

Bottle Green Training Ltd

Health & Safety Policy

(March 2023)

Review and revision dates

Effective from:	Version	Description
8 th March 2019	1.0	Original
12 th March 2021	2.0	Policy review: no amendment required
1/01/2022	3.0	Policy review: no amendment required
January 2023	4.0	Policy review: no amendment required
March 2023		Re-branding

Review Date:	January 2024 or as legislation requires
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**Company Directors
Signatures:**



Introduction

The health, safety and welfare of employees and others is of prime importance to Bottle Green Training and is essential to the efficient operation of their undertaking.

Bottle Green Training, also referred to as 'the company', will ensure that this policy is pursued throughout the organization.

The only acceptable standard of health and safety, and for welfare facilities will be full and proper compliance with the requirements of legislation. Where it is possible and sensible to do so, the company will exceed the minimum requirements of the legislation.

The company expects employees and self-employed persons to conform to this policy and comply with the relevant sections of the Health and Safety at Work Act 1974, and to exercise all reasonable care for their own health and safety and that of others who may be affected by their acts or omissions.

The Company considers that a strong health, safety, and wellbeing culture together with a safe and secure environment are fundamental to its success.

Companies and/or persons with which we contract, or sub-contract are expected to have a similar high standard.

Enquires relating to the Company's Safety Policy should be addressed to: -

Sarah Parkhouse or Judith Parry

Bottle Green Training

1a Office, Station Yard

Station Road

Melbourne

March 2023



Derby

DE73 8HJ

Tel: 01332 862444

Health and Safety Policy Statement

Bottle Green Training will comply with all of its legal duties in pursuance of providing safe and healthy working conditions for all employees and self-employed persons and will take positive action to ensure that as far as is reasonably practicable apprentices, contractors, other occupiers of the same building, or the public are not adversely affected by our works.


The Company will; -

- co-operate with all those with an interest in health and safety, other employers, practices, subcontractors, government bodies and the enforcing authorities.
- provide sufficient resources, including financial support for the full implementation of the policy.
- ensure that all employees and self-employed persons are competent to carry out the duties asked of them, and will provide all information, instruction, supervision and necessary training.
- ensure all employees and self-employed persons are consulted on matters of health and safety and will encourage positive employee participation.
- ensure that all equipment owned, used or hired is safe to use and properly maintained.
- ensure that all equipment, materials and substances used are stored, handled and used properly.
- ensure that accident and ill health prevention is provided the highest priority, commensurate with business objectives, within all company operations.
- Monitor and review the effectiveness of the arrangements and make improvements where required
- Provide a safe working environment with adequate welfare facilities.
- Implement safe systems of work that eliminate or control all significant hazards and risks to health, safety, and welfare.



This policy will be kept up to date and will be amended to suit any changes in the size and nature of the company's activities, work practices or legislation. In support of this intent, the policy will be reviewed annually.

Judith Parry and Sarah Parkhouse have overall responsibility for health, safety and welfare matters and will monitor and operate this policy, and will support all those who endeavor to carry it out

