

# The GTA Health & Safety Policy

This policy applies to all members of GTA (including staff, apprentices, learners, sub-contractors, volunteers, parents/carers) who access the GTA

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## **Introduction**

Doncaster, Rotherham and District Group Training Association Ltd (GTA) is committed to ensuring the health, safety and welfare of its employees, learners, visitors, and contractors and will, so far as is reasonably practicable, establish procedures and systems necessary to implement this commitment and to comply with its statutory obligations on health and safety. It is the responsibility of each employee to familiarise themselves and comply with the GTA's procedures and systems on health and safety.

While the GTA will take all reasonable steps to ensure the health and safety of its employees, health and safety at work is also the responsibility of the employees themselves. It is the duty of each employee to take reasonable care of their own and other people's health, safety, and welfare and to report any situation which may pose a serious or imminent threat to the wellbeing of themselves or of any other person. If an employee is unsure how to perform a certain task or feels it would be dangerous to perform a specific job or use specific equipment, then it is the employee's duty to report this as soon as possible to their line manager and the company health and safety officer. Alternatively, an employee may, if they prefer, invoke the GTA's formal grievance procedure or they may make a complaint under the GTA's provisions on Disclosures in the Public Interest.

Disciplinary action under the GTA's disciplinary procedure may be taken against any employee who violates health and safety rules and procedures or who fails to perform their duties under health and safety legislation. Depending on the seriousness of the offence, it may amount to potential gross misconduct rendering the employee liable to summary dismissal.

The GTA will provide and maintain a healthy and safe working environment with the objective of minimising the number of instances of occupational accidents and illnesses. The GTA will pay particular attention to:

- Maintaining the workplace in a safe condition and providing adequate facilities and arrangements for welfare at work
- Providing a safe means of access to and egress from the workplace
- The provision and maintenance of equipment and systems of work that are safe
- Arrangements for ensuring safety to health in connection with the use, handling, storage and transport of articles and substances
- The provision of such information, instructions, training, and supervision as is necessary to ensure the health and safety at work of its employees and other persons.
- The GTA also recognises its duty to protect the health and safety of all visitors to the GTA, including contractors and temporary workers, as well as any members of the public who might be affected by the GTA's work operation.

The GTA is accredited within the contractors Health and Safety assessment scheme (CHAS) for over 6 years

## **Policy Promoting**

The GTA promotes and communicates the Health and Safety policy via several channels, such as:

- Download from the website – The GTA website site has a policy sub-section where apprentices, parents/guardians, employers, and staff can download the GTA's policy for Health and Safety at their own convenience.

- Newsletters – The GTA creates a seasonal newsletter which is may available to apprentices and sent to employers. The newsletter summarises changes within the company, this could be new members of staff, changes in position or a new policy.
- Discussed on learner inductions – GTA staff cover items from equality, diversity, prevent and British values as part of the induction delivery process, learners receive a bespoke induction booklet which contains codes of conduct.
- All staff have access to a shared drive containing company policies – All GTA staff have access to the 'GTA Shared Drive'. The shared drive provides the access to read or download all company policies as and when they require.
- Staff handbook – New staff inductions cover health and safety and their required commitment as part of the induction process. New staff receive a comprehensive handbook which details the organisations commitment and their obligations as a member of staff to health and safety.

