

Health & Safety Policy

(Abilite Limited)

Date of last review	July 2022
Date of this review	June 2023
Reviewed by	Managing Director
Date of next review	June 2024



Introduction

It is the policy of Abilite Limited to take all reasonable steps to ensure the health, safety and welfare of its employees, and it will, so far as is reasonably practicable, establish procedures and systems necessary to implement such a policy. Abilite Limited will also ensure that all relevant statutory duties and obligations are satisfied, including those duties set out in the Health and Safety at Work etc. Act 1974. **Any reference to employees throughout this policy, also includes any workers.**

Note: As a learner, the line manager referred to throughout this policy is your tutor/assessor. A learner is defined as a client of the company, attending as a candidate on an approved course with Abilite Limited.

Abilite Limited will provide and maintain a healthy and safe working environment with the objective of minimising the number of instances of occupational accidents and illnesses and ultimately achieving an accident-free workplace and learning environment.

All employees and learners will be provided with such equipment, information, instructions, training and supervision as is necessary to implement the policy and achieve the stated objective.

Abilite Limited also recognises its duty to protect the health and safety of all visitors to the Abilite Limited, including contractors, temporary workers and any related third parties, as well as any members of the public who might be affected by Abilite Limited 's work operations.

While Abilite Limited will take all reasonable steps to ensure the health and safety of its employees and learners, health and safety at work is also the responsibility of the employees and learners. It is the duty of each employee and learner to take reasonable care of their own and other people's welfare and to report any situation which may pose a threat to the well being of themselves or of any other person. If an employee or learner is unsure how to perform a certain task or feels it would be dangerous to perform a specific job, then it is their duty to report this to their line manager or to their delegated health and safety representative. An effective health and safety programme requires continuous communication between employees and learners at all levels.

All injuries, however small or slight, sustained by a person during the course of their duties or course, must be reported to their line manager or to their health and safety representative. Accident records are crucial to the effective monitoring and revision of the policy and must therefore be accurate and comprehensive. Accident books are available at all times from your line manager. A review of the accident books will be undertaken every quarter.

The specific arrangements for the implementation of the policy are detailed below.

Our Responsibilities:

Abilite Limited will take all reasonable steps within its power to:



- Comply with the requirements of the *Health & Safety at Work Act (1974)*, associated regulations and any other relevant health and safety legislation
- Maintain safe access to a healthy and risk free work place
- Ensure any work equipment, plant and machinery are safe, and that safe systems of work are set and followed
- Ensure that articles and substances are moved, stored and used safely
- Provide adequate welfare facilities
- Provide sufficient information, instruction, training and supervision to enable all persons to avoid hazards and to contribute positively to the health and safety of everyone while at work
- Comply fully with the requirement for elected safety representatives and training to fulfil their functions.

Your Responsibilities

As an employee or learner you are required to help us to maintain standards by:

- Taking reasonable care of your own health and safety and that of others who may be affected by what you do or do not do.
- Correctly using any protective equipment, clothing and footwear that are provided in accordance with training and instruction.
- Co-operate with us on health and safety and observe health and safety policies.
- Co-operate and observe the health and safety policies of any client and/or main contractor, or other third party.
- Not interfering with, or misusing, anything provided for your health, safety or welfare.

Please be aware that any breach of Health and Safety Policies may lead to disciplinary action being taken, or you being removed from your attendance on a course.

Communication and co-operation

Abilite Limited will endeavour to communicate to employees and learners their commitment to safety and to ensure familiarity with the contents of this policy.

If Abilite Limited is to build and maintain a healthy and safe working environment, co-operation between workers at all levels is essential. All employees and learners are expected to co-operate with line managers, and health and safety representatives and to accept their duties under this policy. Employees and learners have a duty to take all reasonable steps to preserve and protect the health and safety of themselves and of all other people affected by the operations of Abilite Limited. Disciplinary action under Abilite Limited's disciplinary procedure may be taken against any employee who violates safety rules and procedures or who fails to perform their duties under this policy, and against a learner by removing them from their attendance on a course.

Training



Safety training is an indispensable part of an effective health and safety programme. It is essential that every employee and learner is trained to perform their job effectively and safely. All persons will be trained in safe working practices and procedures prior to being allocated any new role or carrying out any activity on a course. Training will include advice on the use and maintenance of personal protective equipment appropriate to the task concerned and the formulation of emergency contingency plans.

Training sessions will be held as often as is deemed necessary and will provide another opportunity for employees and learners to express any fears or concerns they might have about the tasks being undertaken.