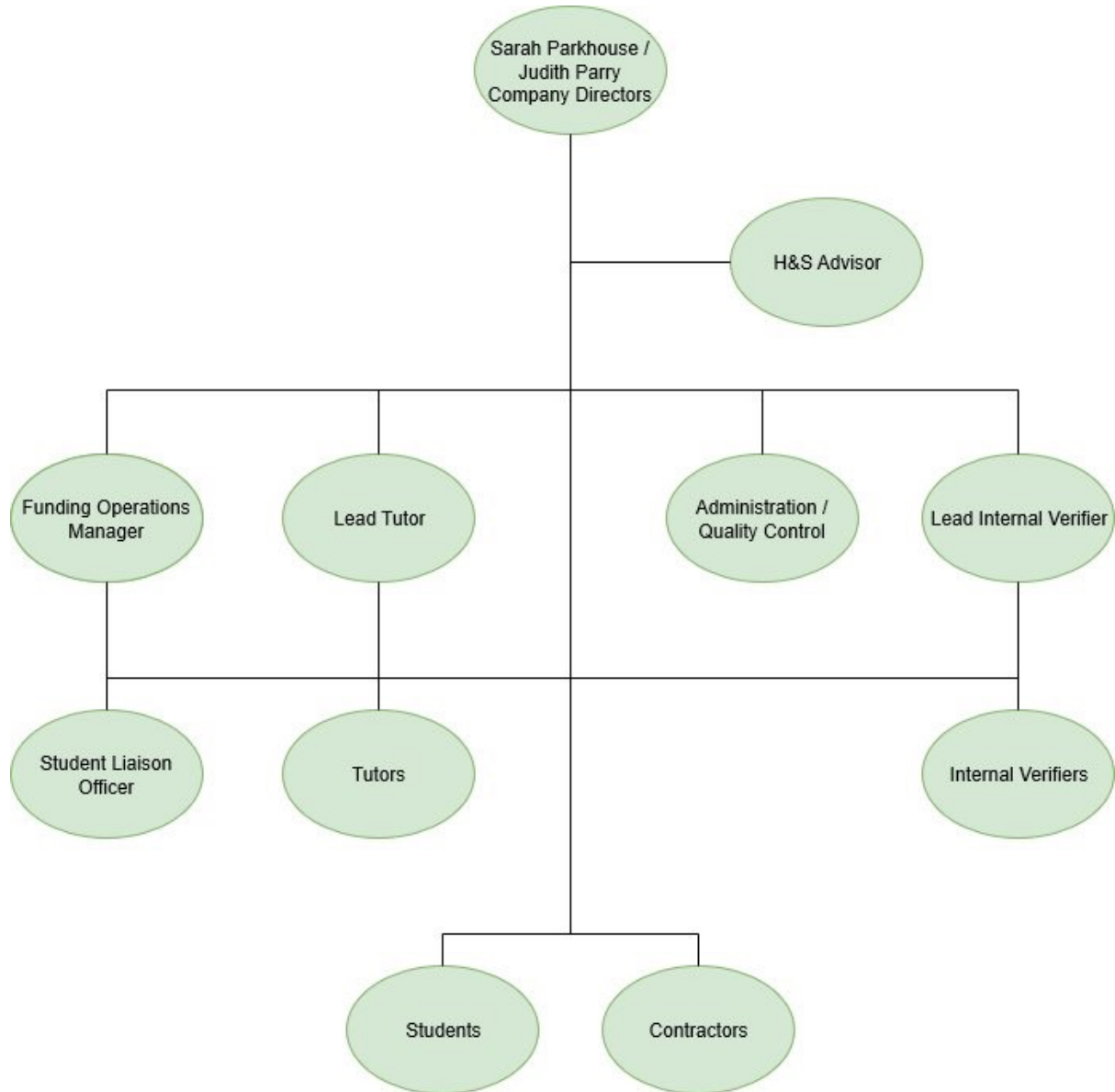
Signed: 

Date: January 2022

Signed: 

Date: January 2022

Organisation for Health and Safety



Roles and Responsibilities

Directors

March 2023

- Formulate, review, and amend as may be necessary from time to time, the company policy and arrangements for health, safety, and welfare.
- Establish a positive health, safety and wellbeing culture across the company.
- Ensure that health and safety awareness is constantly at the forefront of company operations and communicate its values across the company
- Ensure adequate resources are allocated to the management of health and safety
- Ensure emergency procedures encompass all relevant risks.
- Respond to reports, audits, recommendations and inspections from external advisors, insurance companies and regulators.
- Ensure induction arrangements include all relevant information for all new starters including apprentices and visitors.
- Monitor the effectiveness of the health and safety policy.
- Co-ordinate all health and safety activities.
- Liaise with clients and contractors.
- Ensure that risk and other assessments are carried out.
- Ensure that all accidents are properly reported in compliance with RIDDOR and investigated where appropriate and follow up outstanding actions as appropriate.
- Identify and agree health and safety competency and development needs for staff and set training objectives with relevant team members.
- When purchasing equipment, consider the health and safety requirements and implications such as installation, set up, use, maintenance, inspection and servicing.
- Take appropriate action when health and safety is likely to be compromised, suspending an activity pending re-assessment of the risk if necessary
- Ensure current employers and public liability insurance are in place.
- Set a good example by wearing the appropriate personal protective equipment etc. Ensure the correct personal protective equipment is issued and used.
- Monitor compliance of health & safety policy, statutory requirements, and good working practices.
- Ensure the competence of users of equipment.
- Consult employees on health and safety matters.
- Utilise the disciplinary procedures for non-compliance on any health and safety requirement.
- Ensure sub-contractors are assessed for competence prior to their commencement on site.
- Ensure workplaces are inspected prior to use.

Quality Control / Administration

- Promote a positive health, safety, and wellbeing culture.
- Assist with emergency planning.

- Advise and assist with the implementation of controls in relation to risk management.
- Facilitate communication across staff and apprentices in the form of briefing sessions and updates for all relevant health and safety matters, policies, changes in working practices and legislation.
- Advise on interpretation of health and safety legislation and best practice in consultation with the company safety advisor
- Lead the incident reporting and investigation process and follow up all accident reports, in liaison with the Directors
- Ensure that day to day health and safety procedures are implemented.
- Monitor safety of work equipment.
- Provide health and safety induction training for workers.
- Maintain adequate welfare facilities.
- Maintain adequate fire prevention and emergency procedures.
- Monitor waste disposal procedures.
- Ensure unsafe or damaged equipment is reported and repaired/serviced.
- Ensure up to date training is provided for relevant persons.
- Ensure that a first aider or person responsible for first aid, as the case may be, is appointed and that first aid equipment is provided.
- Ensure equipment is regularly and properly inspected and maintained.
- Ensure staff, apprentices, visitors and contractors are aware of and follow all relevant safe systems of work
- Ensure actions from audits and inspections have been completed or that progress is monitored
- Provide staff with health surveillance if identified in risk assessments.

