



HEALTH AND SAFETY REVIEW POLICY 2022/ 2023

Review Management

Initiated	Who	Action
05/10/2022	Trustees, CEO, COO and DSL Leads	Signed off and load onto ARBOR
08/10/2022 ongoing, planned completion 21/11/2022	COO and DSL Leads	Load onto ARBOR
The first week in November 2022	COO and DSL Leads	Staff refresh training first week of November
Throughout November planned completion	Lead Trustee CEO, COO and DSL	Review and validate- test for information and access
Early December OCC Visit		Invite OC to test and review Sign off as lead charity compliance process (Replace activity section)
April 2023	Trustees, CEO, COO and DSL Leads	Review and update policy

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1. HEALTH AND SAFETY POLICY STATEMENT



The policy of **TRAX** is to provide and maintain a safe and healthy workplace by ensuring that work equipment is safe and that a safe system of work is provided for all our employees, and students. We will also provide suitable and sufficient information, instruction, training and supervision as is necessary to ensure the health and safety of our employees and this shall include suitable and sufficient welfare, sanitary and working facilities as required.

All employees at **TRAX** have a duty to ensure that they work in a safe manner and that their acts or omissions do not cause harm to themselves or others that may be affected by our work; including students, volunteers, visitors and contractors. Employees will be encouraged to bring to the attention of the management any concerns regarding any health and safety issues.

TRAX recognises its duty of care towards others that are not in our employment namely students, volunteers, visitors and contractors. These persons will be given suitable and sufficient information and instructions to ensure their health and safety. The actions of these groups will be controlled in such a way so as not to cause harm to our employees or themselves.

To ensure that the Policy is implemented and maintained so that **TRAX** keeps within the requirements of the Health and Safety at Work etc. Act 1974 the person named below will ensure that sufficient resources, both financial and physical are available so that the Policy and its arrangements can be implemented effectively.

This Health and Safety Policy will be subject to a regular review annually or when there are any significant changes in the way the charity operates or legislation that affects it.

Name: Steph Dass

Position: Director of Youth Services

Dated: May 2022

Policy reviewed: Ajay Dass

Position: Health and Safety Manager

Dated: May 2022

2. LEGAL DUTIES AND RESPONSIBILITIES OF EMPLOYERS

It is our duty and responsibility as employers under the **Health and Safety at Work etc Act 1974 section 2.1 and 2.2 a-e** and this policy to:

- Ensure so far as is reasonably practicable the health, safety and welfare at work of all our employees and others who may come into our company.
- To provide and maintain plant and safe systems of work that are, so far as reasonably practicable, safe and without risk to a persons health or safety.
- To make arrangements for ensuring, so far as is reasonably practicable, the safety and absence of risks in connection with the use, handling, storage and transportation of articles and substances.
- To provide information, instruction, training and supervision as is necessary to ensure so far as is reasonably practicable the health and safety at work of our employees.
- And as far as is reasonably practicable, we will maintain any place of work in our control in a safe manner and maintain safe access and egress from it.
- Provide and maintain so far as is reasonably practicable a safe working environment with adequate facilities and arrangements for the welfare of our employees and others who enter our workplace.

We also recognise that a breach of health and safety legislation by our company constitutes a criminal offence. An Enforcing Authority may take criminal proceeding against the Company or its management. This can result in penalties, i.e. fines and/or imprisonment.

LEGAL DUTIES OF EMPLOYEES

In addition to the previously described general responsibilities, the **Health and Safety at Work etc Act 1974** places legal duties on all employees.

These are:

Section 7 'Health and Safety at Work etc Act 1974'

- To take reasonable care for the health and safety of them and other persons who may be affected by their acts or omissions at work.
- To cooperate with the management to enable the employer to carry out legal duties or any requirements as may be imposed.

Section 8 ‘Health and Safety at Work etc Act 1974’

- No person shall intentionally or recklessly interfere with or misuse any item provided in the interest of health, safety, and welfare.

