



The GTA Health, Safety & Environmental Policy

This policy applies to all members of GTA (including staff, learners, volunteers, parents/carers, and visitors) who access the GTA.

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1.0 Introduction

The Doncaster, Rotherham & District Group Training Association Ltd (GTA) has the maintenance and improvement of Safety, Health, Welfare and Environmental standards as one of its declared objectives. It is resolved that all necessary measures shall be taken subject to the statutory duties set out in legislation to secure the health, safety, and welfare of its employees in their place of work and to protect persons other than employees against risks to their normal health and safety which may arise from work activities at the premises.

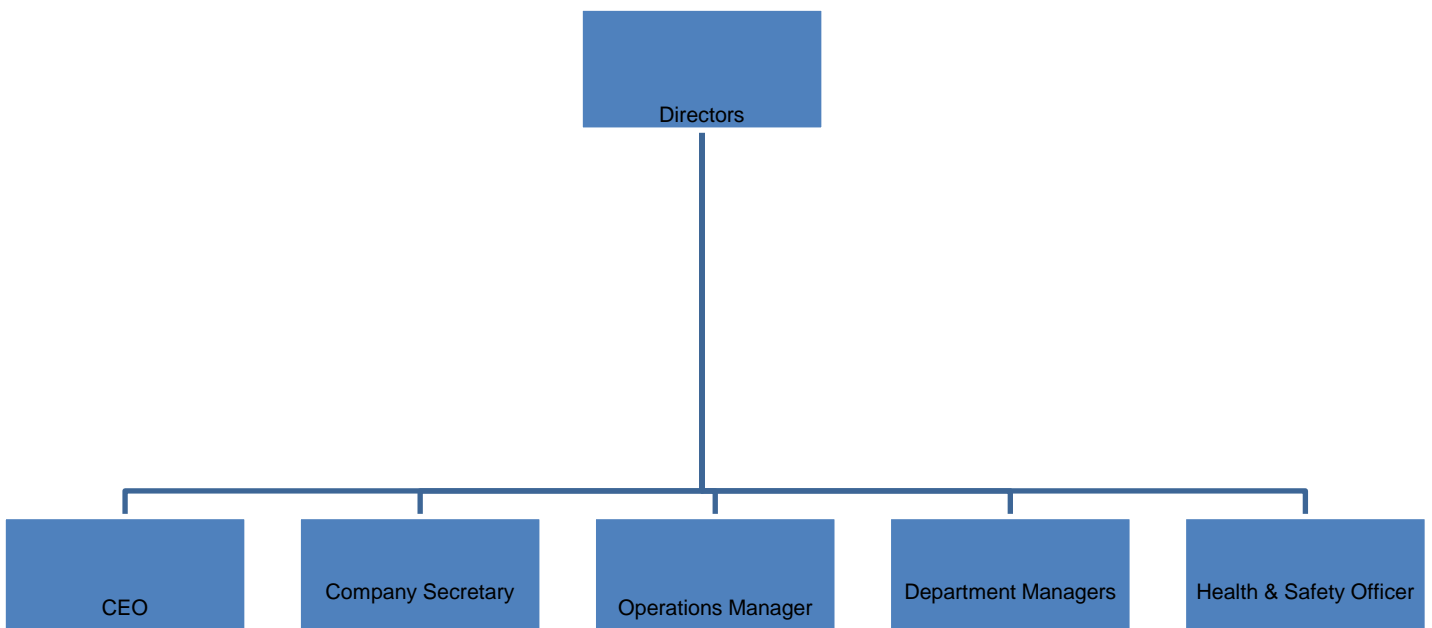
It will use the best possible environmental practices in all its activities and promote the recycling of materials wherever it is practicable to do so. The company will:

- Provide and maintain safe and healthy working conditions taking account of any legal and semi-legal requirements.
- Provide information, instruction, training, and supervision to enable employees to perform their work safely and efficiently.
- Arrange for sufficient funds and resources to meet the requirements of the policy.
- Make available all necessary safety devices and protective equipment and supervise their use.
- Maintain a constant and continuing interest in health, safety, and environmental matters applicable to the Company's activities by clear leadership, example, and by consulting and involving employees.
- Improve the environment through its products, processes, and services by reducing waste and encouraging recycling.

