

Policy Statement

Our health and safety goals

The primary and continuing undertaking of SCCU Limited's senior management team is to provide suitable and sufficient provisions for the health and safety for employees, learners (apprentices), contractors, visitors and anyone else that may be affected by our activities at all times.

Our health and safety objectives

SCCU Limited aims to ensure that all activities carried out on its premises or undertaken by its staff, learners (apprentices) and contractors away from the main premises are suitably assessed, managed and conducted safely.

In support of the above statement and the need to ensure compliance with all relevant legislation and any other requirements, SCCU Limited and all its employees will:

- Promote employee cooperation, communication, consultation and participation in health and safety matters
- Intervene when concerned about the health and safety of an activity or decision and seek advice and support when necessary
- Provide a safe and healthy working environment with safe means of access and egress
- Give adequate information, instruction, training and supervision to enable all employees, learners (apprentices) visitors and contractors to operate safely without endangering themselves or anyone else
- Ensure safe vehicles, equipment and systems of work throughout SCCU Limited



- Make provisions for the safe use, handling, storage, transport and disposal of equipment, materials, chemicals and substances
- Complete suitable and sufficient risk assessments to adequately control the risk associated with work activities undertaken on the premises or by SCCU Limited employees and learners (apprentices) wherever they are working.
- Follow procedures to ensure that only competent contractors and suppliers are engaged by SCCU Limited

To assist with the implementation of the Health and Safety Policy, appropriate external sources of information will be consulted to advise on health and safety matters.

This policy statement will be reviewed annually.

Scott Riddell Managing Director
SCCU Limited

Date

Responsibilities & Arrangements

The management team will:

- Devise any amendments to the Health & Safety Policy as may be necessary, and enforce the requirements of this policy
- Allocate employees, funds and materials within the approved SCCU budget to meet the needs of the health and safety requirements of SCCU.
- Appoint an employee to be responsible for establishing and maintaining effective policies and risk assessments for health and safety within SCCU
- Implement safe systems of work
- Implement safe arrangements for the use, handling, storage and transportation of articles.
- Make available sufficient information, instruction, training and supervision as are necessary to ensure the health and safety at work of all staff and learners

- Assess the risks that its activities present, to avoid or eliminate them, and if that is not possible to minimise and control them with the provision of the necessary resources
- Take responsibility of any place of work under the employer's control in a condition that is safe and without risk to health including means of access and egress.
- Ensure there are adequate health and welfare facilities

One staff member will be nominated as the Health and Safety Representative and will be responsible for:

- a) Communicating to the Management Team any complaints by any member of staff or learner he/she represents relating to that employee or learner's health, safety or welfare at work.
- b) To promote health and safety in the workplace.

Hazard Reporting

Any suspected hazard will be reported to the Health and Safety Representative to be further investigated and logged.

Accidents

It is the policy of the SCCU to take all reasonably practicable steps to avoid accidents occurring. In the event of an accident, the first concern will be the care of the person or persons who have suffered injury. The accident will be reported to the persons detailed on the incident report form. The reporter shall ensure that adequate arrangements are made for the care of any injured persons. It is our policy to investigate all accidents, including those not involving injury, and arrangements for the investigation to the Health and Safety Representative.

Safety Rules/Codes of Practice

Safety rules are essential to ensure the health and safety of staff and learners who work in the areas to which they relate. Such rules as are considered necessary are



drawn up in consultation with representatives of the employees and are attached to this document as codes of practice.

Hazard Identification

All activities, processes at the workplaces must be risk assessed under the direction of the Health and Safety Representative.

House-keeping

SCCU attaches importance to the need for good house-keeping practices. It is policy to ensure that floors are kept free of anything that may cause slipping or tripping and that no waste materials, which could cause injury if trodden on, are allowed to remain where they fall. Items stored on shelves are stored in such a way as to ensure that they do not cause injury to anyone working in the vicinity or to anyone passing by. Rubbish is not to be allowed to accumulate in any working area and passageways are kept clear at all times.

Maintenance and Inspection of Machinery

It is the policy of the SCCU to ensure that all equipment and machinery used by the SCCU is maintained in accordance with the instructions issued by the manufacturer.

Joint consultation

It is SCCU Policy to ensure that there is full consultation with representatives of the staff on all matters concerning health and safety at work. It is SCCU policy to encourage every staff member to seek to identify hazards within the work situation and to bring any hazards that are identified to the notice of the Health and Safety Representative.

Tutors

The tutors will be the focal point for day to day references on safety, and give advice or indicate sources of advice. They will act as a source for the retention and dissemination of safety information.

- The following are expressly forbidden and are offences against the law:

- a) any interference with the fire alarm installation or fire-fighting equipment
- b) any alteration or interference with the electrical wiring

The Operations Director is responsible for the following:

- Safety Inspection

This will be achieved by inspections of the working environment of all staff and learners which will be carried out regularly by the appropriate staff members responsible for programme delivery and coordination. A record of each inspection of the workplace for all learners will be kept and remedial action taken. A copy of the Employer Liability insurance will be kept on file during the apprentices time in learning.