Employees should bear in mind that a breach of health and safety legislation by an individual constitutes a criminal offence and action may be taken by an Enforcing Authority against an individual. Such action can result in penalties, i.e. fines and/or imprisonment.

HEALTH AND SAFETY RESPONSIBILITY

The overall responsibility for health and safety within **Trax** rests with:

Health and Safety Manager – Ajay Dass

The above named person will ensure that sufficient resources, both financial and physical are available so that the Policy and its arrangements can be implemented effectively.

To ensure that the Policy is implemented and maintained so that **Trax** keeps within the requirements of the **Health and Safety at Work etc Act 1974** the above named person may delegate duties to employees who will provide support to meet the responsibilities.

These individuals may also delegate duties to other employees so as to enable the requirements of the Policy to be carried out with due diligence.

Delegation of the individual duties and responsibilities to employees does not in any way detract or remove the ultimate responsibility and duty of care placed on the above person by the **Health and Safety at Work etc Act 1974**.

INDIVIDUAL RESPONSIBILITIES

The duties of those employees with responsibility for health and safety are set out within our Policy. Details of their specific individual responsibilities are set out within the Arrangements for Health and Safety section.

The person responsible for ensuring this Policy is put into practice is:

Health and Safety Manager – Ajay Dass

Other duties will include:

- Identifying hazards present within any business activities.

- Ensuring risk assessments are undertaken and any actions are followed through to completion
- Identifying any training needs.
- The development and implementation of safe systems of work.
- The maintenance of the workplace and buildings.
- Fire and emergency management.
- Ensuring waste is managed.
- Ensuring accidents are reported and investigated.
- Ensuring that any ill-health situations that are caused by work activities are reported and investigated.
- Ensuring that hazardous substances are assessed, and any actions are followed through to completion.
- Liaising with the Enforcing Authorities as and when required.
- Monitoring first aid boxes
- Management of gas appliances

3. ARRANGMENTS FOR HEALTH AND SAFETY

3.1 ACCIDENTS AND DANGEROUS OCCURENCES

All accidents are to be recorded no matter how small, using accident book. All paperwork to be securely kept by top office. Accident book to be completed by attending first aider then filed in office.

AD to check we are using the up to date version of the accident book.

Notable accidents are to be reported to **SD** who will inform RIDDOR when relevant.

Emergency sheets are displayed throughout the building.

Young people are informed through the Health & Safety introduction, who the First Aiders are and where the First Aid boxes are kept. They are also told to inform staff of any occurrences.

3.2 CONTRACTORS/ VISITORS

All Visitors/ Contractors are expected to sign in/out in the foyer the safety sheet which is also displayed in the foyer.

All Visitors/ Contractors are to be accompanied by a member of staff to their sites of work.

Any accidents occurring to a Visitor/ Contractor whilst on the premises must be reported to AD/SD.

Young people are to fill out a parental consent form prior to the start of their course; this is to be kept in the student file along with relevant paperwork. No young person is to start on a Trax course until all paperwork (consent/referral/risk assessment as necessary) is complete.

3.3 DISPLAY SCREEN EQUIPMENT

Posters are displayed near work stations and information given to staff in their Safety Statement packs. An assessment is made for those staff who are regular computer users. We analyse their workstations, and assess and reduce the risks to them through poor posture, furniture etc.

Training will be given in inductions.

Young people and staff are to be made aware of the posters before working on computers.

3.4 ELECTRICAL EQUIPMENT

UK Safety Management will check all electrical equipment yearly.

AD keeps an inventory of all electrical equipment on the Trax premises.

A visual check of electrical equipment is made every time the equipment is used.

Young people will not be authorised to use electrical equipment unless first trained by a competent member of staff and supervised at all times.

