of a fire in Egerton House dial 1600.
2. If no immediate answer call 999 immediately and ask for the Fire Brigade. (No 9 for an outside line is required).
3. Use hand fire extinguishers only for small, manageable fires. If there's any risk to life, exit the area and close the door.

FIRE AND EMERGENCY EVACUATION

1. In case of fire, evacuate the building promptly via the designated exits.
2. Use the stairwells, not elevators.
3. Assemble in the car park to the right of the building for roll call.
4. Identify Fire Marshalls wearing yellow jackets.

SAFETY IN THE OFFICE

Equipment

Always use equipment in accordance with manufacturer's instructions and health and safety guidelines.

DO NOT

- Do not attempt to repair electric plugs, leads or broken or loose connections on electrical equipment.
- Do not touch any plug, socket, switch, or light fitting with wet hands.

Health & Safety Policy

- Do not attempt to repair electrical equipment; report issues to authorised personnel.
- Do not change plugs or fuses unless authorised to do so.
- Do not climb on any desks or chairs or any objects that are unsafe to do so.
- Do not try to fix a window that may come ajar. This must be reported to reception by dialling 1600 where a member of the chamber will come and repair.
- Do not put up any boards, pictures where you will require any hooks into the wall. This must be controlled from Egerton House chamber staff where they will test the wall for electrical points and put up using authorised trained staff.

DO

- Ensure that equipment is switched off after use, and particularly at the end of the working day.
- Ensure that flex, plugs, and electric cables are visually checked regularly and report any damaged or frayed items immediately.
- Always take care when using knives, scissors, stapling machines, or guillotines. Never use a guillotine without a guard – report it.
- Report sharp edges or poorly placed appliances.
- Maintain clear walkways, dispose of waste properly, and handle dangerous goods with care.
- Place filing cabinets so that there is room to open drawers safely.
- Open one draw at a time, close before opening, and close after use.

Tidiness

- Keep floors, passages etc., clear of packages, litter etc.
- Dispose of waste material in the proper manner.
- Ensure that broken glass and other dangerous items are not put loose in the waste paper bin. Dispose of these with care.
- Make sure that all equipment is kept clean of germs. There is wet wipes available to clean located in the office.

Safe Manual Handling/Lifting

- Assess the load, routes and the need for assistance.

Health & Safety Policy

- Keep loads close to the body and lift smoothly.
- Keep the arms as close to the side of the body as possible.
- Make movements smooth, lift slowly without jerking.
- Take breaks when lifting heavy items and coordinate team lifting.
- If lifting in a team nominate a leader to co-ordinate lifting.
- Seek assistance or advice for uncertain lifting tasks.

Display Screen Equipment Safety

- Set up workstations correctly.
- Report problems with display screen equipment.
- Take regular breaks and have vision screening tests.
- Vary tasks between administrative and display screen work.

Falls and Collisions

- Walk, don't run.
- Be aware of your surroundings.
- Use handrail on stairs.
- On the landing do not lean on the metal rail or stand close to the top of the stairs.
- Clean up spills promptly.
- Use appropriate equipment for reaching high places.

COVID POLICIES (2023)

At SquareOne Training, we remain committed to maintaining a safe and healthy environment for our employees, learners, and visitors. Even though there may not be specific government restrictions in place, we understand the importance of continued vigilance and responsible measures to ensure the well-being of everyone associated with our premises.

General Guidelines:

- **Respect for Individual Choices:** While there may be no specific restrictions, we respect and acknowledge individual choices regarding personal safety measures. Employees are encouraged to continue practicing habits that make them feel comfortable and secure.
- **Hygiene and Cleaning Practices:** We encourage regular hygiene practices and cleanliness. While there may not be stringent regulations, we advise everyone to continue maintaining personal hygiene, keeping workstations clean, and using sanitation materials available within our premises.

Flexibility and Working Arrangements:

- **Remote Work:** While there may not be strict guidelines, we support remote work arrangements for individuals who may prefer or benefit from working remotely. Employees are encouraged to discuss flexible work options with their manager.
- **In-Office Presence:** For those preferring in-office work, we ensure a safe and clean environment. We continue to encourage measures such as regular ventilation, good housekeeping practices, and the availability of sanitisation materials in the office.

Reporting and Adaptability:

- **Health Concerns:** Employees are encouraged to stay home if feeling unwell or exhibiting symptoms. We request that they follow best practices and guidelines from health authorities, keeping in mind the well-being of others.
- **Continuous Monitoring:** We will continuously monitor the situation and update policies as needed. Any concerns, breaches, or recommendations can be reported to your manager.

REPORTING STATEMENT

We, at SquareOne Training, are dedicated to maintaining a safe and healthy environment for all. Our commitment to health and safety remains a top priority and is an ongoing responsibility shared by each individual associated with our organisation. We appreciate the collective efforts and commitment to upholding these standards.

For any questions, clarifications, or to report any safety concerns, please contact Daniel McGinley who is responsible for the overall SquareOne Training safety.

Your participation in maintaining a safe environment is valued and appreciated.

This document is due for formal annual review August 2024.