- Fire Notices

These notices are displayed in all classrooms, offices and on notice boards throughout SCCU and employers sites. All learners have their attention drawn to the fire notices during induction week. Fire drills take place at regular intervals. All new members of staff and learners are informed of what to do in the case of fire by their tutor and employer. All employees are inducted on how to use the fire equipment in their workplace and must ensure that learners know the fire procedures. It is the

policy of SCCU that learner students shouldn't operate or use fire fighting equipment, but should evacuate the building.

- **First Aid**

The nominated/appointed individuals(s) are:
First-aider Liam Morrissey VII Orchard Court, Harry Weston Road, Binley, Coventry, CV3 2TQ Tel: 02467 936969 Email: Lmorrissey@sccu.uk.com
First-aider Sam Hewitt VII Orchard Court, Harry Weston Road, Binley, Coventry, CV3 2TQ Tel: 02467 936969 Email: shewitt@sccu.uk.com

All confirmed nominees are appropriately qualified first-aiders, holding current first-aid certificates. Therefore, one of the first-aiders listed above must be contacted in the event of an incident occurring, to administer any first aid required. It is important that all issues where a first-aider has been involved are recorded in the necessary incident logbook(s) which accompany the first-aid box(es).

Whenever learners are present, to attend for a component of a course/programme, their tutor/assessor is responsible for making them aware of whom their nominated first-aiders are and where they can be found (they are required to be on site at the time of a course/programme taking place).

- **New Hazards**

Any new products, equipment or premises are risk assessed by the Health & Safety Representative and the risk assessment implemented before the products, equipment or premises are used.

All staff members and learners

All staff members and learners have a responsibility to do everything they can to prevent injury to themselves, their colleagues and others affected by their actions or omissions at work. They are required to:

- Take reasonable care for their own health and safety and that of others
- Cooperate with the SCCU so far as is reasonably practicable to enable SCCU to carry out its own responsibilities
- Not interfere with or misuse equipment, materials or facilities provided in the interest of health, safety or welfare in pursuance of any legal obligations
- Co-operate in keeping a tidy and safe working environment
- Observe and follow SCCU health & safety regulations
- Be appropriately dressed for the activity undertaken
- Ensure that they take the necessary safety precautions in the use of all equipment and premises
- Report any accidents immediately to the employer/tutor in charge

Tutors, Trainers and Assessors

Tutors, Trainers and Assessors are responsible for:

- Ensuring that the work of the SCCU is carried out in accordance with the Health & Safety Policy and its Codes of Practice
- The safety of learners whilst they are in their charge, whether onsite or at employers site
- Ensuring that clear safety instructions and warnings are given
- Personally following safe working procedures and observing general safety regulations
- Ensuring that the Management of Health and Safety at Work Regulations are adhered to
- Reporting accidents immediately using the accident report form and completing additional necessary and appropriate accident forms if required

- Ensuring that, in the event of a serious accident, nothing is disturbed at the scene of the accident, except as might be necessary for the removal of a casualty
- Initiating first aid as appropriate within the guidelines of this policy
- Ensuring all fire doors are kept closed and are clear

1. Authority to stop work

Management has the authority to stop dangerous or illegal practices and if necessary, to require staff to stop work.

2. Consultation

SCCU will consult with staff members by informing them of any changes to working practices, amendments to our safety procedures or changes in legislation. In addition, all staff members are encouraged to raise any issues regarding health and safety with their manager or with the Health and Safety Representative.

The Director of Operations must ensure that all employers adhere to the highest Health and Safety standards and that all SCCU apprentices work in a safe environment. A Health & Safety audit is completed at all employers site prior to a learner enrolling onto a programme. Employer responsibilities for the learner are communicated at this stage and reaffirmed at enrolment and throughout the time the learner is on programme.

3. Safety information

The Health and Safety at Work poster is displayed in the lobby and refreshment areas in all staff and learner locations.

All staff members are provided with a copy of our health and safety policy and rules when joining SCCU.

Copies of our risk assessments are kept by Health & Safety Representative and are supplied to staff members as appropriate to their jobs.

The fire regulations and evacuation procedures are displayed throughout the SCCU. All staff are instructed to read these carefully and to know what to do in the event of a fire.

Staff are requested to inform the Health & Safety Representative if any replacement first aid items are needed. Our first aiders are trained to Level 3 and must be contacted in the event that a member of staff or learner requires first aid treatment. First aiders in the building are listed in reception.

Accidents to members of staff and learners

If the accident is relatively minor and the casualty is moveable, the person in charge should arrange for the first aid person to attend.

If the injury is more serious:

(a) Assess nature of injury and treat injury if appropriate, either

(i) Arrange for casualty to be conveyed to hospital, or

(ii) Call an ambulance

(b) If an accident happens stop, stay with the injured person, and send another employee/learner to reception. The reception team will call the emergency service.

First aid boxes are available in all appropriate rooms

First Aiders signs will be in place throughout SCCU and amended as necessary.

First aid should only be administered by a qualified first aider.

