



# Health & Safety Policy

**Created: October 2017**

**Last Review: November 2019**

**Next Review: November 2020**

# Guard Business Solutions Limited (GBS)

## Health and Safety Policy

(Health and Safety at Work etc. Act 1974)

Updated: 14/11/2018

### **General Statement of Policy**

It is the policy of GBS to provide and maintain safe and healthy working conditions, equipment and systems of work for all its employees, and learners, and to provide such information, instruction, training and supervision as is necessary for this purpose.

The Company also fully accepts its responsibilities for health and safety of other persons who may be affected by our activities.

This policy will be regularly monitored to ensure that objectives are achieved. It will be reviewed annually and, if necessary, revised to take account of legislative changes.

Signed: .....

Steven Guard

**Chief Executive Officer**

# INTRODUCTION

Every employer with five or more employees must by law record its policy for their safety, health and welfare and ensure that it is brought to the attention of all their employees.

By reading this policy, employees will recognise management commitment to health and safety and will, in turn, be expected to show their willingness to cooperate with management in order to achieve a healthy and safe working environment.

This policy covers the following:

- Safety Management Teams and Committees
- Responsibilities of Directors
- Responsibilities of advisors
- Responsibilities of employees
- Specific arrangements for risk assessment
- Specific arrangements for safety inspections
- Specific arrangements for first aid
- Policy implementation
- Policy review

## Legal Framework

- Health and Safety at Work Act 1974
- Management of Health and Safety at Work Regulations 1992

## RESPONSIBILITIES

**CEO** has overall and final responsibility for health and safety at Guard Business Solutions Ltd

**Managing Director** has responsibility for co-ordinating the Risk Management Strategy and for reporting to the Board on risk management issues.

**Head of Delivery** is responsible for ensuring that all venues used for training is a safe environment for staff and students. That all equipment used in training is maintained in good condition and that defective material is replaced to this end and will ensure that equipment is checked after every training event and a report from the trainer indicates the state of the equipment and whether it is fit to be used at another training session. All equipment must be fit for purpose.

**Managing Director and Head of Performance** have overall responsibility for all areas under their direct management, including equipment, office, the maintenance of fire-fighting equipment and for ensuring that contractors working on company premises and company staff working off-site comply with company policies including use of permits to work where appropriate.

**The Health and Safety Management Team** is responsible for co-ordinating fire and safety training and for coordinating and monitoring the safety inspection programme.

They will also continually monitor the implementation and working arrangements of the policy in order to assist in its revision.

### **Safety Advisor**

The Managing Director and Head of Performance as 'competent persons' (as required by Regulation 6 of the Management of Health and Safety and Work Regulation 1992), with the support of external consultants they will:

- Advise on legislative requirements and its best practice
- Contribute to the formulation and review of policies and procedures
- Investigate accidents when requested
- Visit sites when requested
- Sit on the Health and Safety Management Team
- Carry out an annual fire risk assessment
- Provide fire safety training for all company employees on a biennial basis
- Provide other health and safety training as required

### **Directors**

Directors have responsibility for the management of health and safety within their directorate/department. They are responsible for:

- Ensuring that this policy, and any other safety related policy, is implemented within their area of responsibility
- Preparing local safety procedures and safe systems of work
- Ensuring that risk assessments are carried out and records maintained
- Ensuring that all equipment, plant and substances are suitable for the task and are kept in good working condition.
- Providing adequate instruction, training and supervision to ensure that work is conducted safely
- Monitoring the workplace to ensure that any risks are eliminated or controlled, so far as is reasonably practicable.
- Ensuring that all employees attend biennial fire safety training

## Employees

All employees must:

- Take reasonable care for their own health and safety
- Consider the safety of other persons who may be affected by their acts or omissions
- Work in accordance with information and training provided and observe and practice safe systems or work
- Refrain from intentionally misusing or recklessly interfering with anything that has been provided for health and safety purposes
- Report any hazardous defects in plant and equipment, or shortcomings in safety arrangements, to a responsible person without delay
- Not undertake any task for which authorisation and/or training has not been given
- Attend biennial fire safety training

## SPECIFIC ARRANGEMENTS

### Risk Assessments

Risk Assessments are the responsibilities of all line Directors and involve an assessment of operational tasks undertaken by their staff, within the relevant work environment. Assessments should be documented and identified risks should be prioritised and addressed where feasible. Unresolved risks should be reported through the management line, and ultimately to the Health and Safety Management Team. Re-assessments should be undertaken on a regular basis where significant continuing risks are identified, and where a change in activity is proposed.

If risk assessments highlight the need for any personal protective equipment, it will be issued in accordance with acceptable guidelines.

