



Health and Safety Policy

Policy Statement

Construction Training Assessment Ltd recognises and accepts its responsibilities as an employer to conduct its activities so that it ensures, so far as is reasonably practicable, the health and safety and welfare of its employees and others who may be affected by its activities and adhere to relevant Health and Safety Policies such as the Health and Safety at Work Act 1974.

In particular, CTA recognises and accepts its special duty of care towards learners involved in training programmes delivered/provided by CTA, and will ensure that steps are taken to secure the health, safety and welfare of such learners.

The intention is to give effect to this policy by the provision of:

- Safe premises, safe systems of work, safe equipment and a healthy working environment
- Appropriate training, information, instruction and supervision to enable all employees to avoid endangering themselves or others and to contribute positively to their own safety.

Staff at all levels are required to implement this policy within their own areas of responsibility, and co-operate with management to ensure compliance with relevant legislation.

This policy will be reviewed every six months or as necessary, to take into account of changes in organisation, arrangements, and/or legislation.

Responsibilities

Information will be provided and communicated to all employees to give advice and support on health and safety matters to ensure the health and safety policy is adhered to.

CTA will:

- Maintain a record of all accidents/incidents involving CTA employees and learners and ensure that appropriate steps are taken to prevent recurrences
- Ensure all employees receive health and safety training appropriate to their duties
- Liaise with funding bodies, enforcement authorities and other external agencies to ensure effective communication in support of CTA business.
- An accident book will be provided and maintained. All accidents/incidents/near misses to staff or learners are to be investigated and reported to the person/s responsible for health and safety, using appropriate documentation
- Ensure appropriate Employers Liability insurance is valid
- Health and Safety will be included on the agenda at all staff meetings
- Ensure the health and safety policy/manual is kept up to date, and all new staff at induction are made aware of the policies and procedures in place.





Employees of CTA:

- Co-operate with management to ensure the effective implementation of this policy
- Taken reasonable care of their own health and safety, and that of other people and vulnerable individuals who may be affected by their acts or omissions at work
- Report to their line managers any matters concerning health and safety
- Ensure induction and training for learners with regard to health and safety is delivered and recorded.
- Refrain from intentionally misusing or recklessly interfering with anything that has been provided for health and safety reasons.
- Report any hazardous defects in plant and equipment, or shortcomings in the existing safety arrangements, to a responsible person (ie, their line manager)
- Not to undertake any task for which authorisation and/or training has not been given.

Arrangements

1.1 Accidents and Dangerous Occurrences

The company procedures for reporting injury, accidents and dangerous occurrences are designed to ensure statutory compliance. Relevant legislation includes the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 2013 (RIDDOR 2013) and any other statutory duties governing the notification, recording and provision for adequate investigation and inquiry in order to establish the measures which may be necessary to prevent a recurrence.

1.2 First Aid Facilities

The company will ensure that a suitable number of First Aid trained staff are available to deal with minor accidents and emergencies at the workplace. These staff will have received appropriate training and hold suitable qualifications, so as to ensure compliance with statutory requirements.

1.3 Electrical Safety

The company will arrange:

- Arrange testing and inspection of fixed electrical installations and portable appliances in accordance with the current edition of the Institution of Electrical Engineers' Regulations for Electrical Installations (equivalent to BS 7671: 1992)
- Take appropriate precautions to reduce the risk of ignition by electrical equipment or otherwise in areas where combustible dusts, flammable liquids or gases are used or stored.
- Arrange for all portable electrical equipment appliances to be inspected and tested at regular intervals.
- Arrange for employees' personal electrical equipment intended for use on company business to be inspected and tested by a competent person before use and at regular intervals thereafter.





1.4 Smoking

CTA operates a non-smoking on site policy.

1.5 Information and Communication

- The company will ensure that relevant information relating to health, safety and welfare at the workplace is disseminated to staff and learners

1.6 Personal Protective Equipment (Staff)

The company will provide suitable and adequate protective clothing and equipment for the use of employees as and when necessary. If it is the employer policy to wear PPE, for example aprons or gloves and they do not provide visitors with such equipment. CTA will provide PPE as required. PPE must fit, be well maintained and suitable and should be used as a last resort.

Where wearing such protection is mandatory, disciplinary action will be taken against staff failing to comply.

1.6a Personal Protective Equipment (Learners)

If a learner requires PPE for their job role, regardless of employment status, the employer must provide PPE free of charge under the Health and Safety (Training for Employment) Regulations 1990. Learners should receive instruction and training on correct use, how to check for damage, and how to store it correctly. If for any reason, an employer refuses to provide PPE then it should be brought to the attention of your direct line manager.

1.7 Enforcing Authorities

The company will maintain a close relationship with enforcing authorities and will ensure that matters giving rise to criticism or enforcement action receive immediate action.

Reporting and Recording

All incidents of aggression or violence should be recorded in the incident book and to the line manager. In cases such as robbery, mugging or actual bodily harm, staff must report the incident to the police.

