



HEALTH AND SAFETY POLICY

SCCU LIMITED

VERSION 6.0

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Version Control

VERSION	REVIEWER NAME	DATE	NEXT REVIEW	COMMENTS
6.0	Liam Morrissey	August 2021	01/08/2022	Update to previous.

Introduction

1. All organisations have a responsibility to ensure the health and safety of their employees, service users, visitors, and the general public under various UK Laws.
2. SCCU Limited (SCCU) takes the health and safety of its staff, learners and anyone affected by our work extremely seriously, promotes safe working practices in all areas of the business and recognises and accepts its responsibilities under the Health and Safety at Work Act 1974 including the responsibility to:
 - Provide and maintain a safe and healthy place of work.
 - Provide adequate information, instruction, training, and supervision to all stakeholders.
 - Provide and maintain our workplaces and equipment and implement safe systems of work to protect all stakeholders.
 - Ensure safe access to and from the places of work.
 - Work to lower risk and prevent all accidents and work-related ill-health.
3. Promoting and managing health and safety is an ongoing cycle, which starts and ends with our policy, which must be both robust and adapted as necessary.
4. The primary and continuing undertaking of SCCU Limited's senior management team is to provide suitable and sufficient provisions for the health and safety of employees, learners (apprentices), contractors, visitors and anyone else that may be affected by our activities at all times.
5. 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.

Scope

6. This document applies to the employees (including directors and managers), third party contractors working for or on behalf of SCCU and learners.
7. Employees refer to both employees and self-employed staff members.
8. Where third party contractors are referred to, there is an expectation that persons employed by other organisations are expected to follow the SCCU Health and Safety Policy and related health and safety procedures to ensure the safety of our staff, learners, their own safety (and that of other parties such as the general public if appropriate).

Our Health and Safety Objectives

9. 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.
10. 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
11. 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.
12. This policy statement will be reviewed annually.

Scott Riddell Managing Director

SCCU Limited

August 2021

Responsibilities and Arrangements

Management Team

13. The Management Team will:

- Devise any amendments to the Health and 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 for 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.
- Ensure that third party contractors abide by SCCU policies and procedures.
- Liaise with suppliers of services to ensure that they have adequate health and safety arrangements in place when working on location or as part of a wider project.

Health and Safety Representative

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

- Communicating to the Management Team any concerns or complaints by any member of staff or learner they represent relating to that employee or learner's health, safety or welfare at work.

- To promote health and safety in the workplace and oversee the day to day activities.

Operations Director

15. The Operations Director is responsible for the following:

- Monitoring, reviewing and updating this policy annually or where necessary.
- Providing statistics on accidents, incidents and near misses to the Management Team for review.
- Conducting safety inspections and taking remedial action.
- Ensuring that health and safety posters and information is available to stakeholders.
- Ensuring that all apprentice employers adhere to the highest Health and Safety standards and that all SCCU apprentices work in a safe environment.
- Ensuring that staff are trained as appropriate.
- Displaying the relevant safety information at SCCU sites.

Tutors

16. The tutors will be the focal point for day to day references on safety, and give advice or indicate sources of advice.

17. They will act as a source for the retention and dissemination of safety information to learners.

18. Tutor Responsibilities:

- Ensuring that the work of the SCCU is carried out in accordance with the Health and 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
-

Employees

19. The Management of Health and Safety at Work Regulations 1992 (M.H.S.W.R.) re-enacts the Health and Safety at Work etc. Act 1974, which places responsibilities on the

employer and employees alike and we remind employees and staff of their duties under Section 7 of the act: to take care of their own health and safety and that of others who may be affected by their acts or omissions.

