

# Health and safety policy

This is the statement of general policy and arrangements for:

Overall and final responsibility for health and safety is that of:

Day-to-day responsibility for ensuring this policy is put into practice is delegated to:

**Adult Training Network**

**Sarjeet Singh Gill - Director**

**Regional Manager – West London Kamaljit Kaur**

Statement of general policy	Responsibility of: Name/Title	Action/Arrangements (customise to meet your own situation)
To prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work activities.	Kamaljit Kaur Regional Manager – West London	Relevant risk assessments completed and actions arising out of those assessments implemented. (Risk assessments reviewed every year, or earlier if conditions change.)
To provide adequate training to ensure employees are competent to do their work.	Kamaljit Kaur Regional Manager – West London	Staff and subcontractors given necessary health and safety induction and provided with appropriate training (including working at height, use of computers and electrical safety) . We will ensure that suitable arrangements are in place to cover employees engaged in work remote from the main company site.
To engage and consult with employees on day-to-day health and safety conditions and provide advice and supervision on occupational health.	Kamaljit Kaur (Regional Manager – West London)	Staff routinely consulted on health and safety matters as they arise but also formally consulted at regular health and safety performance review meetings or sooner if required.
To implement emergency procedures – evacuation in case of fire or other significant incident. You can find help with your fire risk assessment at: <a href="http://www.communities.gov.uk/fire/firesafety/firesafetylaw/">http://www.communities.gov.uk/fire/firesafety/firesafetylaw/</a> .	Kamaljit Kaur Regional Manager Gaurav Sharma (Outreach Officer)	Escape routes well signed and kept clear at all times. Evacuation plans are tested from time to time and updated as necessary.
To maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances.	Ravinder Sandhu Senior Administrator  Manpreet Shinhmar Network Engineer	Toilets, washing facilities and drinking water provided.  System in place for routine inspections and testing of equipment and machinery and for ensuring that action is promptly taken to address any defects. Staff trained in safe handling/use of substances.
Health and safety law poster is displayed:	Main Office	
First-aid box and accident book are located: Accidents and ill health at work reported under RIDDOR: (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) <a href="http://www.hse.gov.uk/riddor">www.hse.gov.uk/riddor</a> Tel: 0845 300 9923	Main Office	
Signed: (Employer)	<i>Sarjeet Singh Gill</i>	Date: 1/4/2019
Subject to review, monitoring and revision by:	S Singh Gill	Every: 12 months or sooner if work activity changes

# Risk assessment

Employers with five or more employees must have a written health and safety policy and risk assessment.

For further information and to view our example health and safety policy go to [www.hse.gov.uk/risk](http://www.hse.gov.uk/risk)

Combined risk assessment and policy template published by the Health and Safety Executive 09/09

**All employers must conduct a risk assessment. Employers with five or more employees have to record the significant findings of their risk assessment.**

We have started off the risk assessment for you by including a sample entry for a common hazard to illustrate what is expected (the sample entry is taken from an office-based business).

Look at how this might apply to your business, continue by identifying the hazards that are the real priorities in your case and complete the table to suit.

You can print and save this template so you can easily review and update the information as and when required. You may find our example risk assessments a useful guide

([www.hse.gov.uk/risk/casestudies](http://www.hse.gov.uk/risk/casestudies)). Simply choose the example closest to your business.

**Company name:** ATN (Southall Site)

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
Slips and trips	Staff and visitors may be injured if they trip over objects or slip on spillages.	General good housekeeping. All areas well lit, including stairs. No trailing leads or cables. Staff keep work areas clear, e.g. no boxes left in walkways, deliveries stored immediately, offices cleaned each evening	Better housekeeping needed in staff kitchen, e.g. on spills.	All staff, supervisor to monitor.	01/10/2010	01/10/10
Fire	Staff and visitors may be harmed as a result of smoke inhalation and they may suffer from burns.	Appropriate extinguishers are provided, correctly positioned and maintained yearly. Staff designated to fight fires have been instructed, trained and are given follow-up training. New members of staff are inducted in fire safety procedures. Clear evacuation procedures and posters are displayed. Customers/learners and visitors are inducted on fire evacuation procedures when they first enrol/visit the centre. Fire drills are conducted quarterly.  Smoke detectors are placed in each room and in corridors. The Fire Alarm is located centrally at the site and is connected to local fire station in the event of fire. Appropriate break glass units are positioned in the building to raise the alarm.  Monitoring, recording and amending where necessary policies and procedures on a yearly basis.	Continue checking electrically operated smoke detection devices with two buzzers regularly on a weekly basis. Continue to induct new employees and new learners as and when required. Ensure Quarterly drills are undertaken and have a comprehensive understanding of the fire evacuation procedures. Continue monitoring fire escape routes on a regular daily basis to ensure that they are free of obstructions. Continue monitoring, recording and amending where necessary policies and procedures on a yearly basis.	Karan Moheeputh All tutors Gaurav Sharma Sarjeet Singh Gill	On-going	On-going