It is the duty of all employees to exercise personal responsibility for their own health and safety and that of others who may be affected by their work activities. The support of all employees is required to ensure the success of the Company's Safety, Health, and Environmental Policy

2.0 Organisation

The Companies Health and Safety Structure:



2.1 The Directors of the Company

The Board of Directors have overall responsibility for health and safety in the GTA. The Health and Safety Officer is responsible for overseeing, implementing, and monitoring health and safety procedures in the Company and for reporting back to the Chief Executive on 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.

In addition, several employees have been delegated as health and safety representatives. Further details can be obtained from the Company Health and Safety Officer.

2.2 The Chief Executive Officer

The CEO is aware of and fully accepts the responsibility for the Health, Safety and Welfare of their employees and will:

- Ensure that the Management Team fully understand and accepts its responsibilities for the Health and Safety Policy.
- Ensure that the requirements of all Health and Safety Legislation, so far as it applies to the operations of this Company, are carried out at a minimum.
- Ensure that adequate financial provisions are made for implementing the Group Health & Safety policy.
- Arrange for adequate information, instruction, and training to be given to every employee.

2.3 Operations and Department Managers

Responsible to the CEO under the company health, safety, and welfare policy. Main duties and responsibilities:

- Ensure they understand the company safety, health and welfare policy and assist in its implementation.
- Make themselves aware of site rules and procedures and ensure that persons for whom they are responsible are aware of and adhere to these rules, procedures etc.
- Assist in ensuring that all persons are adequately trained and aware of any hazards on the site or in the workplace.
- Ensure appropriate and sufficient protective clothing and equipment are available, maintained in good condition, and issued in accordance with company procedures.
- Ensure that all defects are properly reported and rectified.
- Continually develop safe practices to always ensure safety on site.
- Ensure good housekeeping is always maintained.
- Assist the Health and Safety Officer in investigations of all accidents, dangerous occurrences, near misses, etc to discover the cause and to eliminate recurrence.
- Accompany H.M. Factory Inspectors and the visiting safety adviser on inspections and co-operate with them on health and safety matters.

2.4 Health and Safety Officer

The Health and Safety Officer is responsible for overseeing, implementing, and monitoring health and safety procedures in the Company and for reporting back to the Chief Executive on health and safety matters. Main responsibilities include:

- Conduct regular inspections of the workplace, maintain safety records and investigate and report accidents at work.
- Acquiring information relating to Health and Safety Legislation, Approved Codes of Practice, and Guidance notes and assessing their application for the business.
- Disseminate health and safety information to the Directors advising on general health and safety issues.
- Co-ordinates, implements and continually reviews the main Health and Safety Policy, risk assessments and safe systems of work to ensure compliance with current and changing legislation and good practice.
- Advise on health and safety training needs and coordinate training schedules in conjunction with the CEO.
- Where deemed necessary assist the CEO with coordinating the investigations of accidents and dangerous occurrences, providing additional expertise; liaise with insurers where necessary, providing information to statutory bodies where necessary, including providing information for the Local Enforcing Authority, Department of Work & Pensions.
- In addition, several employees have been delegated as health and safety representatives. Further details can be obtained from the Company Health and Safety Officer.

2.5 Office-Based Employees

Develop a personal concern for the safety, health and welfare of themselves and others and co-operate with other persons in the provisions of safe working conditions and the observance of safe working procedures, the Health and Safety at Work Act, other applicable legislation, and this policy.

All employees are reminded of the duties imposed upon them by the Health and Safety at Work etc. Act 1974 which requires that they should:

- Make themselves familiar with the Fire Action Plan procedures, escape routes, appropriate assembly points and the location and use of fire extinguishers.
- Ensure access routes, corridors and escape doors are not obstructed by office furniture, cables, or other items.
- Use filing and storage equipment correctly and avoid overloading of work surfaces, trays etc.
- Practice good housekeeping, clearing away waste into proper receptacles.
- To avoid possible damage, use only electrical equipment after being instructed in their proper use by another competent employee.
- Seek assistance when lifting heavy or awkward-sized items, or when items are beyond your own personal ability. Ensure that you are aware of the correct methods of lifting.
- Report ALL accidents involving injury to persons or damage to property and other dangerous occurrences and 'near misses', to the office manager as soon as possible after the occurrence.
- Assist in establishing the cause of ALL such incidents and thereafter follow the improvements agreed upon to prevent recurrence and instruct employees and others accordingly.
- Use first aid provisions correctly and ensure your immediate supervisor is informed of first aid replenishment requirements.
- If you are a workstation user, use it as instructed to ensure you are not put at risk of injury or ill health.
- Report to the office manager any change in your personal situation that will need to be taken into account by the company when assessing the risks associated with the work activity, e.g. illness, allergy, pregnancy etc.