20. Furthermore, all employees are expected to:

- Co-operate with SCCU to enable it to discharge its responsibilities successfully.
- Personally following safe working procedures and observing general safety regulations.
- To take all reasonable steps to promote their safety and the safety of others around them.
- Not to operate any equipment unless authorised.
- Obtain and use the correct equipment for work.
- Switch off and secure unattended hazardous equipment.
- Ensure that all safety equipment and personal protective clothing/equipment provided are used.
- To report any safety concerns, hazards, accidents, near-misses, dangerous occurrences, or dangerous conditions to the appropriate persons immediately using the accident report form and completing additional necessary and appropriate accident forms if required.
- Ensure 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.
- Initiate first aid as appropriate within the guidelines of this policy.
- Ensure all fire doors are kept closed and are clear.
- Not to participate in horseplay or place others in danger by their actions.

Learners

21. Learners and visitors are responsible for:

- Co-operating with the SCCU so far as is reasonably practicable to enable SCCU to carry out its own responsibilities.
- Not interfering with or misuse equipment, materials or facilities provided in the interest of health, safety or welfare in pursuance of any legal obligations.

- Co-operating in keeping a tidy and safe working environment.
- Observing and following SCCU Health and Safety regulations.
- Being appropriately dressed for the activity undertaken.
- Ensuring that they take the necessary safety precautions in the use of all equipment and premises – following guidance, procedure and safe methods of working.
- Reporting any accidents immediately to the employer/tutor in charge.
- Taking all reasonable steps to promote their safety and the safety of others around them.

Policy

Hazard Reporting

22. Any suspected hazards will be reported to the Health and Safety Representative to be further investigated and logged.
23. The Health and Safety Representative will take the necessary steps to remove or reduce the risk to health and safety and inform the relevant stakeholders of any immediate actions needed.
24. Any employee whose work involves a hazard is authorised to cease the activity concerned until the hazard has been reported to the Health and Safety Representative and dealt with accordingly.

Hazard Identification

25. All activities, processes at the workplaces must be risk assessed under the direction of the Health and Safety Representative.
26. Copies of our risk assessments are kept by Health and Safety Representative and are supplied to staff members as appropriate to their jobs.
27. Risk Assessments will:
 - Be undertaken for all activities, both routine and non-routine where risk is present.
 - Consider all people having access to the workplace or sites.
 - Consider all facilities and equipment in the workplace or sites.

- Be completed by a competent person with the relevant experience and knowledge to complete them.
28. Risk assessments will also be reviewed should there be:
- Any changes in legislation which affects the assessment.
 - Any changes to working practices or environmental conditions that could affect employee safety.
 - An accident, near-miss or incident.
 - An indication that the assessment is no longer valid.
29. Any new products, equipment or premises are risk assessed by the Health and Safety Representative and the risk assessment is implemented before the products, equipment or premises are used.
30. Where the activity involves complex or bespoke activities, is particularly hazardous, requires a specialist subject knowledge or otherwise requires expertise, SCCU will engage an external specialist to undertake the risk assessment and advise on hazard management.

Accidents

31. It is the policy of the SCCU to take all reasonably practicable steps to avoid accidents occurring.
32. In the event of an accident, the first concern will be the care of the person or persons who have suffered an injury.
33. If the accident is relatively minor and the casualty is moveable, the person in charge should arrange for the first aid person to attend.
34. If the injury is more serious the first aider/person in charge must:
- Assess nature of the injury and treat injury if appropriate; or
 - Arrange for the casualty to be conveyed to the hospital in an employee vehicle; or
 - Call an ambulance on 999.
35. 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.
36. The accident will be reported to the persons detailed in the incident report form.

37. The reporter shall ensure that adequate arrangements are made for the care of any injured persons.
38. It is our policy to investigate all accidents, including those not involving injury, and arrangements for the investigation to the Health and Safety Representative.
39. The Health and Safety Representative will liaise with the Management Team to make the necessary reports to the Health and Safety Executive in the case of reportable incidents/accidents: <http://www.hse.gov.uk/riddor/index.htm>

Authority to Stop Work

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

Safety Rules/Codes of Practice

41. Safety rules are essential to ensure the health and safety of staff and learners who work in the areas to which they relate.
42. 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.

