

Health & Safety Policy

Purpose of the Policy

1. Floorskills Limited takes health and safety issues seriously and is committed to protecting the health and safety of the staff, learners, apprentices and all those affected by the business activities it undertakes and who attend the premises. This policy is intended to help Floorskills Limited achieve this by clarifying who is responsible for health and safety matters and what those responsibilities are.
2. This policy may be amended at any time by Floorskills Limited in its absolute discretion. Floorskills Limited will review this policy at least annually to ensure that it is achieving its aims effectively.

This Policy Includes:

- How Floorskills promotes and gets commitment to the policy
- Train employees in implementation of the policy
- Specifically how apprentices are covered in our care and procedure for ill health and or accidents of apprentices
- Have people responsible for Health and Safety

Who is responsible for workplace health and safety?

3. Achieving a healthy and safe workplace is a collective task shared between the Employer and staff. This policy and the rules contained in it apply to all staff of Floorskills Limited, irrespective of seniority, tenure and working hours, including all employees and management.

Specific responsibilities of staff are set out in the section headed 'Responsibilities of all staff' below.

Employer Responsibilities

4. Floorskills Limited is responsible for:
 - a. Taking reasonable steps to safeguard the health and safety of staff, people affected by the Employers business activities and of people visiting its premises including the learners.
 - b. Identifying health and safety risks and finding ways to manage or overcome.
 - c. Providing a safe and healthy place of work and safe entry and exit arrangements, including during an emergency situation.
 - d. Providing and maintaining safe working areas, equipment and systems and, where necessary, appropriate protective clothing.
 - e. Providing safe arrangements for the use, handling, storage and transport of articles and substances.

- f. Providing adequate information, instruction, training and supervision to enable staff and learners to work/learn safely, to avoid hazards, and to contribute positively to their own health and safety at work and in the learning arena. Floorskills Limited will give staff, learners and visitors the opportunity to ask questions and advise who best to contact in respect of this questions, if unsure about how to safely carry out tasks within the workplace / learning arena;
 - g. Ensure any health and safety representatives receive appropriate training to carry out their functions effectively.
 - h. Providing a health and safety induction and appropriate safety training.
 - i. Promoting effective communication and consultation between the Employer and staff concerning health and safety matters and will consult with staff directly relating to health and safety.
 - j. if an epidemic or pandemic alert is issued, providing instructions, arrangements, and advice to staff as to the organisation of business operations and steps to be taken to minimise risk of infection.
 - k. regularly monitoring and reviewing the management of health and safety at work, making any necessary changes, and bringing those to the attention of all staff.
5. Any concerns about health and safety matters should be notified to the Managing Director, Matthew Bourne

Responsibilities of all staff

General staff responsibilities

6. All staff must:
- a. Take reasonable care for their own health and safety and that of others who may be affected by their acts or omissions.
 - b. Co-operate with Floorskills Limited to enable compliance with health and safety duties and requirements.
 - c. Comply with any health and safety instructions and rules, including on the safe use of equipment.
 - d. Keep health and safety issues in the front of their minds and take personal responsibility for the health and safety implications of their own acts and omissions.
 - e. Keep the workplace tidy and hazard free.
 - f. Report all health and safety concerns to the Managing Director, Matthew Bourne, promptly including potential risk, hazard, or malfunction of equipment, however minor or trivial it may seem.
 - g. Co-operate in the employer's investigation of any incident or accident which either has led to injury or which could have led to injury, in the employer's opinion.

Staff responsibilities relating to equipment

7. All staff must:
 - a. Use equipment as directed by any instructions given by representatives of management or contained in any written operating manual or instructions for use and any relevant training.
 - b. Report any fault with damage to or concern about any equipment or its use to the Managing Director, Matthew Bourne, who is responsible for maintenance and safety of equipment.
 - c. Ensure that health and safety equipment is not interfered with.
 - d. Not attempt to repair equipment unless suitably trained and authorised to do so.

Staff responsibilities relating to accidents and first aid

8. All staff must:
 - a. Promptly report any accident and/ or near misses at work involving personal injury, however trivial, to the Managing Director, Matthew Bourne so that this can be recorded on the internal accident book and cooperate in any associated investigation.
 - b. Familiarise themselves with the details of the first aid facilities and trained first aiders which are
 - c. If an accident occurs, request first aid assistance from one of the on site first aiders
 - d. Matthew Bourne, Managing Director, is responsible for investigating any injuries to staff, learners, or visitors. They will prepare and keep accident records, and for submitting reports under the reporting of injuries, diseases, and dangerous occurrences regulations 2013 (RIDDOR) where required.