Electrocution	Staff and users/learners due to electrical failure or if any leads left out without trunking.	The statutory annual PAT testing of electrical equipment. Advice at induction and intermittently during lessons on issues of electrical safety and how to react in a case of electrocution. Reminder posters. Weekly checks of equipment for damaged insulation. Try to get as much wiring as possible concealed in trunking.	Training for staff on how to deal with electrocution.	Gaurav Sharma Manpreet Shinhmar	On-going	On-going
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Stress due to work type/load, anxiety about new technology, etc.	Staff and users/learners especially if the person has already been through trauma.	Advice at induction and intermittently in lessons asking users to alert tutors or line managers if they get aches or pains or feel under undue stress. Reminder posters.	New staff members are inducted by the manager; tutors are advised and asked to issue advice to learners at induction and provide regular reminders.	Kamaljit Kaur All tutors	On-going	On-going
An accident due to the arrangement of the workstations.	Staff and users/learners may be affected in the process of arrangement of workshop	Advice at induction to the learners and intermittently during lessons	Staff advised and asked to issue advice at induction and give regular reminders.	Kamaljit Kaur  All tutors	On-going	On-going
Computer workstation ergonomics, poor posture, discomfort and headaches.	Mostly will affect the staff and users/learners using the computers if the VDU is not bright enough, if non adjustable computer chairs are provided to the staff and users/learners. It Could result in minor discomfort or severe pain.	Instruct staff and learners in chair and workstation adjustment. Ask tutors/users to report problems with furniture, screen glare, poor image quality, etc. Ensure the room blinds are in good working order. Take regular short breaks resting or working on other types of activity.	Refresher training is provided to the staff as and when required.	Manpreet Shinhmar All Tutors	On-going	On-going
Hazardous substances.	Staff and learners would be affected which may cause dermatological allergic reaction in some cases	Keeping such materials in a locked cupboard away from the learners and instruct all likely users in their use.	Providing instructions in cleaning of electrical equipment and following manufacturer's instructions	All tutors Cleaners	On-going	On-going
Injury caused by the manual handling of heavy loads.	The staff would be most at risk if stationery, office furniture or computers needed moving which lead to serious back injury.	Training and appropriate resources including diagrammatic illustrations are provided to staff in safe manual handling techniques and in moving heavy loads.	Continue to provide training and refresher sessions as appropriate.	Kamaljit Kaur Sarjeet Singh Gill	On-going	On-going
Obstacles in corridors, causing obstructions to the free flowing movement of people around the building.	The staff, learners and visitors would be affected which would result to physical injuries.	Ensuring that the items are not stored in corridors and passageways, find a safe place to keep them even if it is only for a short period.	Continue to advise staff and learners on a regular basis not to leave any obstructions along the walking pathways in the building to ensure free flowing and safe movement of people around the premises.	Kamaljit Kaur Ssrjeet Singh Gill	On-going	On-going
Locked fire escapes.	The staff, learners and visitors will be harmed resulting in a loss of life.	A procedure is maintained to ensure all marked fire escapes are unlocked when the building is occupied with people and ensure no obstruction is kept along the fire escape routes.	Refresher training is provide to staff members at regular intervals to carry out the unlocking (and locking when the building is vacated) when the nominated person is away for any reason.	Kamaljit Kaur Gaurav Sharma Karan Mogheeputh	On-going	On-going

Lone working	Staff members may be harmed in case of relevant emergency.	Ensure that at least two members of staff are on duty at any given time. Staff have been inducted on the procedures for contacting the relevant emergency, Fire, Police and Ambulance in case of an emergency situation	.	Sarjeet Singh Gill Kamaljit Kaur	On-going	On-going
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**Reviewed on : 01 04 2019 (or sooner if work activity changes)**

Date of next review: 1/4/2020

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