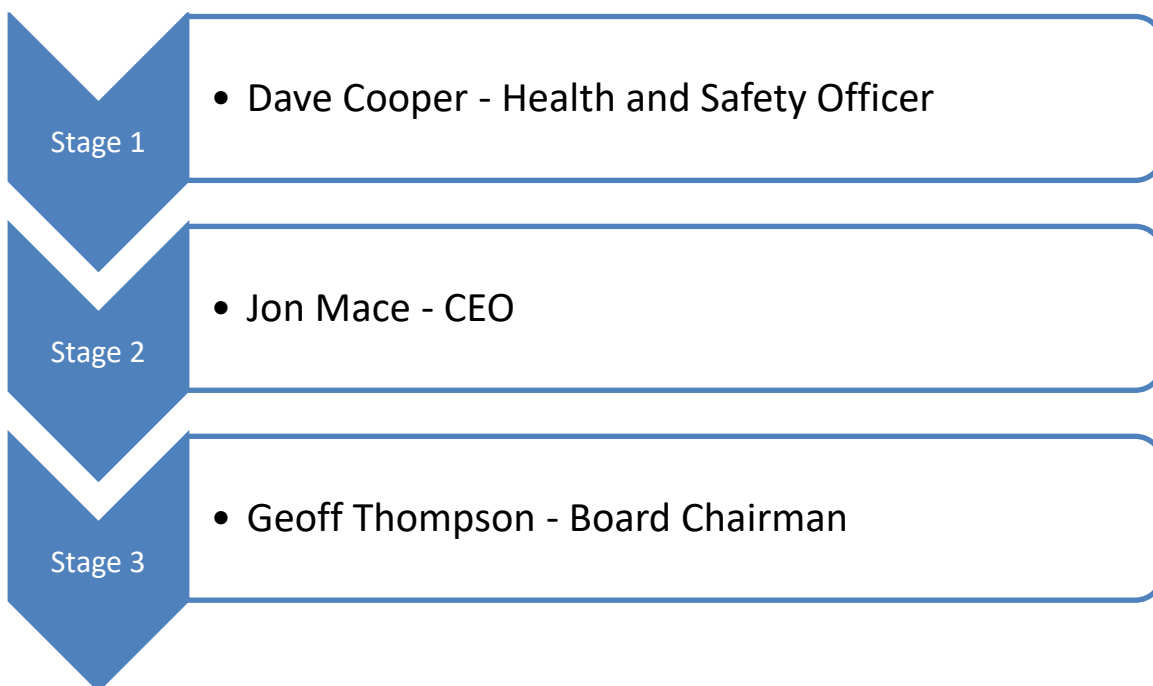
Our goal is to ensure that health and safety is embedded in everything we do as an organisation protecting staff, learners, apprentices, and visitors.

## Organisation and Lines of Responsibility

The Board of the GTA has overall responsibility for health and safety in the GTA, Dave Cooper is the safety officer and has responsibility for overseeing, implementing, and monitoring health and safety procedures in the GTA in conjunction with the CEO. The CEO reports to the Board on any health and safety matters.

The safety officer also conducts regular inspections of the workplace, maintains safety records, and investigates and reports on accidents at work or the Training Centre.

### Stages of escalation and Responsibility



## **Training & Information – Employees**

Safety training is an integral part of an effective health and safety programme. It is essential that every employee is trained to perform their job safely. All employees will be trained in safe working practices and procedures. Training will include instruction on the safe use of any equipment provided. GTA employees are committed to and receive health and safety related training from the GTA's Officer relating to their specific job role. Training varies between job roles due the operational requirements of the GTA. Courses and training include:

- Emergency First Aid at Work
- Emergency First Aid at Work refresher
- Ladder Safety training
- Abrasive wheels safety training
- Fire Marshall training
- Fire Training
- Manual Handling training

## **Training & Information – Apprentices**

Training for apprentices is embedded at every opportunity when providing contracted services for apprentices and employers. Apprentices receive a comprehensive induction day which covers all aspects of health and safety in-relation to their workplace. A strong emphasis and part of the training day relates to identifying risks and creating risk assessments to manage any potential risks their own or others wellbeing.

All learners have access to and are expected to complete the following training as part of their training programme, training can vary between apprentice routes due the requirements and area of the apprentice delivery. Courses and training include:

- Emergency First Aid at Work
- Emergency First Aid at Work refresher
- Ladder Safety training
- Abrasive wheels safety training
- Fire training
- Manual Handling training
- 

Learners and apprentices receive all training free of charge.

## **Identifying Risks - Employees**

All employees are expected to carry out risks assessments and hazard identification as part of their normal working duties. Staff who visit employers to review apprentice progress complete as part of their visit a health and safety check of the premise and learner. All reportable items either from employees regarding the Training Centre or from assessment staff are reported to the GTA Health and Safety Officer for further action.

## **Identifying Risks - Apprentices**

Apprentices receive risk assessment training as part of their induction package. The training relates to identifying risks and creating risk assessments to manage any potential risks their own or others wellbeing. Part of the risk assessment training includes a workshop in Training Centre which has been specifically setup

for identifying potential hazards or risks. Learners/apprentices are expected to make their own assessment of the workshop, record their findings, and then review this with the delivery tutor post inspection.

Apprentices who are injured at the GTA or during the GTAs care, their respective employers will be informed of the details of the accident and action.

Apprentices who are injured at the employer's premises, it is expected that the employer informs the GTA with the details of accident in a timely manner.