2.6 All Employees

Develop a personal concern for the safety, health and welfare of themselves and others and co-operate with other persons in the provisions of safe working conditions and the observance of safe working procedures, the Health and Safety at Work Act, other applicable legislation, and this policy. All employees are reminded of the duties imposed upon them by the Health and Safety at Work etc. Act 1974 which requires that they should:

- Take reasonable care for the Health and Safety of themselves and other persons who may be affected by what they do or fail to do at work. This will be implemented partially by ensuring they do not attend work under the influence of alcohol or drugs.
- To co-operate with their employer in Health and Safety issues where there is a legal requirement to be carried out by the GTA.
- Not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare and obey all site mandatory notices and warning signs.
- All employees should read and understand the GTA's Health and Safety Policy and ensure that their work is carried out in accordance with its requirements, in particular:
- Every employee must wear and use appropriate personal protective equipment for the task they are engaged in at all times.
- Any defects in or damage to plant or equipment should be immediately reported to their safety assistants/ departmental manager or line manager.
- Any matter likely to give rise to imminent danger either to an employee or any visitor to the plant must be highlighted immediately to their line manager or the Health & Safety Officer.
- Employees must always work in a safe manner in accordance with their training, not taking unnecessary risks which could endanger themselves or others.
- Plant and equipment must only be used for the work for which it is provided and only used following training in its proper use, together with authorisation to use it.
- Warn other employees, and especially new or young employees, of known hazards and risks.
- Understand the company emergency evacuation procedure and ensure their actions do not create unnecessary risks in the safe evacuation of the plant.
- Report all accidents and ensure the first aider or supervisor records them in the accident book. Please note that only authorised persons are allowed to make entries into the accident book.
- Safely handle, use, store and dispose of any hazardous substances in accordance with controls and procedures established under the company's policy for control of hazardous substances.
- At all times be vigilant and seek ways of eliminating hazards which may arise at any time during work. All hazards and risks must be reported to your supervisor first and where appropriate the Health & Safety Officer where it is not possible to eliminate them at source.

2.7 Young Persons

The GTA is aware that a "young person" means any person who has not attained the age of eighteen. As a Training Provider of young persons, we shall, in relation to the risks to the Health & Safety of young persons, review any risk assessments forthwith. When our Safety Officer is making or reviewing an assessment, he shall take account of:

- The in-experience, lack of awareness of risk and immaturity of young persons.
- The fitting out and layout of workshops.
- The nature, degree, and duration of exposure to physical, biological, and chemical agents.
- The form, range and use of work equipment and the way in which it is handled.
- The extent of the Health and Safety training provided or to be provided to young persons; and whilst undertaking work on our premises or work placement premises.

The GTA as a positive and pro-active employer and training provider shall provide all our employees and learners including young persons with comprehensible and relevant information on Health & Safety.

Our general policy toward the protection of young persons shall follow The Health & Safety (Young Persons) Regulations 1997 in the manner described below:

- The GTA shall ensure that young persons on any of their training programmes are protected whilst on our premises, or on work placement from any risk to their Health & Safety which are a consequence of their lack of experience, or absence of awareness of existing or potential risks or the fact that young persons have not yet matured.
- The GTA strive to train young persons in a manner that is conducive to good Health & Safety provisions.
- Training and good supervision of young persons is always given adequate resources and consideration in any scheduled work activities of our Company.

2.8 Contractors and Sub-Contractors

- Contractors and Sub-Contractors must comply with this Health and Safety Policy whilst on site and their work must be carried out in full compliance with the relevant Health and Safety Legislation and Approved Codes of Practice.
- All contractors must submit to the CEO and the Group Health & Safety Officer their Company Health and Safety Policy, risk assessments and appropriate method statements before commencement of any contract.
- Contractors should give particular attention to the dangers which their activities may pose to company employees, trainees, other work people and members of the public.
- Plant and equipment brought on to the site by contractors must be safe, and in good working order and, where required by statutory provision, hold current certificates of test and examination.
- An injury sustained to, or damage caused by a contractor's employee must be reported immediately to the Group Health & Safety Officer.
- Similarly, in the event of any Dangerous Occurrences, as defined in the Reporting of Injuries and Diseases and Dangerous Occurrences Regulations 1995, the incident must be notified immediately to the HSE Coordinators.

The GTA Group has prepared a CODE OF PRACTICE for CONTRACTORS working on their site. Every Contractor will be required to sign an undertaking that work will be carried out in full compliance with this code before he is allowed to commence work on site.