Inspections

Abilite Limited believes that regular systematic inspections of the workplace are an important instrument in ensuring that it demonstrates compliance with the law. Regular inspections of the workplace and/or working site will be conducted by the Managing Director, including third party premises where appropriate. In addition, inspections will be conducted in the relevant areas whenever there are significant changes in the nature and/or scale of Abilite Limited's operations. Health and safety representatives will be encouraged to participate in conducting such workplace inspections. Workplace inspections will also provide an opportunity to review the continuing effectiveness of the policy and to identify areas where revision of the policy may be necessary.

Work equipment

Abilite Limited will take all reasonable steps to ensure the safety of all employees and learners using work equipment provided by Abilite Limited, as well as to ensure the safety of others who may be affected by the equipment. Abilite Limited will seek to liaise with suppliers to ensure that any new machinery is designed and supplied to work in a safe manner, and will seek to inform and train employees and learners to use the equipment in a safe and efficient manner.

Should employees or learners have any problems relating to the operation of equipment, or the safety of that equipment, they should immediately inform their line manager or their health and safety representative, so that steps can be taken to remedy the situation promptly.

All work equipment procured, hired or used by Abilite Limited will comply with statutory requirements and is to be maintained in good working order and repair. Abilite Limited will endeavour to ensure, in liaison with equipment suppliers and manufacturers, that all equipment used in the workplace is safe and suitable for the purpose for which it is used.

All workers and learners will be provided with such protection as is adequate to protect them from dangers occasioned by the use of work equipment. All work equipment will be clearly marked with health and safety warnings where appropriate. The use of any work equipment which could pose a risk to the well being of persons in or around the workplace or training environment will be restricted to authorised persons. Equipment should only be used by personnel properly trained and authorised. Disciplinary action under Abilite Limited's disciplinary procedure may result from improper or unauthorised use of work equipment or, in the case of a learner, removed from the course.

Personal protective equipment



Abilite Limited recognises the duties and obligations established by legislation. Abilite Limited will provide personal protective equipment (PPE) where risk assessment identifies the requirement for worker protection where the risk presented by a work activity cannot be adequately controlled by other means. All reasonable steps will be taken to secure the health and safety of employees and learners who work with PPE. All workers who may be exposed to a risk to their health and safety while at work will be provided with suitable, properly fitting and effective PPE. All personnel required to use PPE will be provided with adequate information and training to enable a fuller understanding of the issues associated with its use. Abilite Limited will:

- Carry out an assessment of proposed PPE to determine whether it is suitable
- Take appropriate action following assessment of risk
- Ensure that where two or more items of PPE are used together, these are compatible and are as effective used together as they are separately
- Provide accommodation for correct storage of PPE
- Arrange for the maintenance, cleaning and repair of PPE (this includes training individuals to undertake before use and after use checks)
- Train employees and learners in the safe use of PPE
- Replace any PPE as necessary and at no cost to the employee or learner
- Provide adequate information to every employee and/or learner in respect of any risks which may exist
- Re-assess as necessary if substances used or work processes or equipment change.

Protective Clothing

If you are provided with protective clothing for your work, it is a condition of your employment, or attendance on the course, that you must wear these items when you are working.

Manual handling operations

Abilite Limited's objective is to minimise any risk to employees and learners of accident or injury resulting from manual handling operations. Abilite Limited will endeavour to avoid the need for manual handling activities, so far as is reasonably practicable. Where it is not possible to avoid manual handling operations, an assessment of the operation will be made taking into account the task, the load, the workplace and the capability of the individual concerned. Abilite Limited will then introduce controls to reduce the risk of accident or injury to the lowest extent reasonably practicable.

Assessments will be reviewed when there is a significant change in:

- The activity or process
- The working environment
- The numbers or abilities of personnel
- The nature of the loads to be handled.

Re-assessment may also be required where accident/absence statistics show that the original control measures were not sufficiently effective.

Display screen equipment



All reasonable steps will be taken by Abilite Limited to secure the health and safety of employees and any learners who work with DSE. Abilite Limited will conduct health and safety assessments of all workstations of persons who use DSE as part of their usual work or training and will ensure that all workstations comply with statutory requirements, thus reducing risks to DSE users to the lowest extent reasonably practicable.

DSE users will be allowed periodic breaks in their work. Breaks in work may take the form of other work activities or tea breaks.

Employees are entitled to eye tests to ensure their visual acuity is compatible with the requirements of DSE work. If the examination reveals the need for corrective lenses, then the cost of providing lenses and frames, for display screen activity only, will be the responsibility of Abilite Limited.