## **Employees at Special Risk**

The GTA recognises that some workers may from time to time be at increased risk of injury or ill-health resulting from work activities. The GTA therefore requires that all employees advise their line manager if they become aware of any change in their personal circumstances which could result in their being at increased risk. This could include but not limited to medical conditions, permanent or temporary disability, taking medication and pregnancy.

## **First aid and Reporting Accidents at Work**

First aid boxes are located at strategic points located around the workplace. All employees will be shown the location of the nearest first aid box and will be given the names of the designated first aid personnel. This information is also displayed on works notice boards.

All injuries, however small, sustained by a person at work must be reported to their line manager or the safety officer and recorded in the accident book. Accident records are crucial to the effective monitoring of health and safety procedures and must therefore be accurate and comprehensive. The company health and safety officer will inspect the accident book on a regular basis and all accidents will be investigated and a report prepared, with any necessary action being taken to prevent a recurrence of the problem.

## **Fire**

Fire is a significant risk within the workplace. All employees have a duty to conduct their operations in such a way as to minimise the risk of fire and they are under a duty to report immediately any fire, smoke, or potential fire hazards, such as faulty electric cable or loose connections. Employees should never attempt to repair or interfere with electrical equipment or wiring themselves. The company health safety officer is responsible for the maintenance and testing of fire alarms, firefighting, fire marshal training for staff and learners, prevention, and detection equipment.

Smoke detectors and manually operated fire alarms are located at strategic points throughout the workplace. If a smoke detector sounds or fire is discovered, it is the responsibility of any employee present to activate the alarm and evacuate the building. Fire extinguishers are also located at strategic points throughout the workplace. Employees are expected to tackle a fire themselves only if it would pose no threat to their personal safety to do so. If the situation is dangerous or potentially dangerous, the employee should activate the fire alarm and evacuate the building immediately.

Fire doors designed to slow the spread of fire and smoke throughout the workplace have been installed at strategic points. Fire doors are designed to be closed after opening and must never be blocked or wedged open. Fire exits are also located at strategic points throughout the workplace. Fire exit doors and corridors must never be locked, blocked, or used as storage space. All employees must ensure they are familiar with

their evacuation route and designated assembly point in case of fire. Practice fire drills will be conducted on a regular basis to ensure employee familiarity with emergency evacuation procedures.

Emergency lighting has been installed in exit corridors and above emergency exit doors in case of power failure. Lifts also have emergency lighting installed although they should not be used in the case of an emergency evacuation.

## **Safety Rules and General Guidance**

The following safety rules and guidance is expected to be followed by GTA staff, learners, apprentices, and visitors.

### **General**

- All employees should be aware of and adhere to the GTA's rules and procedures on health and safety.
- All employees must immediately report any unsafe working practices or conditions to their line manager, their health and safety representative or to the safety officer. Horseplay, practical joking, running in the workplace, misuse of equipment or any other acts which might jeopardise the health and safety of any other person are forbidden.
- Any person whose levels of alertness are reduced due to illness or fatigue will not be allowed to work if this might jeopardise the health and safety of any person.
- Employees must not adjust, move, or otherwise tamper with any electrical equipment or machinery in a manner not within the scope of their job duties.
- All waste materials must be disposed of carefully in the receptacles provided and in such a way that they do not constitute a hazard to other workers.
- No employee should undertake a job which appears to be unsafe.
- No employee should undertake a job until they have received adequate safety instruction and they are authorised to carry out the task.
- All injuries must be reported to the employee's line manager or to the company health and safety officer.
- All materials must be properly and safely used and when not in use properly and safely secured.
- Work should be well-planned to avoid injuries in the handling of heavy materials and while using equipment.
- Employees should take care to ensure that all protective guards and other safety devices are properly fitted and in good working order and must immediately report any defects to their line manager or to the safety officer.
- Suitable clothing and footwear must be always worn. Personal protective equipment must be worn where appropriate.
- Workstations and work sites must be kept clean and tidy, and any spillage must be cleaned up immediately.
- Employees should use handrails when going up and down stairs, should never read while walking, must close filing cabinet drawers when not in use and must keep all floor areas free of obstruction.

### **Access and egress**

- Walkways and passageways must be kept clear, and free from obstructions always.
- If a walkway or passageway becomes wet, it should be clearly marked with warning signs and any liquid spilt on the floor should be wiped up immediately.
- Trailing cables should not be left in any passageway.

- Where objects are stored in or around a passageway, care must be taken to ensure that no long or sharp edges jut out into the passageway.
- Where a passageway is being used by vehicles or other moving machinery, an alternative route should be used by pedestrians where possible. If no alternative route is available, the area must be clearly marked with warning signs.