Assessments for use of hazardous substances are required by the Control of Substances Hazardous to Health Regulations 1994 will be carried out in accordance with COSHH policy.

Manual handling assessments as required by the Manual Handling Operations Regulations 1992 will be carried out in accordance with agreed policy.

Workstation assessments as required by the Display Screen Equipment Regulation 1992 will be carried out in accordance with acceptable guidelines.

### Safety Inspections

All premises undergo a Safety Inspection by the Health and Safety Officer (or designated deputy) and a Safety Representative annually. The results from inspections are recorded on the inspection form, indicating actions proposed and estimated dated of implementation.

### First Aid

Risk assessment will identify the need for provision of first aid equipment and trained first aiders.

As a minimum provision, every member of staff will have access to a suitable stocked and properly identified first aid container, which should be regularly checked to ensure that the contents are complete and up to date.

If risk assessment identifies that one or more first aiders are necessary, a sufficient number of first aiders, qualified to HSE approval standards, will be provided. Where risk assessments identify that a first aider is not necessary, an 'appointed person' will be identified to take charge of the first aid arrangements and to take control in emergency first aid situations.

Where appropriate (e.g. in remote areas where there may be a delay in provision of emergency medical treatment), they will be trained in emergency first aid procedures.

## Specific Hazards

GBS has the following policies and procedures in place to cover specific hazards:

- Control of Substances Hazardous to Health
- Display of Screen Equipment
- Fire Precautions
- Incident Reporting
- Manual Handling
- Personal Protective Equipment
- Waste Management

## POLICY IMPLEMENTATION

### Company Board

Agreement is reached at Board level to accept the policy as representative of the commitment shown by GBS. The policy is then signed on behalf of the company by the Managing Director.

### Heads of Departments

The policy is distributed to Directors serving as Heads of Departments, who are responsible for the distribution of the policy to the relevant staff within their department.

### New Staff

The policy will be introduced to all new staff on induction and a policy summary issued to them.

### Monitoring and Review

The Health and Safety Officer will continually monitor the contents and working arrangements of the policy in order to assist in its revision.

The Managing Director will review the policy each year with the assistance of the Head of Performance, taking into consideration any recommendations from Directors or staff.

### Company Policies Files

Copies of the Policy, Procedures, Risk Assessments and Staff Induction will be held centrally in the Company Policies Files in the offices of the administration office.

# Appendix 1

## Health and Safety Management Team Constitution

### 1. Membership

Chair: Health and Safety Lead

Members: Nominated Employees

### 2. Terms of Reference

2.1 Draw up Safety Policy

2.2 Carry out assessment of risks

2.3 Monitor adequacy of health and safety communications and publicity

2.4 Assist in development of safety rules and safe systems of work

2.5 Analysis of accidents, dangerous occurrences and diseases

2.6 Examine audit report

2.7 Consider reports from the enforcing authority

2.8 Consider reports from safety representatives

# Appendix 2

## HEALTH AND SAFETY MANAGEMENT TEAM TERMS OF REFERENCE

### 1. INTRODUCTION

This document sets out the Constitution of Guard Business Solution Limited's Health and Safety Management Team and states the purpose of the group.

### 2. FUNCTIONS

The basic aims of the team are:

- 2.1 The promotion of co-operation between management and staff in initiating, developing and effectively maintaining measures needed to ensure the health, safety and welfare at work of all employees within the company and those who use the services provided.
- 2.2 To provide focal point for effective staff consultation and participation in all aspects of health and safety, occupational health and in the improvement of safe working conditions.
- 2.3 To make recommendations to the Board to enable the above aims to be successfully achieved.
- 2.4 To regularly review accident and incident statistics and trends and consider details of significant accidents and incidents so that recommendations for corrective actions can be made to.
- 2.5 Monitor the implementation and effectiveness of the health and safety inspection programme.
- 2.6 Consider and comment on health and safety related policies prior to them being agreed.
- 2.7 Consider reports from specialists and technical advisors.
- 2.8 Receive information on and consider changes in health, safety related legislation.
- 2.9 Monitor the effectiveness of safety training programmes and make recommendations for improvements.
- 2.10 Initiate, develop or improve as necessary safety rules and safe working procedures to comply with legislative requirements.
- 2.11 Consider reports and factual information issued by Health and Safety Inspectors, the Health and Safety Commission and the Executive.
- 2.12 Keep under review the effectiveness of communications with staff on safety matters and publicity generally, advising on special safety campaigns as appropriate.
- 2.13 Consider particular health, safety and welfare problems referred to the committee from any source and make recommendations.