Tutors / Verifiers / Student Liaison Officer/ Operations Manager

- Follow health and safety procedures.
- Not interfere with or misuse facilities that are there in the interests of health and safety,
- Report any problems such as defective/unsafe equipment and practices.
- Comply with all safety arrangements that are in force.
- Take reasonable care for the health and safety of themselves and others.
- Employees must report accidents, dangerous occurrences, unsafe circumstances and work-related ill health
- Implement risk assessments and put into place any preventative measures required.
- Use the personal protective equipment that is provided.
- Use equipment safely, in compliance with any training given or instructions provided. Do not use equipment unless suitably trained to do so.
- Do not improvise; use the correct equipment and methods for the job.
- Keep equipment in good condition.

Apprentices, Contractors & Visitors

- Comply with safety arrangements that are in force.
- Take reasonable care for the health and safety of themselves and others.
- Not interfere with or misuse facilities that are there in the interests of health and safety.
- Comply with the Company's policies and standards, and the relevant arrangements for the area or activity.

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Accident/Near Miss Reporting and Investigation

The company shall implement procedures in accordance with the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013, and shall report.

- Fatalities and specified injuries.



- Injuries resulting in incapacity for more than 7 days.
- Specified occupational diseases.
- Dangerous occurrences

All employees, self-employed, trainees, apprentices and other people injured in or on the works premises, are included within the above arrangements.

Dangerous occurrences, industrial diseases, injuries to members of the public (which result in the person being taken to hospital from the site for treatment), fatalities and specified injuries will be reported immediately either by telephoning the Incident Contact Centre on 0845 300 99 23, or by reporting online at www.hse.gov.uk/riddor, followed up by a written notification within 10 days of the incident. Cases of over seven days injuries will be reported online within 15 days of the incident occurring. Cases of disease will be reported online as soon as a doctor notifies the company that our employee suffers from a reportable work-related disease.

In addition, records must be kept of all 'over-three-day injuries', which are those where a person who is injured at work is incapacitated for more than three consecutive days. Over-three-day injuries do not, however, have to be reported to the enforcing authority.

All accidents on site shall be reported to Sara Woolliscroft who shall make an entry in the accident book, which is retained on site in compliance with Data Protection regulations. Sara Woolliscroft and the Company Health and Safety Advisor will, where appropriate, report the accident to the HSE in compliance with RIDDOR.

Please refer to the First aid Policy for accidents in pupils and visitors.

All reportable accidents will be investigated thoroughly by Sara Woolliscroft, the Directors and the Company Health and Safety Advisor and the evidence clearly recorded. The injured party and witnesses shall be interviewed, and statements documented. The sequence of events shall be established and a root cause for the accident determined. Corrective measures shall be identified and implemented to prevent re-occurrence. A formal investigation report shall be produced and distributed to the Directors. The record in the accident book shall be updated as necessary.

The accident book will be kept on the Company premises and completed by Sara Woolliscroft.

The systems and procedures documented within this safety policy have been developed to actively reduce or eliminate accidents and dangerous occurrences. The company firmly believes accident prevention is the primary objective.

A near miss is a potential hazard or incident that has not resulted in any personal injury. Unsafe working conditions, unsafe employee work habits, improper use of equipment or use of malfunctioning equipment have the potential to cause work-related injuries. The company requires all employees to report (and where possible correct) these potential accidents/incidents immediately. Near miss events should be



reported to Sara Woolliscroft.

Alcohol and Drugs Policy

The consumption of alcoholic beverages or the use of recreational drugs is prohibited during working hours and on premises upon which the company is undertaking work activities.

Any employee, self-employed person, or contractor found contravening this requirement is liable to instant dismissal, and termination of employment or contract.

Any employee, self-employed person or contractor found or suspected of being under the influence of alcohol or drugs will be sent home and not permitted to return to work until fit to carry out their duties accordingly and given permission to do so by the Directors.

This company operates a zero-tolerance policy in respect of the above.

Drugs taken for medicinal reasons are permissible providing that they do not adversely affect person's abilities to operate equipment or to work safely in any situation. Any person so affected by medicinal drugs will not be permitted to endanger themselves or others by continuing their work activities and will be sent home until fully recovered from the effects.

Medicinal drugs such as painkillers etc., will not be issued or administered by any person (including trained first aiders) to any other person.

Allergies

The law requires employers to adequately control exposure to materials in the workplace that cause ill health. This includes controlling exposure to materials that cause skin diseases and to materials that enter the body through the skin and cause problems elsewhere, inhaled respiratory sensitisers and food allergens.

Employers, employees, and apprentices need to comply with the Control of Substances Hazardous to Health Regulations 2002 (as amended) (COSHH). They require employers to:

- assess risks.
- provide adequate control measures and ensure their use and maintenance.
- provide information, instruction, and training.
- provide health surveillance in appropriate cases.