3.0 Planning & Implementation

3.1 Risk Assessment

- Regulation 3 of The Management of Health and Safety at Work Regulations 1999 requires all employers to assess the risks to workers, and any others, who may be affected by their undertaking.
- The risk assessment would normally involve identifying the hazards present in any operations and evaluating the extent of the risks involved, existing controls, precautions etc being considered.
- Generic risk assessments are provided for use by all department managers.
- A more specific assessment or site-specific assessment may be required, and it is intended these be carried out by the Group Health and Safety Officer, with assistance from the relevant department manager, as necessary.

- Specific, separate assessments for hazardous operations are drawn up as appropriate before the operation begins.
- For all risk assessments, all persons affected, or likely to be affected, by the risks detailed in the assessment, are made aware of its requirements together with any necessary control measures, by the supervisor in charge of the area.

3.2 Monitoring and Review Strategy

- The GTA Group will ensure that an effective management structure will be put in place to affect appropriate control over its activities and to make sure these controls are sufficient to meet its needs.
- The controls include policy-making, planning and implementation, monitoring, reviewing, and auditing on a minimum 12-month basis.

3.3 First Aid, Accident reporting & investigation

- The GTA Group have carried out a First Aid Risk Assessment in accordance with Health & Safety First Aid regulations Acops.
- First aid boxes are located at strategic points 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. The accident book is kept in the general office.
- The 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.
- All major injuries/dangerous occurrences will be investigated by the Health & Safety Officer with a formal written report completed and those records kept for a minimum of 5 years.
- The CEO and the Group Health & Safety Officer will ensure that the Reporting of Injuries Diseases and Dangerous Occurrences regulations are complied with, and appropriate written reports are sent within the time limits.

3.4 Fire

- A fire risk assessment has been completed for both the Doncaster and Sheffield sites and is available for inspection.
- There is a selection of CO2, Powder, and Foam fire extinguishers available in our offices and workshops, they are inspected weekly for use and maintained on a regular basis with Hollinsend Fire our external contractor who also services them every 12 months.
- There are sufficient emergency exits from the entire workshop and offices, which are inspected every day and are always kept free from obstruction when the workshops are occupied.
- Evacuation Procedures are exercised every 12 months and records are kept in a fire precautions logbook.
- Instructions are given to all employees on how to raise the alarm, what to do in the case of fire, and where the nearest exits are.

3.5 Training Policy

Sufficient and appropriate training is the key to the efficient operation of all the undertakings of the GTA Group. The company does not see health and safety training as an activity undertaken just to meet the minimum requirements of health and safety law. Neither does it see health and safety training as a 'bolt-on' extra to skill or professional training, but as an integrated part of general skill training, for the correct undertaking of any work activity. Therefore, all staff and students are given a full Health and Safety Induction and attend the IOSH One Day Working Safely course.

3.6 Work Equipment (Company /Client/Site)

All our work equipment is assessed to ensure that we are complying with the Provision and Use of Work Equipment Regulation 1998.

- We ensure when we purchase equipment that it is suitable by checking the specifications for the equipment and establishing how it is to be used, what it should only be used for and the type of environment it is to be used in. Ensuring the equipment is only used in ways that are safe.
- All work equipment will be kept and maintained in effective working order.
- We authorise only competent persons to use and carry out maintenance on equipment.
- Maintenance logs are kept up to date.
- Personnel who use work equipment, where there are specific risks, are informed, instructed, and trained in the hazards, risks and control measures associated with the equipment.
- Where practicable totally enclosed fixed guards are used or the guarding of work equipment prevents access to dangerous parts or stops the movement of dangerous parts before persons can gain access to moving parts or other guards or protective devices are used, or isolation procedures are in place or protective appliances used.
- Ensuring that all the above are inspected by engineers and effectively always maintained.
- A competent electrical engineer has installed all fixed appliances installed in the offices and workshops and all systems have a certificate of installation as appropriate to the IEE regulations.
- All fixed appliances at the Distribution Board have over current protection devices (Circuit breakers, fuses etc). Fixed appliances are tested every three to five years in accordance with IEE regulations.
- Portable appliances are tested in accordance with risk assessments (12 Monthly) records are kept of testing and are available for inspection from the Group Health & Safety Officer.