All accidents must be reported to the Health and Safety Representative as soon as possible with information of action taken and treatment given. A member of the senior management team will notify the parents / next of kin if necessary.

It is the responsibility of the person in charge when an accident occurs to fill in the Accident Report Book and other required forms as soon as possible after the accident.

4. Hazard reporting

Any suspected hazard is reported to the Health and Safety Representative if further action is required. Any employee whose work involves a hazard is authorized to cease the activity concerned until the hazard has been reported to the Health & Safety Representative and dealt with accordingly.

5. Health and safety rules

A copy of the general health and safety rules is given to each new staff member when joining SCCU. All staff members are required to read and follow all policies, procedures and codes of conduct.

If you are unsure of any aspect of safety ask the tutor or any SCCU employee.

6. Smoking

Our premises are designated "no-smoking" areas and this must be observed at all times by all staff members, learners and visitors. Failure to do so will lead to disciplinary action.

7. Alcohol and illegal drugs

Alcohol and illegal drugs are not allowed onto the premises. Any member of staff or learner who is found with these substances or whose ability to work is impaired due to them may be suspended and subject to disciplinary action. We currently do not undertake any routine or random testing for drugs or alcohol but we reserve the right to do so.

8. Pregnant women and those of childbearing age

A separate risk assessment covering pregnant women and those of childbearing age is regularly reviewed by the Health & Safety Representative. Once the SCCU is informed that a member of staff or learner is pregnant or is breastfeeding, a specific risk assessment will be undertaken for that individual. All necessary steps will be taken to reduce any risk to the employee or her child.

9. Young workers

A specific risk assessment is carried out before employing a young person (any person who has not attained the age of 18). In particular, we consider the inexperience, lack of awareness or risks and immaturity of young persons.

10. Manual handling

All reasonable effort is made to limit the need for manual handling within the business. However, where necessary, staff members are provided with information and training on safe handling.

11. VDU users

Regular risk assessments are carried out for those staff members who use VDUs on a regular basis and reasonable measures are taken to reduce the risk of repetitive strain injury.

12. Security

All reasonable efforts are made to provide secure premises and to ensure that employee can enter and leave our premises safely. When leaving work at the end of a shift, employees are responsible for locking away confidential documents or valuable items. Anyone working on-site or alone on our premises should be made aware of our lone worker's policy and ensure that they comply with the safety rules relating to them.

13. Implementation, monitoring and review of this policy

This policy will take effect from 16th August 2019. The Director of Operations has overall responsibility for implementing and monitoring this policy, which will be reviewed on a regular basis following its implementation (at least annually) and additionally whenever there are relevant changes in legislation or to our working practices.

Any queries or comments about this policy should be addressed to the Operations Director.

The nominated/appointed individuals(s) are:

Designated Health & Safety Representative: James Pease
VII Orchard Court, Harry Weston Road, Binley, Coventry, CV3 2TQ
Tel: 02467 936969
Email: jpease@sccu.uk.com

Designated Safeguarding Lead: Ben Butler
VII Orchard Court, Harry Weston Road, Binley, Coventry, CV3 2TQ
Tel: 02467 936969
Email: Bbutler@sccu.uk.com

Risk

Assessment

Record

Signed:		Time risk assessment completed:			

Key	
HC	Hazard code (a full description of these codes is given on the next page)
Hazard	Something which has the potential to cause harm
Severity	The degree of harm that the uncontrolled hazard has the potential to cause
Likelihood	The probability that the hazard potential will be realised, taking into account any risk-control measures in place
Risk	The degree of risk (low, medium, high), taking into account severity and likelihood
Irrespective of the risk, where the risk-control measures require personal action or the use of personal protective equipment, such requirements must be clearly stated within relevant documentation and circulated as appropriate.	

HC	Accident Categories
1	Contact with equipment/machinery in motion
2	Contact with a source of heat (eg hot metal surface)
3	Struck by a moving, flying or falling object
4	Striking against a fixed or stationary object
5	Struck by a moving vehicle
6	Trapped by something collapsing
7	Slip, trip or fall on the same level
8	Fall from a height

9	Injury while manual handling
10	Contact with an electrical source or an electrical discharge
11	Exposure to or contact with a harmful substance
12	Injury while using a hand tool
13	Drowning or asphyxiation
14	Injury by an animal
15	Exposure to fire

Severity	Examples
Very low	Scratch, bruise, minor cut – normal activity will be resumed after first-aid treatment; there will be no lost time
Low	Severe cut, sprain, strain, minor burn – normal activity may not be possible immediately after treatment; there may be lost time
Medium	Burn, fracture, minor amputation, temporarily disabling back injury; accident will almost certainly result in lost time and/or major injury
High	Permanent disability, serious amputation (eg loss of a finger)
Very high	One or more fatalities

Likelihood	Meaning
Very unlikely	So unlikely, probably close to zero
Unlikely	Unlikely, though conceivable
Possible	Could occur sometime
Likely	Will occur several times
Very likely	Occurs repeatedly and is to be expected