Latex Allergies: natural rubber latex proteins have the potential to cause asthma and dermatitis and in extreme cases anaphylaxis. NRL can be found in surgical gloves, stethoscopes, reservoir bags, cannulas, needle hubs, syringes.



Food allergies: nuts and lactose being the most common. Using wrapped food items with ingredients detailed on the packaging is the best way to keep people informed of any allergens present.

Animal allergens: The proteins from the body oils, saliva or urine can cause an allergic reaction that attacks eyes and airways and can result in asthma like symptoms and rhinitis.

Animal Handling

The handling of animals (dogs, exotics, horses) could lead to staff and apprentices being bitten, kicked, or scratched. Handling of animals will be carried out in a safe and humane manner. The following simple guidance will be followed to reduce the risk of incident.

- Be aware of the stressors for animals in the teaching setting.
- Never put your face directly into the face of an animal
- Do not move in behind, stand over or crowd around a dog.
- Do not stand at the rear of a horse.
- Concentrate on the animal you are handling without being distracted by other activities.
- Always be prepared to protect yourself or move away quickly in the event an animal becomes aggressive unexpectedly.
- Relevant staff will be trained in appropriate restraint or control techniques.
- Apprentices are prohibited from handling animals within the premises without the supervision of a relevant person.

Asbestos

The company is aware of the duties imposed by the Control of Asbestos Regulations 2012 and will take reasonable steps to identify whether asbestos containing materials are present in any non-domestic premises owned or operated by the company.

The company will assess any risk from asbestos containing materials during field-based activities by reviewing risk assessments prior to the activity.

The current premises were constructed post 2000 and as such no asbestos containing materials are present.

Cash Handling

Cash handling is to be kept to a minimum such as a Petty cash tin. Invoices are to be paid by BACS where possible.

Sara Woolliscroft will ensure that only small sums of cash are kept on the business premises and stored within the safe.

Procedures are to be implemented to train employees on precautions to take when transferring sums of money to the bank, and emergency arrangements in the event an attempted robbery.

Competent Safety Advice

Sarah Srih RVN DipNCRQ (Dist.) CMIOSH has been appointed by the company to act as the competent source of general related health and safety advice, to fulfill the needs of Regulation 7 of the Management of Health and Safety at Work Regulations 1999.

Consultation

The Company commits to involving the employees in the implementation and development of the safety management system and will fully embrace the letter and the spirit of the Health and Safety (Consultation with Employees) Regulations 1996.

In the absence of an elected representative for employee safety the company will engage in direct consultation with employees during health and safety update sessions. The Directors will also operate an open-door policy and will treat all concerns raised by employees and apprentices on health and safety matters with the importance they merit.

Where language becomes a barrier to effective communication the company commits to assess each situation on an individual basis and provide the resources necessary to overcome the obstacle. Arrangements may include the provision of our own language or graphical information or translation services.

Contractors

Contractors will only be afforded access on to the premises by prior arrangement with the Directors.

Contractors are required to sign in and out of the premises, and in addition may depending on the works to be undertaken be required to complete a contractor questionnaire. Failure to produce relevant documentation will result in the contractor being prohibited from commencing work. All relevant personnel must be made aware of any works taking place (if any) and the extent to which these works may affect them.

Contractors are always to comply with the company's health and safety procedures and any other house rules . Contractors are to provide the Directors with the following information prior to commencement of work: -

- Copy of their company's health and safety policy statement; and
- Copy of their company's employer's liability insurance certificate; and
- Details of any dangerous substances to be used on the premises.
- Method statements for the work to be carried out on the premises; and
- Copy of risk assessments if appropriate

Display Screen Equipment

In accordance with The Health and Safety (Display Screen Equipment) Regulations 1992 (as amended) the Company will.

- Analyse workstations to assess and reduce risks.
- Ensure workstations meet specified minimum requirements.
- Plan work activities so that they include breaks or changes of activity.
- Provide eye and eyesight tests on request, and special spectacles if needed.
- Provide information and training.

Electricity

If not properly managed, electricity can kill or severely injure people and cause damage to property. The company will:

- Only permit competent persons to undertake electrical works
- Use electrical equipment that meets the relevant standard.
- Ensure all existing installations within company premises are periodically inspected
- Avoid overloading socket outlets.
- Use where needed appropriate safety devices (such as RCD)

Fieldwork for apprentices (Equine module)

Fieldwork is a valuable aspect of teaching and learning; organised correctly they benefit learning and enhance the apprentice experience.

The general duties outlined by the Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999 apply to all activities under the control or direction of Bottle Green Training including off-site activities such as fieldwork.



Bottle Green Training has a moral and legal obligation to ensure the health and safety for persons participating in fieldwork. This includes:

- Giving approval for fieldwork.
- Identifying the hazards and risks associated with the fieldwork.
- Establishing suitable controls to manage those hazards and risks.
- Ensure the competence of all staff involved.
- Confirming the suitability of 3rd party fieldwork providers
- Planning for potential emergency situations.