The company has responsibility to provide a safe working environment. Staff should identify and report any current or potential situations at work, which are a treat to personal safety. Talking about fear and other problems related to aggression or harassment is not a sign of failure but of good safety practice. A serious incident, even if it results in no physical harm, can cause feelings of fear, panic or despair, which can continue long after the incident occurs. The company recognises this problem and aims to provide appropriate support, such as self-defence training or counselling, where appropriate.

New or Expectant Mothers

The Management of Health and Safety at Work Regulations 1999 apply to any of our employees who are pregnant, breast feeding or who have given birth within the last 6 months. The Workplace (Health, Safety and Welfare) Regulations 1992 require us to provide rest facilities for new or expectant mothers.





Our risk assessments cover new and expectant mothers. Female workers will be informed of any additional risks they may face if they become pregnant or are breast feeding.

We recognise the extra vulnerability of pregnant and nursing mothers and additional risk assessments will be made when a women notifies her manager that she is pregnant. Additional measures will be applied for six months after the birth.

We are only required by law to take extra precautions for pregnant or nursing mothers if we are notified of their conditions. If pregnant employees do not provide confirmation from their medical practitioner, we will request medical confirmation.

Our display screen equipment workstations e.g. computer terminals, are properly assessed and controlled and there is no additional risk to pregnant women or nursing mothers.

Additional risks to pregnant women and nursing mothers will be minimised, but in some cases this will not be reasonably practicable, and in any case, a risk assessment must be completed fully each an individual new and expectant mother.

RIDDOR reportable accidents

In the event of an accident, which is reportable under the terms of RIDDOR 2013, the appropriate manager or deputy take will comply with the reporting requirements of the regulations. A copy of the HSE document “RIDDOR explained” will be kept in the Health and Safety manual.

NEAR Misses

Near misses should also be investigated and controls put in place to prevent a more serious accident occurring and details recorded.

Accidents occurring on Employer premises

In the event of an accident or incident of work related illness involving a CTA learner during training activities on an employer premises:

- The incident must be reported to the allocated Training Assessor as soon as possible, either by the learner or the responsible person at the employer premises.
- The incident must be recorded in the employers accident book. This is the responsibility of the employer and the allocated Training Assessor should ensure as reasonably practical that it is done.
- CTA line manager will follow the procedure as for CTA employees reporting procedure.

Any investigation and report of a learner accident must demonstrate that these points have been addressed, and that adequate steps are taken to prevent recurrence.

Mobile Telephone

some CTA employees are issued with a company mobile telephone, and whilst these devices help to contribute to the efficient running of a business, and in some cases enhance the security of individuals there are also negative features associated with this equipment.





There is much debate covering health risks associated to mobile telephones, it would be prudent to apply some basic precautions to minimise any possible risk to health:

- Do not use mobile telephone when the normal telephone is available.
- If an incoming call is received, keep the call as short as possible or call back on the landline
- Leave a gap between the telephone and the ear
- Use an earpiece/microphone.

The more obvious dangers associated with mobile phones is their use in the car.

Many road traffic accidents, some fatal, have been attributable to lack of attention caused by the use of hand held mobile telephones whilst driving. From 1st December 2003, the use of hand held mobile telephones whilst driving is **illegal**.

Therefore, CTA provides the following advice and is to be regarded as CTA policy.

- Never use the mobile telephone in handheld mode whilst driving
- If you need to initiate a call do so only when the vehicle is stationary
- Do not answer a call, even hands free, if engaged in a particularly difficult manoeuvre.
- When answering hands free, keep the call as short as possible.
- Do not engage in conversation requiring undue concentration.
- Make the caller aware that you are driving.
- Avoid making calls to a colleague who you know is driving.

Road Safety

Driving is probably the most hazardous activity in which CTA employees engage in the course of their duties. Many of us cover a high mileage using company or private cars, which means that the risk of injury on the roads is significant. To minimise the risk to staff, CTA provide the following guidance:

- Is your journey necessary – Could this travel be avoided?
- Is driving the most effective means of travel? Alternatively travel by rail or air
- If you must travel by road – Are you well enough to drive?
- Ensure your vehicle is roadworthy
- Avoid peak travel times
- Allow plenty of time for the journey
- Take into account weather conditions
- Take regular breaks
- Limit your driving to 350 miles in any day
- Never use hand held mobile telephones
- Never drink and drive





Learner Health and Safety

Learner Health and Safety Induction

The safe, healthy and supportive environment and safe learner principle.

The principle is promoted by ensuring that all learners receive suitable and sufficient Health and Safety induction and training. A record of the induction is recorded on the initial Visit reports and kept on the learners file.

This consists of:

- Induction to include general Health and Safety information
- Regular monitoring of job training by the Training Assessor
- Health and Safety element of the NVQ programme

Appendix 1 The Management of Health and Safety at Work Regulations 1999

CTA will assess risk to the Health and Safety of its employees and others who may be affected by its activities. Any preventative or protective measures required will be implemented.

The assessment will be recorded on relevant documentation

Health surveillance will be carried out where necessary.

To assist CTA to design and apply the requirements of the regulations it will appoint competent persons who will be suitably trained to carry out this duty.

CTA has set up emergency systems and will ensure that the instructions for such will be brought to the attention of all employees who may need to be informed.