Housekeeping

43. SCCU attaches importance to the need for good housekeeping practices to avoid slips and trips, accidents and incidents caused by working at height or falling objects and ensure that fire exits are clear.
44. 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.
45. 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.
46. Rubbish is not to be allowed to accumulate in any working area and passageways are kept clear at all times.
47. Fire exits must be kept clear at all times.

Maintenance and Inspection of Machinery and Equipment

48. 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 and serviced by competent individuals.
49. All portable electrical equipment is regularly inspected (PAT tested) by a competent individual.
50. Employees must report any defects to machinery or electrical equipment to the Health and Safety Representative immediately and label it “Out of Order”.
51. Employees must not attempt to fix or service electrical equipment themselves or in any way tamper with wiring.

Third-Party Contractors

52. SCCU wishes to ensure that as far as is reasonably practicable, the work of contractors working on behalf of the Company will be of the highest standards and carried out safely.
53. In addition, contractors and their employees have an obligation so far as is reasonably practicable to ensure all equipment, materials and premises under their control are safe and without health risks.
54. In tendering, contractors will be asked to confirm they have a written Health and Safety Policy and risk assessments related to the work undertaken.
55. Contractors carrying out work will be asked to provide qualifications, certifications or other proof that they are qualified and competent to undertake the tasks.
56. Contractors will be provided with the relevant SCCU policies and procedures.
57. A nominated SCCU representative will be responsible for monitoring the performance of the contractor and this will be a factor in deciding whether or not to invite the contractor to tender again.
58. SCCU management will be identified in the contract as having authority to stop the work of contractors who are placing themselves or others at risk.
59. Any employee who judges there is a risk where contractors are working should inform a manager or director immediately.

Fire Safety

60. The following are expressly forbidden and are offences against the law:
 - Any interference with the fire alarm installation or fire-fighting equipment.
 - Any alteration or interference with the electrical wiring.
61. Fire Notices are displayed in all classrooms, offices and on notice boards throughout SCCU and employers sites and employees are instructed to read these carefully and to know what to do in the event of a fire.
62. All learners have their attention drawn to the fire notices during induction week and learners are informed of what to do in the case of fire by their tutor and employer.
63. Fire alarms and call points are tested weekly using all call points in a cycle.
64. Emergency lighting is tested regularly.
65. Fire fighting equipment is visually inspected monthly.
66. Fire drills take place at regular intervals – twice yearly.
67. All fire tests and drills are recorded.
68. Fire safety installations are inspected and serviced regularly by competent persons.
69. All employees are inducted on how to use the fire equipment in their workplace and must ensure that learners know the fire procedures.
70. It is the policy of SCCU that learner students shouldn't operate or use fire fighting equipment, but should evacuate the building.

Safety Inspections

71. 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.
72. A record of each inspection of the workplace for all learners will be kept and remedial action is taken.
73. A copy of the Employer Liability insurance will be kept on file during the apprentices time in learning.

First Aid

74. 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.
75. First Aiders signs will be in place throughout SCCU and amended as necessary.
76. First aiders in the building are listed in reception.
77. 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).
78. First aid should only be administered by a qualified first aider.
79. All accidents must be reported to the Health and Safety Representative as soon as possible with the information of action taken and treatment given.
80. A member of the senior management team will notify the parents / next to kin if necessary.
81. 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.
82. 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**
James Pease
VII Orchard Court, Harry Weston Road, Binley, Coventry, CV3 2TQ
Tel: 02467 936969
Email: jpease@sccu.uk.com
83. First aid boxes are available in all appropriate rooms.

84. First aid boxes will be maintained and replenished the minimum required levels of stock as it is used.
85. Staff are requested to inform the Health and Safety Representative if any replacement first aid items are needed.
86. Employees are advised to seek medical help and call 999 in the event of a medical emergency.

Consultation

87. SCCU will consult with staff members by informing them of any changes to working practices, amendments to our safety procedures or changes in legislation.
88. 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.