Fire

Sara Woolliscroft shall hold the duty as the responsible person for the company on fire safety issues.

The Regulatory Reform Fire Safety Order 2005 places a duty on 'responsible persons' to the extent that they have control over premises.

The Company shall risk assess all business premises, owned or occupied, in accordance with the requirements of the Regulatory Reform (Fire Safety) Order 2005.

From that risk assessment, appropriate fire precautionary and protection measures shall be implemented, and a fire management plan shall be maintained. Basic fire safety training will form part of the induction training for new employees and apprentices.

A fire Marshall shall be appointed who shall assist in the safe evacuation of all persons present in the building when the fire alarm sounds. Fire Marshals will be trained in this role.

Where the building is a multi-occupied premise the company shall liaise with other parties and develop an emergency evacuation plan.

The Order applies not only to persons at work, but to all persons lawfully on the premises and those not on the premises that may be affected by fire on the premises

Bottle Green Training has fire safety systems installed and fire protection measures throughout the building to protect all persons, buildings and their contents.

- All fire safety equipment must be kept free from obstruction, so they are readily available for use in an emergency
- Fire extinguishers must not be removed or repositioned without consultation with the Directors
- Any damage to equipment provided for fire safety purposes must be reported
- immediately to Sara Woolliscroft.

Fire safety equipment (detection, alarm, lighting, extinguishers, signage) and fire protection measures (doors, means of escape and final exit doors) are subject to testing, inspection and maintenance to ensure they are in good working order and all documentation kept in compliance with the company retention schedule.

Fire doors must be closed at all times to maintain compartmentation of the building

A PEEP is a **P**ersonal **E**mergency **E**vacuation **P**lan. It is a bespoke 'escape plan' for individuals who may not be able to reach an ultimate place of safety unaided or within a satisfactory period in the event of any emergency.

PEEPs may be required for staff or apprentices with:

- Mobility impairments
- Sight impairments
- Hearing impairments
- Cognitive impairments
- Other circumstances

A temporary PEEP may be required for:

- Short term injuries (i.e., broken leg)
- Temporary medical conditions
- Those in the later stages of pregnancy

The underlying question in deciding whether a PEEP is necessary is "can you evacuate the building unaided, in a prompt manner, during an emergency situation?" If the answer is "no", then it is likely that a PEEP is needed.

First Aid

The Company shall provide first aid facilities at the Company premises and work vehicles in accordance with the Health and Safety (First-Aid) Regulations 1981. Provision shall account for the number of people at the workplace and the inherent risk of the work activities conducted. The assessment of needs shall follow the guidelines in the relevant ACoP.

The names of the designated first aider(s) and the location of the first aid box shall be clearly displayed in the workplace. The Company First Aiders/Appointed Persons are Sara Woolliscroft, Judith Parry, Joanna Dobb, Sarah Parkhouse, and Lorraine Wileman.

Sara Woolliscroft holds the responsibility for checking and maintaining the stock levels in the first aid boxes. Boxes must remain correctly stocked and the contents must not be beyond their expiry date.

Please refer to the separate document 'First Aid Policy'

Hazardous Substances

The Company will adhere to the requirements of the Control of Substances Hazardous to Health (COSHH) Regulations 2002 (as amended) and will control hazardous substances at work so they do not cause ill health.

The Company will, in order of priority:

1. Eliminate the use of a harmful product or substance and use a safer one.
2. Use a safer form of the product.
3. Have as few employees and apprentices in harm's way as possible.
4. Provide personal protective equipment (PPE) where required.

Employees and apprentices shall receive COSHH awareness training.

Employees and apprentices must not use a hazardous substance before a COSHH assessment has been conducted.

It is the responsibility of Sara Woolliscroft to brief the relevant employee and apprentice about the safe use of a substance prior to the substance being put into use. The findings of the COSHH assessment will be communicated to the employee in the form of a briefing.

Health Surveillance

The Company will be watchful for the early signs of employee ill health caused by exposure to hazardous conditions during work activities. Arrangements will be put in place in accordance with the findings of risk assessments and in compliance with relevant regulations (e.g., the Management of Health and Safety at Work Regulations 1999 and the Control of Substances Hazardous to Health Regulations 2002 (as amended)).

The Company will always primarily aim to control hazards in the workplace and avoid the need for health surveillance.

Home Working

The company requires certain members of staff to work remotely from time to time to complete administrative duties and apprentice assessments.



The company will carry out a risk assessment to check whether the proposed work environment, work equipment, mental wellbeing, travelling arrangements and fire precautions are suitable for the tasks the homeworker will be carrying out.

The company is only responsible for the equipment it supplies, but it is the employee's responsibility to rectify any flaws in the home highlighted by the assessment. Once the home workplace has passed the assessment, it is the employee who is responsible for keeping it that way.