### **Tools and equipment**

- GTA machinery, tools and equipment are only to be used by qualified and authorised personnel.
- All company equipment PAT test prior to use.
- It is the responsibility of all employees to ensure that any tools or equipment they use are in a good and safe condition. Any tools or equipment which are defective must be reported to a line manager or to the safety officer.
- All tools must be properly and safely stored when not in use.
- No tool should be used without the manufacturer's recommended shields, guards, or attachments.
- Approved personal protective equipment must be properly used where appropriate.
- Persons using machine tools must not wear clothing, jewellery, or long hair in such a way as might pose a risk to their own or anyone else's safety.
- Employees are prohibited from using any tool or piece of equipment for any purpose other than its intended purpose.

### **Manual handling**

- Lifting and moving of objects should always be done by mechanical devices rather than manual handling wherever reasonably practicable. The equipment used should be appropriate for the task at hand.
- The load to be lifted or moved must be inspected for sharp edges and wet patches.
- When lifting or moving a load with sharp or splintered edges, gloves must be worn.
- The route over which the load is to be lifted should be inspected to ensure it is free of obstructions.
- Employees should not attempt to lift or move a load which is too heavy to manage comfortably. Employees should ask for assistance if there is any danger of strain.
- When lifting an object off the ground, employees should assume a squatting position, keeping the back straight. The load should be lifted by straightening the knees, not the back.

Employees should not attempt to obtain items from shelves which are beyond their reach. A ladder or stepping stool should be used. Employees should not use chairs or any makeshift device for climbing and should never climb up the shelves themselves, all employees using a ladder or step stool should have training or be observed by the GTA Health and Safety Officer.

### **Policy Review**

Doncaster, Rotherham, and District Motor Trades GTA review their policies and procedures on a maximum of a 12-month basis from the issue date (shown at the front of this document) or before if there are significant changes identified.



## **Appendix 1**

### **ACCIDENT AND INCIDENT REPORTING PROCEDURE (RIDDOR)**

## **1. Introduction**

The GTA, through its organisational arrangements as defined in its Health & Safety Policy, is responsible for the setting up of procedures for the reporting of accidents, diseases, and dangerous occurrences to the enforcing authority; maintaining a record of accidents in accordance with current legislation; the compilation of statistical returns on accident data to the funding body, and to the company's Health and Safety Committee.

The actions to be followed in the event of an accident, including a fatality, or sudden illness are set out in the following procedures and the legislative framework is summarised. The procedures apply to all members of the GTA, and, where relevant, to visitors to its premises and Contractors engaged on The GTA - related activity. They apply, where relevant, to members of The GTA operating off-site but on company business.

In the event of accident, injury or near miss involving an apprentice at the GTA premises, the GTA will inform the apprentices employer as a standard matter of course and were relevant HSE and/or the local authority.

### **1.1 Apprentices reporting procedures**

In the event of accident, injury or near miss involving an apprentice at the GTA premises or at the employer's premises, the apprentice must report the details of this to the GTA as standard matter of course and were relevant HSE and/or the local authority.

Contact details –

Phone: 01302 832831

Email: [admin@doncastergta.co.uk](mailto:admin@doncastergta.co.uk)

### **1.2 Employers reporting procedures (Apprenticeships)**

In the event of accident, injury or near miss involving an apprentice at the employer's premises, the employer must inform and report the details to the GTA as a standard matter of course and were relevant HSE and/or the local authority.

Contact details –

Phone: 01302 832831

Email: [admin@doncastergta.co.uk](mailto:admin@doncastergta.co.uk)

## **2. Legislation**

There are two pieces of legislation relevant to accidents: the Social Security (Claims and Payments) Regulations 1979; and the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (known as RIDDOR).

The Social Security (Claims and Payments) Regulations 1979 require employees who suffer a personal injury by accident to inform their employer of the details. This is done through the GTA's Accident, Incident and Near Miss Report form. There is also a duty on the employer to take reasonable steps to investigate the accident.