### 3. CONSTRAINTS

- 3.1 The team is responsible for providing advice to management. It is, however, the Company's responsibility to ensure that adequate arrangements exist for the implementation of the Health and Safety at Work Act and EC Directives and to take any executive action that may be necessary.
- 3.2 Nothing in this document shall prejudice the normal rights of an individual trade union or any individual employee to make direct representation to management.

### 4. MEMBERSHIP OF THE COMMITTEE

4.1 The Committee shall consist of safety representatives nominated to represent all employees in the company.

4.2 **Officers**

- (i) The Chair shall be the Health and Safety Officer in post at the time.
- (ii) The Committee may arrange for the attendance, in a consultative capacity only, of advisors with specialised knowledge of a particular subject on the agenda of a meeting. Such attendance of advisors will be subject to the agreement of the board.

**5. SAFETY MANAGEMENT TEAM PROCEDURE**

- 5.1 Regular meetings of the team will be held not less than four times a year during normal working hours, with interim meetings if considered necessary by the Chairperson.
- 5.2 Items for inclusion on the agenda shall be submitted to the board not less than ten days prior to each meeting.
- 5.3 The agenda will be circulated to all members of the team.
- 5.4 Extraordinary meetings may be called to discuss urgent issues, which cannot reasonably be deferred until the next regular meeting of the committee by agreement with the board. Such extraordinary meetings will normally be held within three working days of the request being received.

**6. MINUTES**

- 6.1 Minutes of the meetings of the committee shall be produced and agreed by the Chairperson before distribution and be presented for confirmation at the next meeting of the committee.

## Appendix 3

### SAFETY INSPECTIONS AT GBS

#### **Why?**

Safety inspections are a very important tool for the management of risk. A good safety inspection will be able to recognise hazards before a serious incident occurs will help with risk assessments and will ensure that safe systems of work are put into place. They will also help to raise the profile of Safety Representatives and ensure that employees know who they are.

#### **What?**

In general terms, a safety inspection is a thorough check of an area, looking for hazards (a hazard is defined as 'something that has the potential to cause harm'). An inspection should involve the Director of the area (or designated person) and should also include a check of safety management systems (e.g. policies, COSHH assessments). It is also important to involve other people who work in the area, both by asking them if they are aware of any problems and by checking if they are aware of what is being done for their safety.

#### **Where?**

All buildings, other areas where GBS conduct work require inspections and this will be the responsibility of the Managing Director supported by the Head performance.

#### **When?**

Safety inspections within GBS should be carried out prior to working in all areas where GBS is conducting training.

#### **Who?**

Director or any GBS, contractor who represent GBS prior to using those premises. GBS will give the Representative a good grounding in the relevant regulations and procedures.

#### **How?**

There is an inspection form, including a checklist, which should be used for the inspections. The form ensures that the same things are checked in each area as well as acting as a reminder to check for certain things (e.g. trailing cables).

Before carrying out an inspection of an area, it may be useful to look at previous inspections to see if they raised any issues (if available).

The actual inspection should be carried out from the top down i.e. start with the ceilings, lighting, windows, etc and work down to the slip and trip hazards on the floor. It is important to consider the area as a whole and things such as the number of people using it, how much space there are, the temperature and the humidity.

Questions should be asked, of the Director or designated person and the people who work in the area (e.g. do they know what they should do in a fire? Where is their COSHH information)? This will help to establish how health and safety is managed and whether employees are aware of the procedures that are in place. It will also highlight any problems that are not obvious from a simple inspection.

#### **Summary**

Inspections need to be carried out as required at venues being temporarily used by GBS and annually by properly trained Safety Representatives to ensure that hazards are spotted before they harm anyone. Management needs to be involved so that they know what improvements are being recommended. Employees working in

the area need to be involved so that they can inform the Safety Representative of any problems, and so that the Safety Representative can check they are aware of health and safety issues in general.

It is important to remember that inspections can get easier with practice. Also, help is available from other Safety Representatives.

**It is important to remember that the annual safety inspections do not detract from constant vigilance and reporting of any potential or actual incident or risk by all members of staff.**

## Appendix 4

### FUNCTIONS OF A SAFETY REPRESENTATIVE

**(normally a Director or trainer contracted by Guard Business Solutions Limited)**

1. Investigate potential hazards and dangerous occurrences. Examine causes of accidents.
2. Examine premises temporarily used by GBS.
3. Investigate complaints by any employee or Learner at the premises.
4. Make representations to the employer on any general or specific matters affecting him or her or other persons employed being trained.
5. Carry out health and safety inspections at GBS premises.
6. Represent staff in discussions with officials of enforcing authorities.
7. Attend meetings of the Safety Management Tea

End.