The company will ensure that it has the correct insurance policies in place for remote working and will also encourage its staff to arrange appropriate insurance cover where appropriate.

Non-Ionising Radiation

Non-ionising radiation emissions from e.g. laser pointers etc. do not cause the ionisation of matter. This is prevented due to the relatively low 'dose' of radiation the equipment emits and by the intrinsic control measures in place e.g. casing.

Close scrutiny will be maintained on the outcome of research and any recommended control measures will be introduced to combat the effects of radiation exposure.

Legionella

Sara Woolliscroft shall hold the duty as the responsible person for the company on the control of legionella bacteria in water systems.

The company will adhere to the requirements of The Control of Legionella Bacteria in Water Systems (ACOP L8) and the Control of Substances Hazardous to Health Regulations 2002 (as amended).

To comply with its legal duties, the company will:

- Identify and assess sources of risk.
- Prepare a written scheme for preventing or controlling the risk.
- Ensure suitable and sufficient resources are available.
- Implement, manage, and monitor all precautionary control measures identified.
- Keep records of all such measures.
- Provide employees with information, instruction, and training.

Lone Working

Verifiers and tutors are required to undertake lone working on a frequent basis. The company manages the inherent risk in the following way:

- Lone working awareness is covered as a topic in the initial company induction.
- Mobile workers are given a telephone list with emergency contact numbers.



- All work to be pre-planned and Sara Woolliscroft to be aware of Verifiers movements.
- Mobile telephones should only be used with a hands-free kit whilst driving on company business.

Manual Handling

The Company will follow the hierarchy of measures as defined within The Manual Handling Operations Regulations 1992 (as amended) to reduce the risks arising from manual handling activities.

The Company will avoid manual handling operations if so, far is as reasonably practicable.

The Company will assess any hazardous manual handling operations that cannot be avoided; and reduce the risk of injury so far is reasonably practicable.

Monitoring of Safety Systems

To ensure the effectiveness of the safety management system a range of procedures shall be maintained;

- Regular discussions of health and safety matters between management and employees. Time will be set aside where concerns may be raised.
- Inductions and refreshers of the Health & Safety Policy and any amendments shall be communicated with the apprentices attending the Bottle Green site at the beginning of each term
- Regular formal safety inspections. Results of the inspections to be recorded and discussed during management review meetings.
- Annual review of accident statistics.
- Annual safety system audit conducted by the safety advisor.
- Annual review of the safety policy and associated documents.

New and Expectant Mothers

In order to comply with its duties under the Management of Health and Safety Regulations 1999 the Company as part of the normal risk assessment process, must consider if any work is likely to present a particular risk to women of childbearing age.

Once Bottle Green Training is notified that an employee is pregnant Sara Woolliscroft will review the risk assessment for the specific work activities involved and identify any changes that are necessary to protect the health of the prospective mother and unborn baby and identify if any further actions are needed.

Examples of increased risk are:

- Lifting and carrying
- Standing or sitting for long periods
- Exposure to toxic substances
- Long working hours

Personal Protective Equipment (PPE)

The Company will provide PPE in situations where hazards cannot be adequately controlled by other means. In accordance with the Personal Protective Equipment at Work Regulations 1992 the company will ensure that PPE:

- Is properly assessed before use to ensure it is suitable;
- Ensure any PPE bought is CE marked and complies with the requirements of the Personal Protective Equipment Regulations 2002
- ensure that where two (or more) items of PPE are used simultaneously, these are compatible and are as effective used together as they are separately
- Is maintained and stored properly.
- Is provided with instructions on how to use it safely; and
- Is correctly used by employees.
- replace PPE as necessary and at no cost to the employee.

Portable Electrical Equipment

Sara Woolliscroft is responsible for the overall inspection and testing regime for portable electrical equipment.

Emphasis is on appropriate inspection and testing to ensure portable electrical equipment is safe to use, and arrangements should reflect the nature of the activities conducted with the equipment and the environment in which it is operated.

This covers both new and existing equipment (including laptops for remote working) up to 240V that is intended to be connected to a fixed installation or a generator by means of a flexible cable and plug.

Staff and apprentices must NOT bring personal items of electrical equipment (e.g. Chargers, kettles etc.) unless approved by the Directors, in which case those items must be inspected and tested before use and then at intervals as specified.

Equipment which fails the test must be removed from the premises.

Equipment users should be given appropriate guidance on the daily user checks to be carried out.

Portable Appliance testing will be performed on an annual basis or sooner if usage dictates. Bi-annual visual inspections will be performed by Sara Woolliscroft.

Shelving/Bookcases

Any shelving systems provided will be properly installed by a competent person and will be suitable for the items that are being stored on them.

The company will ensure that:

- Shelving is regularly inspected to make sure it is repaired and maintained properly and is safe.

You should use two types of inspection:

- Immediate reporting of damage and defects.
- Visual inspections at regular intervals.