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995, require that whenever any of the following events arises 'out of or in connection with work' (see 3.2 below) it must be reported to the enforcing authority in writing and a record kept. If (a), (b), (c) or (d) happens, the enforcing authority must first be notified by the quickest practicable means, e.g. by telephone (see 4.9 below):

- a. The death of any person because of an accident arising out of or in connection with work, whether they themselves are at work.
- b. Someone who is at work suffers a major injury because of an accident arising out of or in connection with work. Major injuries
- c. Someone who is not at work (e.g. a learner, a visitor on business connected The GTA) suffers an injury as a result of an accident arising out of or in connection with work, and is taken from the scene to a hospital.
- d. One of a list of specified dangerous occurrences takes place. Specified dangerous occurrences likely to be applicable to the GTA's activities
- e. Someone at work is unable to do the full range of their normal duties (as defined in their contract of work and their duties as agreed with their line manager) for more than seven days because of an injury (an 'over-7-day injury') caused by an accident arising out of or in connection with work; or
- f. A person at work suffers one of several specified diseases, provided a medical doctor diagnoses the disease and that person's job involves a specified work activity. A list of specified diseases and corresponding activities can be found in Schedule 3 of the Regulations.

### **3. Definitions**

#### **3.1 Accidents, Incidents and near Misses**

An accident can be defined as an unplanned event which leads to a loss of one kind or another. That loss may be in terms of an individual's ability to work; may relate to financial loss; plant, equipment, or machinery loss; or may be the loss of an organisation's credibility as a result of adverse publicity from the accident.

The term 'accident' covers equally occasions when there is personal injury involved (including injury from an act of non-consensual physical violence done to a person at work) and accidents which do not involve injury (sometimes called 'incidents' or 'near-miss accidents'). All of these must be reported, using The GTA's Accident and Incident Report form by the manager responsible for the area where the accident occurred. Alternatively, the manager must ensure that the accident will be reported by some other authorised person, for example a 'First Aider'. See Section 2.1 of this Handbook, paragraph 5.

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations put accidents into three categories:

1. Major injury accident (e.g. fractures, hospitalisation for more than 24 hours, loss of consciousness). This would also include fatality;
2. Accidents which result in the injured person being off work for seven days or more, as a result of the accident;
3. Minor accidents (e.g. involving slips, trips, falls, cuts, bruises).

### **3.2 'Arising out of or in connection with work'**

The phrase 'arising out of or in connection with work' has a very wide meaning but three key factors should be considered:

- the way in which an activity is being carried out for the purposes The GTA, including how it is organised, supervised or performed (e.g. by a Tutor, etc.).
- the equipment or substances being used; and
- the condition of the premises.

Sports injuries due to collisions, slips and falls are therefore not reportable unless they arise out of or in connection with work, e.g. the condition of the premises or equipment or the level of supervision.

## **4. Immediate Action to be taken in the event of an accident or sudden illness**

The first person on the scene should make the situation safe and remove any immediate danger, but only if safe to do so.

The nearest First Aider should be called to assist and the names of the nearest can be found on the green first-aid notices strategically displayed around the premises. If the incident is 'off-site' then the procedures should be used which are publicised for that site or general location.

If an ambulance is required dial (92) 999 or (92) 112, ask for the ambulance service and give the precise location of the incident and entrance to be used when asked.

After the casualty has been treated as required, and if the accident resulted in a fatality, major injury, or a specified dangerous occurrence, the area should be cordoned off and access restricted until a full investigation has been carried out. The CEO and the Health & Safety Officer must also be contacted immediately.

## **5. Reporting Accidents, Incidents and Dangerous Occurrences**

### **5.1 Use of the Accident, Incident and Near Miss Report Form**

All accidents must be reported by completing a Company Accident, Incident and Near Miss Report form. It should be remembered that even such incidents as a small cut, or a fall involving no apparent injury, can have consequences later. If there has been no report made of the incident the injured person could be denied State Injury Benefit or the chance to claim compensation arising from negligence. In addition, the manager responsible would have breached the requirements of RIDDOR.

Managers should ensure that there is in their administrative office(s) a supply of the company's Accident and Incident Report forms. These may be obtained from the Health & Safety Officer.

The completed form must be sent to the Health & Safety Officer within 24 hours of the accident.

If the injured person is away from work for seven days or more (not counting the day of the accident) the responsible manager must notify the Health & Safety Officer as soon as possible after the first seven days of absence.

There is a statutory duty to notify the Health and Safety Executive about these accidents within a set time. It is accepted that the present national arrangements allowing employees to self-certificate complicate matters, however, the line manager of an injured person has a duty to pass on this information to enable the company to meet its statutory obligations.

Regardless of who is involved or injured in an accident, a report must be made, if the accident happens on our premises or during a company activity.