3.7 Personal Protective Equipment

It is our policy only to use personal protective equipment where the risk to health cannot be eliminated or reduced in any other method, and then only as a last resort. However, there are specific hazards that are managed by engineering controls and still have a residual risk. Where this occurs, we use appropriate PPE. Personal protective equipment is selected based on the nature of the hazards and the degree of risk, considering the nominal protection factor which is needed to give maximum protection to the user. We regularly assess PPE to ensure that it is compatible with other PPE and comfortable for our staff and learners to wear. Staff are trained in the use, inspection, fault finding, and maintenance of all PPE is completed. Staff are actively encouraged in the assessment of PPE to ensure that it is suitable for them as individuals. Disciplinary action is taken where PPE is not worn in mandatory areas i.e. workshops.

3.8 Transport

- We have a number of vehicles, which range from cars, and car-derived vans to LGVs and Fork Lift Trucks.

- All drivers have current date UK driving licenses. Copies of which are made annually
- All drivers inspect their vehicles daily and report any faults to the Operations Manager who takes appropriate remedial action.
- No vehicle is allowed out on the road, which has been deemed unroadworthy.
- All vehicles are maintained on a regular basis and records are kept. The Operations Manager keeps records of all maintenance and all legislative requirements journeys.
- No drivers are allowed to carry unauthorised packages.
- Mobile phones are prohibited from being used by hand while driving

3.9 Visitors

- The GTA has a duty to ensure that visitors are given appropriate information, instruction, and supervision, whilst visiting the centre.
- Where reasonably possible, reception personnel should be informed of visitors to the site prior to their arrival by the responsible person in each department.
- Where possible the Department Manager should be informed of any special arrangements required by the visitor, i.e. bringing vehicles, machinery, substances to the site, or of any specific facilities that may be required. For example, the visitor might be a disabled person and require special access arrangements.
- On arrival at the centre the visitor must report to the reception personnel and sign in, using the Visitors' Book. The reception personnel will issue the visitor with a 'visitor's pass', which will inform the visitor of any specific health and safety arrangements at the site, and of the emergency evacuation procedures, including the location of assembly points if there is a need to evacuate the building etc.
- The reception personnel will inform the relevant person of the visitor's arrival so that they may be collected from the reception area. In circumstances where the visitor is familiar with the location of the department, they are visiting he/she may be allowed to proceed to their destination. If, however, there have been any alterations to the department that may have affected the route then the visitor should be collected from the Reception area.
- During his/her visit the visitor must be escorted/supervised, where appropriate. Where a visitor is familiar with the layout of the area this will not be necessary. Supervision is particularly important to prevent the visitor from wandering/straying/ entering any potentially hazardous areas.
- Where personal protective equipment is required to be worn the visitor will also be required to use/wear any of this equipment to safeguard their health and safety.
- Where an emergency arises during the visit the responsible person accompanying the visitor must ensure that he/she is accompanied to a place of safety i.e. a fire assembly point, and that the visitor complies with the relevant Centre procedures. It is essential that visitors are included in the counting of personnel during emergencies and evacuation drills.
- Any accidents or incidents which involve a visitor at the Centre must be reported and investigated in accordance with the GTA's Accident and Incident Reporting procedure.
- In addition, any problems encountered by the visitor during his/her visit to the GTA should be reported to either the relevant department personnel or reception personnel in order that a review may be undertaken and appropriate action can be taken by the GTA if required. On departing the GTA the visitor must sign out of the site before leaving the premises. Where this is not practicable the relevant host department personnel must inform the reception personnel of the visitor's departure and ensure that the visitor's pass is returned, along with any borrowed property.

3.10 General Environmental Policy

It is the policy of the GTA to conduct its operation in a manner that reflects a commitment towards the protection of the environment and compliance with all applicable environmental laws and regulations.

Although the GTA is not a business which creates severe pollution problems, it is committed to:

- Improvements in energy efficiency and the use of water and other natural resources.
- Reduction in the production of waste and pollution.
- The use of recyclable materials where possible.
- Disposal of waste according to the best practicable environmental option.
- Operate to minimise risks to health and the environment.
- Undertake regular reviews of policy and practice in accordance with current legislation.
- Communicate this policy to employees and third parties as appropriate.

Company Environmental Measures:

- Re-use packing material and other items where possible recycle used paper.
- Limit the use of toxic chemicals and where possible use non-CFC products.
- Ensure all company vehicles are regularly maintained.
- Ensure heating systems are regularly serviced.
- Turn off electrical equipment when not in use.
- Portable heaters only to be used to raise temperature to a minimum level and then switched off.
- Use email when appropriate to save on paper.