Risk Assessment

In accordance with The Management of Health and Safety at Work Regulations 1999, the company will carry out suitable and sufficient risk assessments for all work activities. From these risk assessments, suitable controls will be established, and a safe system of work produced.

Safeguarding Young/Vulnerable Persons

Please refer to separate Policy

Sharps

Sharps are needles, scalpels, scissors, and other medical instruments which can often be used as a training aid and could cause injury by pricking and cutting the skin.

All staff and apprentices will receive appropriate information and training with regards to the handling and disposal of sharps.

All sharps injuries must be reported to the tutor and the injured person will receive first aid treatment by an appointed person, also making an entry in the accident book.

Slips, Trips and Falls

Slips and trips are the most common injury at work. These will be minimised by the company by:

- Using entrance matting
- Ensuring any leaks from buildings are repaired
- Ensuring any loose, damaged or worn flooring is replaced as necessary
- Ensuring lighting is sufficient.
- Ensuring any slopes or steps are clearly visible.

Employees must assist by:

- Maintaining good standards of general housekeeping and keeping walkways, stairs and work areas clear of obstructions
- Quickly cleaning up any spillages
- Wearing appropriate footwear
- Avoiding rushing

Smoke Free Environment

The employer will ensure that all employees, apprentices and the public are protected from the harmful effects of second-hand smoke by providing a smoke-free workplace. This is inclusive of all work vehicles where provided and client premises. Vaping is also prohibited.

Stress

The Health and Safety Executive (HSE) define stress as 'the adverse reaction people have to excessive pressure or other types of demand placed on them'. This makes an important distinction between normal pressure, which can be a motivating factor, and stress, i.e. excessive or sustained pressure, which can be detrimental to health.

Different people react to pressure in different ways, what is excessive pressure for one individual may not be for another.

The Company aims to help reduce stress within the workplace by:

- Conducting and implementing recommendations of individual risk assessments
- Being aware of and offering additional support to a member of staff who is experiencing workplace stress.
- Being aware of and offering additional support to a member of staff who is experiencing stress outside work e.g. bereavement or separation.

- Promoting good communication between management and staff, particularly where there are organisational and procedural changes
- Facilitating training for staff
- Ensuring staff are provided with meaningful developmental opportunities
- Monitoring workloads to ensure that staff are not overloaded.
- Monitoring working hours and overtime to ensure that staff are not overworking.
- Monitoring holidays to ensure that staff are taking their full entitlement.
- Ensuring that bullying and harassment are not tolerated

Employees will, as necessary:

- Be responsible for informing their manager if they feel their job is causing them stress .
- Raise issues of concern with the Directors,
- Comply with reasonable requests designed to reduce stress.
- Accept opportunities for counselling when recommended.
- Participate in training when requested.
- Use full leave entitlement to support their well-being.

Training

The Company recognizes the value of having a skilled and motivated workforce and will develop a training culture within the business to maximize the potential of its workforce. It is also acknowledged that suitable health and safety training is a positive step to reduce the number of accidents that could possibly occur.

New employees will undergo a company induction. Details of the company structure and general procedures will be communicated. In addition, the induction will outline the firm's general health and safety policy and how it affects the employee, as well as the responsibilities placed on the employee in respect of health and safety within their employment.

General training direction and co-ordination will be given by Sara Woolliscroft. Suitable courses, updates, and refresher courses will be given to employees from time to time as required.

The firm's safety advisor will hold qualifications in health and safety and will attend updates and refresher courses as required.

Violence

The employer will safeguard as far as is reasonably practicable all employees, apprentices, visiting public, and contractors against all forms of violence from other employees, apprentices, contractors and members of the public. This will include:

- physical
- verbal
- mental abuse
- discrimination
- harassment and bullying
- racial
- threat: verbal or written.
- sexual assault or harassment

If any injury or absence from work of more than seven days results from any form of abuse or violence this must be reported to the HSE under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, and in some instances reported to the police.

Welfare Facilities

The Company will ensure that adequate welfare facilities are provided on the company premises and will be guided by the Workplace (Health, Safety and Welfare) Regulations 1992.

These facilities shall include:

- Suitable and sufficient sanitary conveniences.
- Suitable and sufficient washing facilities.
- Adequate ventilation.
- Suitable temperatures in indoor places (minimum sixteen deg C where the activity is mainly sedentary.
- Sufficient lighting to enable people to work and move about safely.
- Suitable cleaning and the removal of waste.
- Enough free space to allow people to move about with ease.
- Suitable workstations and seating.
- An adequate supply of wholesome drinking water.
- Suitable and sufficient facilities for rest.

Welfare facilities for the mobile worker are provided by the client.

Work at Heights

The company will reduce the potential for injuries from work at height by compliance with the requirements of The Work at Height Regulations 2005 and will ensure that such work is;

- Avoided if it is reasonably practicable to do the job another way
- Conducted using appropriate equipment to prevent falls.
- Organised so that the distance and possible consequences of any fall are minimised
- Risk-assessment based.
- Properly planned and supervised by a competent person(s)
- Conducted by competent operatives.

