

Policy Title: Health & Safety Policy

Date: September 2016

1. INTRODUCTION

The Safety, Health and Welfare at Work Act, Act 1974 and all other subordinate legislation, imposes a statutory duty on employers/contractors to ensure so far as is reasonably practicable, the health and safety of their employees/sub contractors whilst at work. This duty also extends to others who may be affected by that work.

The management of BS Security are committed to providing the financial and physical resources necessary to ensure that a high standard of health and safety is achieved. Within their areas of responsibility the management will make provision from within organisation budgets for adequate resources to maintain and improve a healthy and safe working and developing environment. People are our most valuable resource, and the safeguarding of humans as well as other resources through health and safety is important, not only for its own sake, but also a way of minimising costs of our services.

The successful implementation of this policy requires total commitment from all members of staff, volunteer, students, training participants, and visitors. This policy will be reviewed annually, or in the light legislative or organisational changes.

2. POLICY STATEMENT

Employees, volunteers, students also have a statutory duty to take care of themselves and others who may be affected by their acts or omissions.

To enable these duties to be carried out, BS Security will ensure reasonably practicable, that responsibilities for health and safety matters are effectively assigned, accepted and fulfilled at all levels within the company organisational structure.

BS Security will, so far as is reasonably practicable, ensure that:

- Adequate resources are provided to ensure that proper provision can be made for health and safety.
- Systems of work are provided and maintained that are safe and without risks to health.
- The place of work is safe and that there is safe access to and from the workplace.
- Arrangements for use, handling, storage and transport of articles and substances at work are safe and without risks to health.
- All employees/candidates/contractors are provided with such information, instruction, training and supervision as is necessary to secure their safety and health at work and the safety of others who may be affected by their actions.
- The provision and maintenance of all equipment is safe and without risk to health.
- Risk assessments are carried out and reviewed periodically.
- Prior to an employee of the centre attending a candidate's place of work, the Operations Representative will conduct a risk assessment of the environment to ensure safety is maintained.
- Health surveillance is provided where appropriate.
- The centre will ensure that new recruits are given induction information about Health & Safety on their first day and receive relevant training within the first month of their employment.
- The working environment of all employees/sub contractors / students is safe and without risks to health and that adequate provision is made with regard to the facilities and arrangements for their welfare at work.
- Monitoring of work activities is undertaken to help maintain agreed performance standards.
- Detailed procedures to implement the provisions of the Statement of policy are published as BS Security Health & Safety Notices and are periodically

revised (e.g. Fire Procedures, VDU's and your Health, Safety Sitting Positions). All these notices together constitute the BS Security Health & Safety Manual, an updated copy of which is available for reference.

It is the duty of all employees/ contractors, volunteers at work as well as centre candidates:

- To take reasonable care for the health and safety of themselves and other persons who may be affected by their acts or omissions and to co-operate with BS Security with regard to any duty placed on the company to enable the discharge of its duties under the Act and any Regulations and Codes of Practice.
- Not to interfere with or misuse anything provided in the interest of health and safety.
- To understand that non-compliance with either of the points above may lead to disciplinary action.

General:

- The Health and Safety Policy will be reviewed periodically, amended and updated as and when necessary. The Policy, and any subsequent changes, will be promulgated to all employees.
- The Centre Coordinator is responsible for giving effect to the Policy of the company on health and safety matters through both the management structure and with the assistance of competent persons.
- It is the duty of the Centre Coordinator to ensure that effective measures are taken at all times to carry out this Policy.
- We will provide and maintain effective procedures for consultation and communication with employees and subcontractors on all matters relating to health, safety and welfare in order to ensure the effectiveness of the Health and Safety Policy.

- Our management will keep the Health and Safety Policy under continual review.

It is the overall policy of BS Security to plan, regularly review, develop and progressively improve organisation and arrangements to provide, so far as is reasonably practicable, a workplace and working conditions which are safe for all staff, students and others who may be affected by the company's activities.

High standards of Health and Safety will be achieved by putting this policy into practice. The fostering of a positive health and safety culture will secure involvement and participation at all levels, and will be sustained by effective communications plus the promotion of competence to enable all employees/contractors and students to make a responsible and informed contribution to the health and safety effort.

HEALTH & SAFETY CHECKLIST

This questionnaire is our primary health and safety management tool. It must be completed and will be assessed by an appropriate staff.

You will not be required to submit any supporting evidence at this stage but this will be required at any subsequent review or validation of your health and safety systems and procedures.

General Legal Requirements		Yes	No	N/A
1	Do you have current and adequate insurance cover for the following areas, which extends to cover the learner/participant?			
A	Employers Liability Insurance			
B	Public Liability Insurance			
C	Motor Vehicle Insurance			
2	Is there a policy on health and safety at work?			
3	Are there arrangements for putting that policy into effect?			
4	Will you either have the 'health and safety law - what you should know' poster displayed, or provide a Health & Safety leaflet for each learner/participant?			
5	Are we registered with the appropriate enforcing authority e.g. HSE, Local Authority, (where this a legal requirements)?			
6	Is there a person who is competent in health and safety issues?			
7	Are there arrangements for consulting employees on health and safety?			
8	Are the staffs/students making aware of whom the employee health and safety representative is, the roles and responsibilities?			
Risk Assessment		Yes	No	Na
9	Have we assessed the risks to the health and safety of the employees and others affected including the arrangements for the health and safety of the participants/learner whilst in the organisation?			
10	Do we have arrangements in place to review and if necessary adjust risk assessments if a learner/participant has a disability, learning/language difficulty or is a young person?			
11	Have we taken all appropriate steps to implement the findings of your risk assessments?			
Supervision		Yes	No	Na