Emergency systems will be tested at regular intervals and the results will be recorded in relevant registers.

Employees will be given information, instruction and training on all Health and Safety matters pertinent to their work.

Where other people share the workplace CTA will cooperate with other employers to ensure the safety of all persons at risk.

Employees should note that they have a legal duty to follow Health and Safety instructions and to report any hazard or danger to their employer.





Appendix 2 The Manual Handling Operations Regulations 1992

CTA will do all that is reasonably practicable to reduce the risk of injury from manual handling operations. This will be achieved by avoiding wherever possible, the need to carry out work that is hazardous or might place employees at risk of injury.

Assessments will be carried out on all hazardous operations. The findings will be examined and, where necessary, remedial action identified will be taken.

Where training needs are identified by such assessments, the relevant courses will be provided by the company.

Appendix 3 The Personal Protective Equipment (PPE) at Work Regulations 1992

CTA recognises that the use of personal protective equipment is a last resort and will only be used where risks cannot be controlled by other means.

An adequate supply of sufficient and suitable personal protective equipment will be made available for use of employees. Risk assessments will be carried out to establish the type of personal protective equipment required.

Facilities for maintaining, cleaning and replacement of equipment will be implemented. Furthermore provision for storage will be available when such equipment is not in use.

Monitoring will be carried out to ensure that personal protective equipment is being properly used and maintained.

Employees will be given training and instruction upon the fitting and use of such equipment.

All new personal protective equipment will comply with the relevant EC Directive on design, certification and testing.

Appendix 4 The Provision and Use of Work Equipment Regulations 1998

CTA will ensure that when purchasing equipment, it takes into account the working conditions and hazards in the workplace. The equipment selected will be suitable for its intended use and properly maintained. Information, instruction and training will be provided for its employees to ensure that they are familiar with such equipment.

Particular attention will be paid to machinery guarding, lighting, control systems and the stability of equipment, as well as ensuring that warning notices and isolation of equipment procedures are, where necessary, in place.





Appendix 5 The Noise at Work Regulations 2005

The legal requirements for the protection of employees are contained in the above Regulations. Guidance on implementation of the Regulations is contained in a series of HSE Noise Guides L108 second addition, which should be referred to for detailed information. The following paragraphs however outline the main requirements and give application guidance.

There are three different levels of noise and peak sound pressure exposure at which action is required:

- The first is a daily personal noise exposure of 85 dB(A)
- The second action level is a daily personal exposure of 90 dB(A) over the working day
- The first action level is where an employee is exposed to a peak sound pressure over 135 Db
- The second action level is where an employee is exposed to a peak sound pressure over 137 Db

Actions required at the first action levels for noise and peak sound pressure levels are the same. Assessments will be carried out by the company to:

- Identify all persons likely to be exposed to noise and carry out a risk assessment with a view to implantation of engineering/ reductions measures
- Provide information upon the risks to hearing, the availability of personal protective measures and how to report defects.
- Provide hearing protection to operative who request it

At or above the second action level for noise and peak sound pressure levels are the same.

Assessments will be carried out by the company to:

- Carry out a risk assessment and attempt to reduce levels via engineering controls
- Provide information upon the risks to hearing, the availability of personal protective measures and how to report defects.
- Issue hearing protection to all operatives exposed
- Enforce the wearing of hearing protection during exposed works
- Implement a hearing protection zone for the working area
- Ensure a occupational health surveillance programme has been established

Employees of ERC shall never be exposed above the ELV for noise or peak sound pressure those being:

- 87 Db for daily noise
- 140 Db for peak sound pressure





Appendix 6 The Control of Substances Hazardous to Health Regulations 2002 (COSHH)

In order to comply with the above regulations, CTA will carry out assessments, the objective of which is to:

- Identify the existing processes in which substances hazardous to health are used or produced
- Identify employees or group of employees who are likely to be affected by the process
- Collate existing information on substances employed or produced and the results of any environmental testing which has been carried out in work areas
- Utilise existing information on control measures used to control substances used or produced
- Assess likely exposures to substances hazardous to the health of employees affected by the process or operations.
- Identify actions, which are required either to reduce the exposure or to obtain further information upon which a better assessment of the hazard can be based.

It should be noted that manufactures and suppliers have a legal duty under Section 6 of the Health and Safety at Work Act 1974 to provide adequate Health and Safety information of all their products if there is a know hazard or risk when used, handled, stored or transported.

Appendix 7 The Health and Safety (First Aid) Regulations 1981

The above regulations place a general duty on the employers to make adequate and appropriate first aid provisions for their employees.

The approved Code of Practice and Guidance sets standards for compliance, and CTA complies with the same set of standards. An appropriate number of trained first aiders are employed by CTA

First Aid Boxes

First aid boxes/kits should contain sufficient quantities of first aid materials and nothing else.

Appendix 8 Email and internet usage

Voice mail, email, and Internet usage assigned to an employee's computer or telephone extensions are solely for the purpose of conducting Company business. Some job responsibilities at the Company require access to the Internet and the use of software in addition to the Microsoft Office suite of products. Only people appropriately authorized, for Company purposes, may use the Internet or access additional software.

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