The use of A frames and step-ladders will be limited to access provision and short-term working where other methods are not practicable.

It is company policy that all ladders/step-ladders shall be Class 1 certified to BS 2037, BS 1129 whilst still meeting industry standards. New purchases of ladders/stepladders will meet new standards under EN131 Professional. Under the new EN131 standards any leaning ladder over 3m will require a stabiliser bar.

Ladders/step-ladders shall be subject to pre-use checks and shall be formally inspected at six monthly periods.

Work Equipment

The Company will ensure that equipment provided for use at work is:

- Suitable for the intended use
- Safe for use, maintained in a safe condition and, in certain circumstances, inspected to ensure that this remains the case
- Used only by people who have received adequate information, instruction and training
- Accompanied by suitable safety measures, e.g., protective devices, markings, warnings.

Sara Woolliscroft and Sam Gallagher are responsible for ensuring the proper maintenance of all work equipment is conducted in accordance with regulations or the manufacturer's guidance.

It is the responsibility of Sara Woolliscroft to ensure workers and apprentices have had the appropriate information, instruction and training to operate equipment in the workplace.

Company procedures will reflect the requirements of The Provision and Use of Work Equipment Regulations 1998 (as amended).



Any hired equipment shall be subject to the same scrutiny and procedures as owned equipment.

Any equipment deemed unsafe for use must be withdrawn from use and brought to the attention of Sara Woolliscroft or Sam Gallagher.

Work Related Road Safety

Some of the company's work activities involve driving on the public highway. All employees are expected to comply with road traffic legislation, which is managed by the Department for Transport.

The company also allows the use of privately-owned vehicles and they will ensure that:

Drivers are:

- Sufficiently fit and healthy to drive safely and not put others at risk
- Provided with information that will help them reduce the risk (e.g. Recommended tyre pressures)
- Provided with appropriate advice on driving posture.
- Licensed to drive the vehicle to be driven.

Vehicles are:

- Fit for the purpose for which they are used.
- Maintained in a safe and fit condition.
- Private vehicles are adequately insured for business use.

Journey planning:

- Takes account of appropriate routes
- Incorporates realistic work schedules.
- Does not put drivers at risk from fatigue.
- Takes sufficient account of adverse weather conditions.

Mobile phones whilst driving:

- Never use a hand-held mobile phone when driving or when the engine is running.
- Drivers who wish to use a mobile phone to make a call should safely stop and park before making a call.
- Where a call is received on a hands-free mobile phone whilst driving, the driver should ensure that the call is as brief as possible.
- Office-based staff should avoid making calls to staff who they know are driving.



Smoking / Vaping is always prohibited in work vehicles.

Work Related Upper Limb Disorders (WRULD's)

The employer has general duties under the Health and Safety at Work etc Act 1974 and the Management of Health and Safety at Work Regulations 1999 to manage and control the risks associated with work-related ULDs.

Various factors have the potential to cause ULDs, such as:

- repetitive work
- uncomfortable working postures
- conducting tasks for long periods without suitable rest breaks
- poor working environment and organisation.
- Trigger finger from lengthy periods of using laser pointers.

ULDs will be managed in the workplace by:

- assessing the risks – this means looking around your workplace to see which jobs may cause harm
- deciding how likely it is that harm will occur, i.e., the level of risk, and what to do about it.
- changing the way work is organised to help reduce risk
- helping sufferers when they come back to work.

The company will consult with employees on risks arising from their work and provide clear instructions, information, and adequate training on any measures you put in place to control the risks.

Young Persons

As part of the Management of Health and Safety at Work Regulations 1999 there is a requirement by law for Bottle Green Training to identify and control risks so far as is reasonably practicable by risk assessing activities that are undertaken.

It is the responsibility of the Directors to make arrangements to ensure all activities undertaken as part of the course meet legal requirements and best practices are adhered to.

In most cases apprentices under the age of 18 will be able to undertake the same activities as if they were over 18. However, this may mean putting in place additional control measures such as controlling exposure limits (for example, relating to exposure to hazardous chemicals, carcinogens, radiation) and providing additional training and supervision.

Zoonoses

Zoonoses are diseases that can be transmitted from animals to humans.



For teaching purposes staff and apprentices will have contact with several species to include dogs, horses, and exotics.

Zoonoses are caused by micro-organisms, which are subject to the Control of Substances Hazardous to Health Regulations (COSHH). The Company will manage the risk by:

- assessing the risks to health from work activities which involve a hazardous substance (e.g. a micro-organism);
- prevent or, where this is not reasonably practicable, adequately control exposure to the hazardous substances;
- introduce and maintain control measures.
- inform, instruct and train employees and apprentices about the risks and precautions to be taken;
- regularly review risk assessments and the effectiveness of control measures.