12	Have we made arrangements to give staffs/learners/participants appropriate information, instruction and supervision?			
13	Have we appointed someone to have overall responsibility for the supervision of the staffs/learners/participant?			
14	Will supervision standards take into account the experience of the learners/participant and the hazard associated with the tasks undertaken?			
15	Will the supervisor(s) be aware of their health and safety responsibilities in respect of learners/participants?			
Training		Yes	No	Na
16	Will you make arrangements to give learners/participants appropriate health and safety induction and training?			
17	Will each learners/participant receive health and safety training to cover all activities they will undertake during the programme?			
18	Will each learners/participant be made aware of their personal responsibilities in respect of health and safety			
Accidents & Emergencies		Yes	No	Na
19	Do we have procedures and personnel in place to deal with any accidents or emergencies, which may occur?			
20	Do we have adequate and appropriate equipment and facilities for first aid?			
21	Have we appointed someone to take charge of first aid arrangements?			
22	Do we record accidents in an accidents book?			
23	Are you staffs/students familiar with the accident reporting requirements within the reporting of Injuries Diseases and Dangerous Occurrences Regulation of 1995 (RIDDOR)?			
24	Do you have a current fire certificate for the premises (where applicable)?			
Personal Protective Equipment and Welfare		Yes	No	Na
25	Are there adequate measures in place to ensure that the staffs/learners/participants is provided with personal protective equipment and clothing of the correct size?			
26	Are there adequate measures that the staffs/learners/participant effectively uses all necessary personal protective equipment and clothing?			
27	Are there toilets and washing facilities			

	including soap and drying facilities?			
Referral of a Learners/Participant to a placement with a Sub-Contractor		Yes	No	Na
28	If the learners/participant is to be placed with a sub-contractor, will you have suitable arrangements in place for checking that the sub-contractor meets all the above health and safety requirements?			

Signature H&S Representative:_____

Date:_____

Health & Safety Visit and Selection Report Form

Company Name:	
Company Address:	
Postcode:	
Contact Name:	Tel:
Nature of Business:	No. of Employees:
Type of Experience/Training Offered:	

- | | YES | NO | N/A |
|---|--------------------------|--------------------------|--------------------------|
| 1. Has the Centre agreed with the Provider a training programme that will provide the candidate with the desired experience in areas of work specified in the candidate's assessment plan | ☐ | ☐ | ☐ |
| 2. Has the Company/Organisation/Training Provider a written Safety Policy Statement covering premises, staff and equipment indicating how the policy is implemented, identifying levels of responsibility and channels of communication enabling everyone to recognise where they fit into the process? | ☐ | ☐ | ☐ |
| 3. Is the Policy reviewed annually? | ☐ | ☐ | ☐ |
| 4. Is the work experience/training establishment registered, where appropriate, with the Health & Safety Executive and/or relevant Local Authority Department? | ☐ | ☐ | ☐ |
| 5. Are there clear regulations governing processes, equipment, materials or circumstances which are prohibited or restricted as far as Candidates are concerned? | ☐ | ☐ | ☐ |

- | | | | | |
|-----|---|--------------------------|--------------------------|--------------------------|
| 6. | Is the current Employers Liability Insurance Certificate on display? | ☐ | ☐ | ☐ |
| 7. | Is there Employers and Liability insurance cover for Assessors/Candidates? | ☐ | ☐ | ☐ |
| 8. | Is there an extract of the Health & Safety at Work Act on Display? | ☐ | ☐ | ☐ |
| 9. | Is there a copy of the safety policy on display? | ☐ | ☐ | ☐ |
| 10. | Are there adequate emergency and evacuation procedures? | ☐ | ☐ | ☐ |
| 11. | Is there a fire certificate in force where required? | ☐ | ☐ | ☐ |
| 12. | Are there First Aid arrangements e.g., first aid kits, accident book, first aid room? | ☐ | ☐ | ☐ |
| 13. | Is there evidence of good housekeeping e.g. clean floors, unobstructed passageways, well maintained stairs and landings, handrails provided etc. | ☐ | ☐ | ☐ |
| 14. | Is protective clothing issued to employees? | ☐ | ☐ | ☐ |
| 15. | Would Candidates be issued with the necessary protective clothing? | ☐ | ☐ | ☐ |
| 16. | Are facilities adequate – heating, lighting, clean toilets, separate toilets for men and women, separate areas for eating, facilities for people with disabilities? | ☐ | ☐ | ☐ |
| 17. | Are there any particular hazards associated with the work experience establishment? (If yes please specify)? | ☐ | ☐ | ☐ |
| 18. | Does the candidate place of work operate/work towards an equal opportunities policy? | ☐ | ☐ | ☐ |
| 19. | Who would be directly responsible for the Candidate? | <hr/> | | |
| 20. | Are there any other issues relevant to this placement? | ☐ | ☐ | ☐ |

Selection procedure carried out on behalf of the BS Security

Signed: _____ Position: _____ Date: _____