The Ramp is checked by Ridgway Engineering Ltd (every 6 months)

Compressor checked by ACS compressors (every 6 months)

Tyre changer and wheel balancer checked by Tyrequip

The battery charging system is kept outside and clearly signed that young people are not to use it.

The fixed wiring was tested on 7th May 2021 and is valid for **5 years**.

REPORTING DEFECTIVE EQUIPMENT

In the Health & Safety induction young people are told to report any defective equipment to a member of staff.

Each department supervisor is responsible for visually checking equipment every time it is used.

3.5 Fire equipment, exits and Training

A Fire Risk Assessment has been produced by an external consultant. The report is reviewed annually to check it is still accurate.

All firefighting equipment is maintained by Executive Fire Protection Ltd and is checked yearly in line with current legislation.

All fire exits are to be kept clear with the fire exit emergency lighting signs being checked regularly and recorded by PS in line with current legislation.

At least one member of staff in each department holds a current Fire Marshall Certificate.

A site specific emergency evacuation plan is in place and posted in each building naming those staff with responsibilities in event of a fire. In case of fire this procedure is based on the principle of :

- Raise the alarm
- Evacuate building
- Call the emergency services
- Check the register

3.6 FIRST AID

Check sheets of items in First Aid boxes are to be updated every 3 months by **Chloe Flanagan**

At least one member of staff working with young people are to have an up to date First Aid at work certificate, whether working on or off site.

First Aid book is to be filled in after any accident by the responding first aider and paperwork given to top office.

Notable accidents are to be reported to Ajay Dass.

Names and emergency contacts of everyone in the building are to be either in the student database or in the registration file in reception.

In case of an emergency:

- Call emergency service
- Administer First Aid
- Tell another member of staff
- Inform Emergency Contact/ School.
- Inform OD for RIDDOR

3.7 HAZARDOUS SUBSTANCES

STORAGE

Flammable and hazardous substances are kept in a locked cupboard.

Other hazardous substances are stored in a clearly marked staff area only.

The waste oil is kept in a clearly marked 491 litre approved storage tank and is disposed of by Feakins Oil Recoveries.

The petrol limit is kept under 100 litres, it is stored outside, out of view in a specific fuel storage container. It has lock and chain to prevent arson.

All other hazardous materials are also stored in type specific containers.

All of the above waste storage tanks and containers are clearly marked with the relevant COSHH signs and meet current legislation.

SPILLAGES

In the Health & Safety induction young people are asked to report any spillages to a member of staff and surrounding people.

Granules are used for any workshop spillage.

Drainage spills are reported to **Ajay Dass**

COSHH

COSHH information is based in Health and Safety Manager's office in files named COSHH. Files are also held in each department that holds a COSHH cabinet.

Staff are shown how to use the COSHH book in their induction & regular staff training sessions.

A COSHH poster is displayed at the entrance to the workshop.

Young people are informed of the meaning of symbols on substances in the Health & Safety induction.

VENTILATION

Exhaust fumes are always omitted outside the workshop. Exhaust extraction piping is used if a vehicle has to be operated in the workshop.

ASBESTOS

COSHH guidelines are followed for individual substances as required.

3.8 HEALTH SURVEILLANCE

Regular supervision is carried out by **AD**, and **SD** on individual staff where stress levels are monitored.

The building is Asbestos checked by the Landlord.

Signs concerning the safe way to lift objects are displayed in the workshop.

Demonstrations and training is given before any manual handling takes place.

3.9 HOUSE KEEPING ARRANGEMENTS

At the end of every session, all equipment is packed away and work areas are left clean.

All storage racks are secure.

The department Supervisor monitors storage.

All walkways are clearly marked and kept clear at all times.

A logbook on the safety of TRAX vehicles is kept by Ajay Dass.

All Trax vehicles has a mileage recording form that is to be filled in prior to driving the vehicle on public roads which includes date, time and that the vehicle has been checked for lights etc, which is the legal responsibility of the driver. Also oil and water levels.