Staff responsibilities relating to emergency evacuation and fire

9. All staff must:
 - a. Familiarise themselves with the instructions about what to do in the event of a fire.
 - b. Ensure they are aware of the location of fire extinguishers, fire exits, and alternative ways of leaving the building in an emergency.
 - c. Comply with the instruction of fire wardens if there is a fire, suspected fire, or fire alarm.
 - d. Co-operate in fire drills and take them seriously. Fire drills will be held at least once per year.
 - e. Ensure that fire exits, or fire notices or emergency exit signs are not obstructed or hidden at any time.
 - f. Notify the Managing Director, Matthew Bourne immediately of any circumstance which might hinder or delay an evacuation should there be a fire.
10. On discovering a fire, all staff must: (Also see fire safety policy)

- a. Immediately trigger the nearest fire alarm.
- b. Attempt to tackle the fire **ONLY** if they have been trained or otherwise feel competent to do so. Nominated members of staff will be trained in the use of fire extinguishers.

On hearing the fire alarm all staff must:

- Remain calm and immediately evacuate the building, walking quickly without running, following any instructions of the fire wardens.
- Leave without stopping or going back to collect personal belongings.
- Remain out of the building until notified by a fire warden that it is safe to re-enter.
- Matthew Bourne, Managing Director, or a nominated individual, is responsible for ensuring fire risk assessments take place, changes are made where required, and for making sure there are regular checks of the fire extinguishers, fire alarms, escape routes, signage and emergency lighting.

Risk assessments, display screen equipment and manual handling

12. Risk assessments are simply a careful examination of what in the workplace could cause harm to people. Floorskills Limited will assess any risk and consider measures to best minimise any risk. Floorskills Limited will carry out general workplace risk assessments when required or as reasonably requested by staff. Managers must ensure that any necessary risk assessments take place and the resulting recommendations are implemented. Matthew Bourne, Managing Director, is responsible for workplace risk assessments and any measures to control risks.
13. Staff who use a computer for prolonged periods of time should try, where possible to organise short breaks every few hours away from their computer screen, but may request a workstation assessment and/or an eye test by an optician by contacting Matthew Bourne, Managing Director, who will provide more details should they be required.
14. Guidance on manual handling (for example, lifting and carrying heavy objects) can be obtained from Matthew Bourne, Managing Director. Where necessary training will be provided by Floorskills Limited, but they will try to minimise or avoid the need for manual handling if there is a risk of injury.

Non-compliance with health and safety rules

15. Any breach of health and safety rules or failure to comply with this policy will be taken very seriously and is likely to result in disciplinary action against the offender, in accordance with the disciplinary policy.

Procedures to be followed if an accident or Sudden Illness occurs (i.e. apprentice)

Employees need to:

- Take any action required to deal with the immediate risk.
- Contact the emergency services if necessary.
- Contact a senior manager and make them aware of the situation.
- Ensure the incident is properly recorded in accident book and appropriate authorities contacted

Reporting an accident in the workplace or Training Environment

Floorskills requires staff, apprentices, learners, and employers to report accidents so that Floorskills can thoroughly investigate the matter and take steps to prevent them from recurring in the future. There are various types of workplace accidents that must be reported, and these include deaths, major injuries, injuries that require an employee, apprentice or learner to miss work for more than a seven-day period, work-related diseases, dangerous occurrences, and incidents where a member of the public is taken directly to hospital for treatment.

If an Accident or Incident Occurs at head office or on a training site, the Managing Director will need to:

- Assess the kind of investigation needed.
- Report the incident as required to the enforcing authorities.
- Investigate (what happened and why?)
- Take action to stop something similar happening again.

A manager will complete the Accident/Incident Report Form and ask you for details pertaining to the accident. An entry should be made in the accident book as soon as possible after the accident/incident but in an event no later than the end of the day.

The accident book is kept in the main office and in the centres, and is analysed regularly to identify any patterns, so that appropriate action can be taken to make the situation safe again.

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (updated in 2013) RIDDOR

These regulations place responsibility on employers to report accidents at work (dangerous occurrences) and diseases to the Health and Safety Executive including

those which may be infectious or contagious and those which may develop because of work (industrial/occupational diseases). Employers can be fined if they fail to report them.

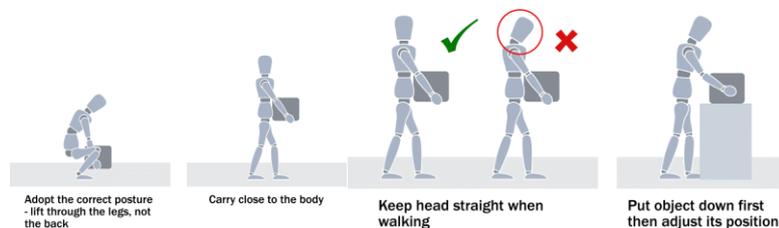
- If someone is off work or not able to do their usual work tasks (whether an employee or self-employed) for over seven consecutive days after an injury, then it must be reported within 15 days of the accident taking place.
- Accidents must be recorded, but do not need to be reported where a worker is unable to work for three or fewer consecutive days.
- Accidents which do not result in death must be reported if they result in an injury and the person is immediately taken to hospital.
- All deaths in workplace must be reported.