The five categories of person mentioned in Part 1 of the Accident, Incident and Near Miss Report form, staff-learner-visitor-contractor-school child, are the groups that will include almost all persons likely to be found on company premises.

Whilst most accidents happen on company premises, official activities may take place off-site and any accidents occurring during such activities, regardless of location, must be dealt with in the same manner as with accidents on site. This will cover educational study visits, exhibitions mounted by students and staff, off-site training (UK and abroad and accidents/incidents which happen during a journey.

A manager may delegate any of the above duties to a member of his/her department but retains overall responsibility for any action taken.

## **5.2 Reporting Accidents/Incidents involving Apprentices, Learners and Members of the Public**

Accidents that happen to someone not at work, e.g. learners or visitors, must be reported to the enforcing authority (the Health and Safety Executive) without delay if:

- (a) The person involved is killed or is taken to hospital; and
- (b) The accident arises out of or in connection with work (see 3.2 above).

It is therefore most important that such accidents are reported to the Health & Safety Officer.

## **Major Injuries**

Major Injuries as defined by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995:

1. Any fracture, other than to the fingers, thumbs, or toes.
2. Any amputation.
3. Dislocation of the shoulder, hip, knee, or spine.
4. Loss of sight (whether temporary or permanent).
5. A chemical or hot metal burn to the eye or any penetrating injury to the eye.
6. Any injury resulting from an electric shock or electrical burn (including any electrical burn caused by arcing or arcing products) leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours.
7. Any other injury -
  - (a) Leading to hypothermia, heat-induced illness or to unconsciousness,
  - (b) Requiring resuscitation, or
  - (c) Requiring admittance to hospital for more than 24 hours.
8. Loss of consciousness caused by asphyxia or by exposure to a harmful substance or biological agent.
9. Either of the following conditions which result from the absorption of any substance by inhalation, ingestion or through the skin -
  - (a) Acute illness requiring medical treatment; or
  - (b) Loss of consciousness.

10. Acute illness which requires medical treatment where there is reason to believe that this resulted from exposure to a biological agent or its toxins or infected material.

### **Non-Exhaustive List of Dangerous Occurrences as defined by the Reporting of Injuries, Diseases or Dangerous Occurrences Regulations 1995**

1. The collapse, overturning or failure of any load-bearing part of any:

- (a) Lift or hoist.
- (b) Crane or derrick.
- (c) Mobile powered access platform.
- (d) Access cradle or window-cleaning cradle.
- (e) Excavator.
- (f) Forklift truck.

2. The failure of any closed vessel (including a boiler or boiler tube) or of any associated pipe work, in which the internal pressure was above or below atmospheric pressure, where the failure has the potential to cause the death of any person.

3. Electrical short circuit or overload attended by fire or explosion which results in the stoppage of the plant involved for 24 hours or which has the potential to cause the death of any person.

4. Any accident or incident which resulted, or could have resulted, in the release or escape of a biological agent likely to cause severe human infection or illness.

5. Any incident in which:

- (a) The malfunction of a radiation generator or its ancillary equipment causes it to fail to de-energise at the end of the intended exposure period; or
- (b) The malfunction of equipment used in fixed or mobile industrial radiography or gamma irradiation causes a radioactive source to fail to return to its safe position by the normal means at the end of the intended exposure period.

6. Any incident in which breathing apparatus malfunctions:

- (a) While in use; or
- (b) During testing immediately prior to use.

7. The complete or partial collapse of any scaffold which is more than 5 metres in height; or erected over or adjacent to water; or of the suspension arrangements of any slung or suspended scaffold which causes a working platform or cradle to fail.

8. Any incident involving a vehicle used for the carriage of dangerous goods where:

- (a) There is an uncontrolled release or escape of the dangerous goods in such a quantity as to have the potential to cause the death of, or major injury to any person; or
- (b) A fire which involves the dangerous goods being carried.

9. Any unintended collapse or partial collapse of:

- (a) Any building or structure which involves a fall of more than 5 tonnes of material
- (b) Any floor or wall of any building used as a place of work; or
- (c) Any false work

10. An explosion or fire occurring in any plant or premises which results in the stoppage of that plant or the suspension of normal work for more than 24 hours, where the explosion or fire was due to the ignition of any material.

11. The sudden, uncontrolled release inside a building of 100kgs or more of a flammable liquid; or of 10kgs of a flammable liquid above its boiling point; or of 10kgs or more of a flammable gas.