Ensuring Safe Workplaces for Apprentices

89. A Health and Safety audit is completed at all apprentice employer sites prior to a learner enrolling on a programme.
90. Employer responsibilities for the learner are communicated at this stage and reaffirmed at enrolment and throughout the time the learner is on the programme.

General Safety Information

91. The Health and Safety at Work poster is displayed in the lobby and refreshment areas in all staff and learner locations.
92. All employees are provided with a copy of our health and safety policy and rules when joining SCCU.
93. The employer liability insurance certificate will be displayed at our main premises.
94. Learners and visitors who are unsure of any aspect of health and safety are advised to ask the tutor or any SCCU employee.

Smoking

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

Alcohol and Illegal Drugs

97. Alcohol and illegal drugs are not permitted on the premises.
98. Any employee who is found with these substances or whose ability to work is impaired due to them may be suspended and subject to disciplinary action.
99. We currently do not undertake any routine or random testing for drugs or alcohol but we reserve the right to do so.
100. Learners found to be in possession of alcohol or illegal drugs or under the influence whilst visiting our site or their apprenticeship employer's site will be subject to sanctions.

Pregnant Women and Those Of Childbearing Age

101. A separate risk assessment covering pregnant women and those of childbearing age is regularly reviewed by the Health and Safety Representative.
102. 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.
103. All necessary steps will be taken to reduce any risk to the employee or her child.

Young Workers

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

Manual Handling

106. 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.

VDU Users

107. 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, musculoskeletal injury and eye strain.

108. Information on safe use can be found at the Health and Safety Executive website here:

<https://www.hse.gov.uk/pubns/indg36.pdf>

109. Employees can receive eye tests at the Company's expense as requested.

110. Employees should take regular, suitable breaks from VDU use.

Security

111. All reasonable efforts are made to provide secure premises and to ensure that employees can enter and leave our premises safely.

112. When leaving work at the end of a shift, employees are responsible for locking away confidential documents or valuable items.

113. 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.

Occupational Driving

114. Employees may be required to drive as part of their role using their own vehicles.

115. These individuals must:

- Hold a valid driving licence (providing a copy to SCCU for filing).
- Ensure that the vehicle used has a full MOT and is taxed.
- Have adequate insurance to cover business use.
- Ensure that they are fit and well enough to drive.
- Regularly check the vehicle to ensure that it is in good working order.
- Take the minimum required breaks if they are required to drive long distances.
- Take care whilst driving and obey the laws.

COVID-19 Safety

116. The SCCU Management Team, Health and Safety Representative and Operations Director will keep up to date with all relevant national and regional advice relating to coronavirus management and adopt safe working procedures to ensure that the Company operates safely in accordance with the law.

117. This may include:

- Altering service provision during lockdowns or local restrictions.
- Limiting the number of individuals working together in a workspace to accommodate social distancing.
- Putting mandatory guidance in place regarding PPE, social distancing etc for employees and learners.
- Some form of mandatory health screening to identify individuals most at risk and taking additional steps to manage risk to their health.

Implementation, Monitoring and Review Of This Policy

118. 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.
119. Any queries or comments about this policy should be addressed to the Operations Director.
120. Accidents, incidents and near misses will be reviewed regularly by the Management Team and such reviews will be used to inform policy and procedure.

The nominated/appointed individuals(s) are:

Designated Health and 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: Liam Morrissey

VII Orchard Court, Harry Weston Road, Binley, Coventry, CV3 2TQ

Tel: 02467 936969

Email: lmorrissey@sccu.uk.com

Appendix A: Risk Assessment Record

Location:					
Subject/Activity :					
Assessed by:					
Number of learners:		Event Authorisation Number (EAN):		Date:	

HC and Hazard Description	Severity (without control measures)	Likelihood (with control measures)	Risk-control Measures in Place (if none, state none)	Risk

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
<p>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.</p>	

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