All accidents, dangerous occurrences, and hazardous conditions must be brought to the attention of a senior manager.

The Managing Director will ensure that all accidents and dangerous occurrences are recorded in the company accident book and are appropriately investigated with the aim of preventing re-occurrence. They are also responsible for reporting any qualifying accidents, diseases, and dangerous occurrence to the enforcing body.

Manual handling

- Lifting incorrectly can cause injury.
- Staff must ensure that they only lift or move heavy or bulky objects after proper consideration.
- Study the manual handling guidelines and seek advice if unsure.
- Seek help if necessary.
- Special care should be taken when lifting from the floor, or from above shoulder height.



Visitors

Visitors are always the responsibility of their hosts and must be made aware of any relevant company procedures.

Contractor and Subcontractors

All contractors / subcontractors working on site will be required to comply with all relevant company procedures and provide evidence of their competence and compliance with health and safety matters.

Fire and Other Emergencies

Alarm systems are checked weekly and fire evacuation drills held at a frequency determined by a relevant procedure. Effective fire alarm and extinguishing systems are regularly maintained.

Any deficiency found when checks on the fire detection, fire alarm or fire fighting systems and equipment are undertaken are recorded and immediately reported to the Managing Director.

Evacuation Procedures at Head Office

Each day an evacuation marshal will be present on site. In the event of an emergency that requires evacuation, such as fire, smoke, intruders in the building or bomb threat, the alarm must be triggered, and all staff, apprentices, learners and visitors must evacuate via the nearest exit, which are clear marked. If safe to do so the marshal is responsible for checking that all areas are clear and collecting the signing in book. The assembly point is at the front of the building in the parking area. The evacuation marshal will check that all are present and accounted for. All staff are responsible for telephoning the emergency services.

If training is being delivered at other premises away from the main site, in an event of an emergency the delivery staff, apprentices, learners and visitors must follow the evacuation procedures for that setting.

No one may reenter the building until the emergency services have said that it is safe to do so.

Security

- Do not let anyone into the workplace who is not known to you. Refer unknown callers to a senior member of staff who will check their identity and issue a visitor's badge if appropriate.
- Always ensure that the front door is shut firmly after you let someone in or go out yourself.
 - Staff should try not to visit the workplace out of hours without first advising their line manager.
 - Always ensure that the front door is locked whenever you are alone in the building.
 - If you see anyone in the building or training area who is not known to you and

who is not wearing an official visitor's badge, you should politely challenge them and establish their identity. They may need to be escorted to a senior member of staff for a badge.

- Staff should not bring valuables or large amounts of cash to work. If this is essential, arrange for it to be locked in a secure place.
- A senior member of staff should be advised if anyone is observed loitering or acting suspiciously in or close to workplace premises.

Security Incidents

All doors are constantly secure to the building. In the event of a security threat all staff, apprentices, learners and visitors must make their way to a central point in the building and wherever possible stay away from windows and doors. Wherever possible all windows must be secured. Floorskills adopts the governments Run Hide Tell procedure. All are responsible for telephoning the emergency services to report the incident.

Lone Working

Office staff may be required to spend periods of time alone in the office. Delivery staff may be required to spend time alone working in training locations or travelling to workplaces.

In these events, staff should take all necessary precautions to keep themselves safe including:

1. Locking all doors and windows - being mindful of an emergency escape route in case of fire etc.
2. Having all appropriate emergency contact numbers and a telephone to hand.
3. If walking alone, to or from a vehicle, ensuring that the vehicle is parked in a well-lit area that is as close as possible.
4. Floorskills in turn will participate by:
5. Minimising the occurrence of lone working
6. Providing panic alarms for general use if desired.

Mobile employees are expected to keep regular contact by phone with the head office / local office and must be contactable during working hours.

If an employee knows they will not be contactable for a period, such as their being no signal on their mobile phone, as a result of working in an isolated area, they should pre-warn the office of the expected duration of this and if any necessary special arrangement should be made. These may include utilising the client's land telephone line.

Employees should also always advise on-site staff of their whereabouts, particularly when meeting new clients.

Staff, Apprentices and Learners Using Public Transport

When using public transport staff, apprentices and learners will be advised: to be aware of the people around their environment. If at any time you do not feel safe, leave the area, and find somewhere safe to contact head office. Please ensure that you have planned your journey, keep to populated and well-lit areas. If you must wait for buses or trains wait in lit areas and where possible with others so that you are not on your own. Please ensure that your fares are ready and that you are not trying to find cash whilst waiting as this could make you vulnerable. Please keep all your possessions hidden and carefully stored so as not to draw attention to yourself. If you must use your mobile phone keep this close with a firm grip and find a secure place to use it. Again, please be aware of the environment and the people around you.