12. The accidental release or escape of any substance in a quantity sufficient to cause the death, major injury, or any other damage to the health of any person.

### **Accident Report Form (Accident Book)**

#### **ACCIDENT, INCIDENT and NEAR MISS REPORT FORM**

All accidents and incidents, however slight, must be reported to enable the company to comply with Health, Safety and Environmental regulations.

Use this form to report:

- a) Any injury sustained during work.
- b) Any health and safety incident without injuries.
- c) Any illness arising from work; d) any environmental incidents.
- e) Any Company security incident involving abuse, threatening behaviour, violence, theft, damage, burglary or forced entry.

Then send form to the Health & Safety Officer.

Managers, please note: if a member of staff is absent from work for 7 days or longer because of an injury or incident arising from work, you **MUST** inform the Health & Safety Officer so that notification can be made to the Health and Safety Executive (HSE).

## **Appendix 2**

### **COSHH ASSESSMENT AND MANAGEMENT**



## **Introduction**

The GTA is a large Motor Vehicle Training Centre, carrying out adult and apprenticeship training. The company is a member of the Vehicle Builders & Repairers Association (V.B.R.A.), Retail Motor Industry (R.M.I.), Thatcham and various award bodies.

## **General**

All the processes associated with the repair of motor vehicles are carried out in the centres training workshops. The proportion of time spent on any of these processes varies according to training schedules and cannot be predicted.

Most of the substances used or generated by the activities of the Company, whilst very familiar are in fact dangerous (welding fumes, grinding dust, body filler dust, exhaust fumes, paint thinners etc). All instructors and trainees working with hazardous substances are adequately trained and aware of the associated dangers, but care must still be taken by all instructors and trainees to ensure that their health is not adversely affected by exposure to these substances.

Large amounts of any one substance are not held in stock in compliance with the Company policy regarding the storage of hazardous materials. Everyone should familiarize themselves with the hazards of substances by reading labels on containers and if necessary, data sheets.

## **Requirements of the Regulations**

The regulations are designed to protect employees from exposure to substances, which could be hazardous to their health.

Employers are required to:

- Assess the substances.
- Select less hazardous alternatives if possible.
- To use control measures to dispose of dangerous fume, vapour, or dust.
- To test and examine the validity of those measures.
- To monitor any exposure and the workplace.
- To carry out health surveillance in specified cases.
- To give information, training and instruction relating to the handling and use of substances and control measures to employees and any other persons likely to be affected by the working involving the substance.

With 'Learners' we provide the substances for them to handle and use and therefore we must treat them as our own employees.

As the duty is placed on the "employer" contractors will have this duty to their own employees and to other persons on site. Nominated contractors must provide us with full details of their compliance with the items listed above.

Prior to any works starting on site, we should:

- Request a list of hazardous materials to be used by the contractor together with details of the information and training that he will give to his own employees.
- Give to the contractor a list of the substances that we use that may affect their employees and offer to give the information and training to their employees.

Where our own employees are likely to be affected by the work involving substances to be used by the contractor, we must ensure that our employees receive the necessary information and training.

Collaboration and co-operation must be maintained in updating information during the works.

### **The COSHH Assessment File**

To enable Doncaster and Rotherham GTA to comply with the COSHH regulations several generic assessments have been produced. These cover the most common materials used on site.

For additional materials/substances/processes used on site, it will be necessary for the Centre Team Leaders, to identify these and request additional assessments from the Health and Safety Officer. To request any additional assessments a COSHH Assessment Request Form must be completed and returned to the Health and Safety Officer, together with a copy of the Manufacturers Product Health and Safety Data Sheet.

### **REMEMBER: No substance can be used unless it has been assessed**

#### **Company Procedures**

**Buyers** - All orders and requisitions shall state clearly the product being ordered and shall contain all essential requirements to comply with the COSHH and "CHIP" packaging regulations. They shall request hazard data sheets from the supplier to be delivered with the product.

**Operations Manager** - The Operations Manager will ensure that a hazard data sheet has been received from suppliers; this also includes any local purchases.

**Evaluation** - Each product data sheet must be evaluated for hazards associated with its particular use on site.

- Is it to be used strictly in accordance with manufacturer's recommendations?
- Is it to be cut, altered, burned, or mixed with other substances, which may produce a further hazard?
- Should control measures or monitoring of exposure be required?

If it is to be used in a confined space: Either seeks an alternative less hazardous substance or consult the Health and Safety Department.