Offices are cleaned weekly

Cleaning equipment is kept in a locked cupboard

3.10 INFORMATION, INSTRUCTION & TRAINING

AD and **SD** are responsible for updating the Health & Safety information every 12 months.

Health & Safety issues are communicated to staff through the safety statement, inductions and regular staff training sessions.

Health & Safety issues are communicated to young people through a pack used in the induction to TRAX, also by demonstrations and clear signs. Regular Health & Safety awareness and training is given on the job.

3.11 MACHINERY

Specific hazards related to machinery are well signed

Training is given to users every time they use a piece of new equipment

New equipment is risk assessed by the department supervisor and appropriate signage, training and PPE are to be made available used.

3.12 MONITORING & REVIEW

The Safety Statement will be updated every 12 months

Staff meetings are held daily, where staff will be able to discuss concerns over Health & Safety

Checklists and reviewing systems will be looked at every 12 months

3.13 NOISE AT WORK

Ear defenders and appropriate signs are displayed around equipment that requires such PPE.

3.14 PERSONAL PROTECTIVE EQUIPMENT

All equipment is assessed by the relevant department supervisor, assessing what PPE is required prior to use.

All young people and staff are issued with basic PPE and a personal locker is allocated. When any PPE becomes contaminated, dirty or unfit for purpose, the dept supervisor will provide or source replacement.

PPE is checked at each use.

3.15 PRESSURE SYSTEMS/ TRANSPORTABLE GAS CONTAINERS

COMPRESSOR

Checked yearly by an outside contractor.

Young people do not use compressor and this is signed appropriately

The compressor is bolted to the floor and has a pressure relief valve.

WELDERS X 2

The welders are checked every quarter by **AD**
And are only for staff use

PPE – Boots, face masks, gloves and overalls are provided

The welders are stored on a portable trolley

HEATERS

These are visually checked by **AD** at each use

The gas is checked every quarter

Check sheets are updated every quarter on all gas related equipment by **AD**

All faults are reported to **AD** and recorded

3.16 RISK ASSESSMENTS

All activities, premises and equipment must have been risk assessed.

AD to keep up to date risk assessments on workshop equipment, premises and Workshop activities. Kitchen supervisor to do the same with the kitchen.

Mobile Unit must carry out risk assessments on all premises used for outreach programme, complete forms and give to **AD**

All activities undertaken outside TRAX must be risk assessed and forms completed and given to Ajay Dass in relation to mechanical delivery or Steph Dass for other activities.

Risk assessments are available to all staff at all times

All motorcycle and quad riding is subject to strict risk assessments, procedure and insurance guidelines.

3.17 SAFE SYSTEMS OF WORK

All equipment is regularly visually checked and maintained. This is recorded.

PPE is used where appropriate.

Demonstrations and training is given where appropriate.

AD is responsible for overseeing the Health & Safety in the workshop.

Each department supervisor is responsible for overseeing the Health & Safety guidelines and policy in their specific department.

3.18 WORK EQUIPMENT

The department supervisor assesses the right tools for the right job

Young people are trained on the correct use of tools in the Health & Safety induction

A list of equipment only to be used under staff supervision is displayed in the workshop and gone through in the Health & Safety induction

The department supervisor keeps a copy of maintenance contacts

3.19 WORKPLACE & WELFARE

Facilities are cleaned weekly. There are adequate numbers of toilets and washing facilities on site for both staff and students.

Lockers are allocated for the purpose of storage of issued PPE when not in group and for personal items

There separate designated smoking areas for both staff and students with sand buckets for extinguishing cigarettes. They are located away from flammable substance,

There is a washing machine and dryer on site for the cleaning of PPE etc

There are facilities for making hot drinks and a fridge

Food is provided by **Bex Davey Joy** (Catering Tutor) and is stocked regularly with food dates checked

Tea/Coffee etc, is stored in a cool dry locked cupboard

Initial textiles regularly changed drying towels etc.

END