When walking please keep to lit areas and plan your route before starting your journey. If you are using your car, please ensure that you park in well-lit areas of a car park or on street areas. Be aware of your environment when getting out of the car or returning to it. Think about your personal belongings when getting in or out of the car.

For more information on personal safety please visit

<https://www.first2helpyou.co.uk/2019/07/12/walking-home-alone-safety-tips/>

<https://www.nidirect.gov.uk/articles/using-public-transport>

Risk Assessments

Floorskills examines all aspects of its activities involving staff, apprentices, learners, employers and visitors to establish what hazards exist and to evaluate the risks presented by them. When significant risks are identified, actions are taken to reduce these risks to the lowest level practicable.

Information about risk reduction is published in the form of risk assessment and control measures these are recorded and controlled by the Managing Director.

Hazard Substances and Dangerous Equipment

All substances used at Floorskills are subject to hazard identification and subsequent risk assessment with the objective of reducing risk to the lowest level reasonably practicable.

Safe storage, handling, transport, and disposal are included in these assessments.

Dangerous equipment is either enclosed, its use is restricted to specific individuals who

have been trained and are deemed competent to use it or contained in a secure area.

Training for Staff, Apprentices, Learners and Workplace Employers

All staff, apprentices, learners, and employers are given Health and Safety induction training. Existing staff are also subject to refreshers on modules identified as relevant to their roles annually. During this training and inductions for all, the Health and Safety Policy and Procedures of Floorskills are explained and reviewed, including:

- Roles and responsibilities
- Reporting Health and Safety risk, issues, or concerns, including those in the apprentice or learner's place of work.
- First Aid and accident procedures and reporting
- Reporting broken or faulty equipment
- Maintaining and ensuring Health and Safety in the workplace

All staff, apprentices, learners, and employers are given access to the Health and Safety policy and procedures. All training is recorded either in the induction record or on individual CPD records. If specialist training is required or requested by individual staff members, apprentices, learners, or employers these will be assessed by the Managing Director or Centre Manager and appropriate training will be sourced.

All Floorskills meetings will include Health and Safety as a part of the agenda to reinforce the policy and procedure and ensure that any emerging risks are identified and controlled or removed.

During apprentice and learner progress reviews, the welfare and health and safety of the apprentice and learner will be discussed, and advice and guidance may be given to support knowledge and understanding, and issues must be reported to the employer and the Managing Director at Floorskills. This is to ensure that any Health and Safety issues can be investigated and rectified to ensure continued commitment to safeguarding apprentices, learners, staff and stakeholders.

Apprentice and Learner Places of Employment

All apprentice or learner workplaces will be subject to a Health and Safety risk assessment conducted by trained delivery staff, which will be conducted prior to commencement of the course or apprenticeship. The risk assessment may identify actions that the employer must take to ensure the safety of the apprentice or learner. These will be risk rated and a timely date set to ensure that the action has been completed. This will be reviewed and reassessed by a delivery staff member to ensure compliance. Red risk ratings will result in a delay in the apprenticeship or learner start date and will need to be remedied before commencement of the apprenticeship or programme.

If the place of employment is still deemed unsafe by the review date, then the apprentice or learner will be advised of the risks to their safety and informed that they cannot commence their training at this place of work. IAG will be provided to support an apprentice or learner to find an alternative safe place of work to commence training, however, wherever possible, Floorskills will support the employer to remedy any risks

to Health and Safety to ensure the place of work is safe to commence training.

The risk assessment will be formally reviewed every 6 months, however, when delivery staff visit the place of work, they must pay due care to Health and Safety requirements and report any concerns to the employer at the workplace and the Managing Director at Floorskills. If the visiting delivery staff have immediate concerns, they must notify the workplace manager, ensure that safety of the apprentice or learner and leave the premises. This includes informing the apprentice or learner to also leave the premises if it is unsafe to remain. In this instance, the Managing Director must be contacted immediately and may be required to pass on Health and Safety concerns to the relevant inspectorate for Floorskills and the workplace.

During apprentice and learner progress reviews, the welfare and health and safety of the apprentice and learner will be discussed, and issues must be reported to the employer and the Managing Director at Floorskills to ensure that any issues can be investigated and rectified to ensure continued commitment to safeguard apprentices, learners, staff, and stakeholders.

Inspections and Audits

The Health and Safety Officer must carry out inspections and audits of the areas under their control to confirm that actions and procedures for Health and Safety are maintained. The purpose of these audits and inspections is to monitor the effectiveness of the management systems and to identify any shortfalls so that procedures can be revised, and continuing improvements can be made.

Signed:



Name: Matt Bourne

Title: Director