#### **After Evaluation**

If the substance is non-hazardous this should be filed under non-hazardous substances.

If the substance is hazardous but does not need control measures (maintenance, examination, and test) it should be filed as hazardous and the following procedures implemented to inform, train, and instruct in its handling and use.

If in common use on site all personnel should be trained in the handling and use of the substance and the Training Record should be completed.

If the handling and use is confined to just a few employees individual training should be given and the Training Record should be completed.

If the substance needs control measures (maintenance, examination and or test the Health and Safety Officer will advise.

In all cases ensure that personal protection equipment required by the evaluation is issued and used.

### **Definition of Substance Hazardous To Health**

"Substance" means any natural or artificial substance whether in solid or liquid form or in the form of a gas or vapour (including micro-organisms).

"Substance hazardous to health" means any substance, which is:

A substance which is listed in Part I of the "Approved Supply List" as dangerous for supply within the meaning of the Chemicals (Hazard Information and Packaging for Supply) Regulations 1996 and for which the label or packaged indicates as very toxic, toxic, harmful, corrosive or irritant.

A substance with a maximum exposure limit or an occupational exposure standard.

Biological agents (e.g. micro-organisms), which creates a hazard to the health.

Dust of any kind, when present at a substantial concentration in air.  
Any other substance, which creates a comparable hazard to health.

In the Regulations, any reference to an employee being exposed to a substance hazardous to health is a reference to the exposure in connection with work that is under the control of his employer.

Note: The Health and Safety Department holds copies of the Regulations referred to above.

### **Action Required**

Continue to ensure that all staff and trainees are fully aware of the following: -

- Risks of working without correct Personal Protective Equipment (P.P.E)
- Dangers of fumes.
- Risk of dermatitis.
- Correct storage of flammable substances.
- Location of data sheets.

Responsibility; - Health and Safety Officer / Department Manager.

**Assessment**

Provided that the above actions are carried out, and care is taken to use all substances in accordance with manufacturer instructions, it is assessed that the activities of this Company do not constitute a risk to the health of their employees and learners.

Signature:..... Position:.....








Date:.....

### Appendix 3

COSHH Assessment Request Form (CARQ)			
Name of person making request.....Date.....  Contract.....Location of material usage.....  Product Trade Name.....Supplier/Manufacturer.....			
<b>Label Information</b>  Check label and tick boxes below for every hazard warning on the container.			
Very Toxic	Harmful	Corrosive	Flammable
Toxic	Irritant	Highly Flammable	Other
<b>Material Usage Information</b>  How much of the material is used in one working day?.....(Approx.)  How long is the material used in one working day?.....(Hours approx.)  Frequency of Exposure? .....(How often)  Where is the material used? (Tick box below).			
Outside		Inside well ventilated	
Inside poorly ventilated		Confined Space	
Other			
<b>Work practice information</b> (describe the method of work)			

Send to Health and Safety Officer **together with Manufacturers Product Health and Safety Data Sheet.**

## Appendix 4

COSHH Risk Assessment Record						
Premises:				Manufacturer:		
Substance/Material:				Hazardous Contents:		
						
Biological	Toxic	Harmful	Corrosive	Irritant	Flammable	Dangerous to Environment
Process:				Activity:		
Location						
Frequency of exposure				Duration of exposure		
<b>Risk To Health</b>						
<b>Control Measures</b>						
<b>Storage</b>				<b>Disposal</b>		
<b>Spillage</b>				<b>Fire Information</b>		
<b>First Aid</b>						
<b>Eye Contact:</b>				<b>Inhalation:</b>		
<b>Skin Contact:</b>				<b>Ingestion:</b>		
<b>Other Controls</b>	<b>Monitoring</b>			<b>Health Surveillance</b>		
	Record Attached <input type="checkbox"/> Not Applicable <input type="checkbox"/>			Record Attached <input type="checkbox"/> Not Applicable <input type="checkbox"/>		
<b>Training/Instruction Required</b>						
Verbal Instruction Tool Box Talk				Written Instruction Specialist Training		
Assessed by:		Designation:			Date:	

## Appendix 5 - COSHH TRAINING ATTENDANCE REGISTER

Subject.....

Talk given by.....

Centre.....

Date.....

I hereby acknowledge that I have attended, received and understood the above-mentioned COSHH Training.

	PRINT NAME (please)	SIGNATURE
1		
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Appendix 6

COSHH Assessment Register Form			
Operation / Process / Substance	Location	Record Number	Date