All DSE users will be given appropriate and adequate training on the health and safety aspects of this type of work and will be given further training and information whenever the organisation of the workstation is substantially modified.

Control of substances hazardous to health

Within the working and learning environment, many substances are routinely used that could potentially be injurious to health if not properly stored, handled or used correctly. Abilite Limited is required by law to assess the risks from the use of substances at work. A risk assessment will be conducted of all work involving exposure to hazardous substances. The assessment will be based on manufacturers' and suppliers' health and safety guidance and Abilite Limited's own knowledge of the work process and utilising relevant information and guidance made available by the Health and Safety Executive.

Abilite Limited will ensure that exposure of workers to hazardous substances is minimised and adequately controlled in all cases. All persons who will come into contact with hazardous substances will receive comprehensive and adequate training and information on the health and safety issues relating to that type of work. Assessments will be reviewed periodically whenever there is a substantial modification to the work process.

Employees at special risk

Abilite Limited recognises that some employees and learners may from time to time be at increased risk of injury or ill-health resulting from work activities. Abilite Limited therefore requires that all employees and learners 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 medical conditions, permanent or temporary disability, taking medication and pregnancy. Where personnel at special risk are identified, a further assessment of risk in addition to the general risk assessment will be undertaken.

Fire safety precautions

Fire is a significant risk within the workplace. Abilite Limited's fire safety policy and procedures take account of special fire hazards in specific areas of the workplace.



All employees and learners are under a duty to report immediately any fire, smoke or potential fire hazards to the fire service.

All employees and learners have a duty to conduct their operations in such a way as to minimise the risk of fire. This involves keeping combustible materials separate from sources of ignition and avoiding unnecessary accumulation of combustible materials.

Employees must use electric fires and other heaters with caution and keep flammable materials away from sources of heat. Any faulty electric cable or loose connection must be reported immediately to the Managing Director or health and safety representative. All electrical equipment which does not require continuous operation should be switched off when not in use and plugs removed from socket outlets. Employees should never attempt to repair or interfere with electrical equipment or wiring themselves, and should not use dual or other socket outlets unless these have been properly authorised by a Director.

Directors are responsible for keeping their operating areas safe from fire, ensuring that their staff are trained in proper fire prevention practices and emergency procedures.

If a smoke detector sounds, 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. In some areas, automatic sprinkler systems activated by automatic detection systems may be installed. 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 alarm and evacuate the building immediately.

Fire doors are designed to slow the spread of fire and smoke throughout the workplace have been installed at strategic points. Fire doors are designed to close automatically after opening and must never be blocked, jammed or tied open. Fire exits are located at strategic points throughout the workplace. Exit doors and corridors must never be locked, blocked or used as storage space. Emergency lighting has been installed in exit corridors, above emergency exit doors and throughout the workplace in case of power failure. Lifts should not be used in the case of an emergency evacuation. Employees should ensure that they are familiar with the position of the nearest fire fighting equipment, alarms and emergency exits.

In the event of the fire alarm being activated, or in any other emergency situation (such as a bomb scare), all employees and workers must leave the building by the nearest available exit in an orderly fashion and assemble at the designated assembly point. Do not run or panic, and do not re-enter the building until you are told it is safe to do so. Please ensure you familiarise yourself with the designated assembly points prior to commencing work or commencing any training activity.

When you commence employment or commence a training course or event, you will be given full information on the emergency procedures applicable at your work place or site. It is your responsibility to read the fire and safety instructions posted around the office and premises. This also applies where you work on any third party site.

Smoking

Smoking is prohibited in all areas of the workplace and on any third party site at all times.



Reporting of accidents, diseases and dangerous occurrences

Legislation requires that certain prescribed events, injuries and diseases be formally reported. Notwithstanding our legal obligations, Abilite Limited views accident investigation as a valuable tool in the prevention of future incidents. In the event of an accident resulting in injury, a report will be drawn up by the line manager detailing:

- The circumstances of the accident including photographs and diagrams wherever possible
- The nature and severity of the injury sustained
- The identity of any eye witnesses
- The time, date and location of the incident
- The date of the report.

All eyewitness accounts will be collected as near to the time of the accident as is reasonably practicable. The completed report will then be submitted to the Managing Director who will attempt to discover why the accident occurred and what action should be taken to avoid a recurrence of the problem. A follow up report will be completed after a reasonable period of time examining the effectiveness of any new measures adopted.

Directors are responsible for reporting all cases of accident and disease to the Managing Director who is responsible for reporting cases of accident and disease to the relevant enforcing authority.

It is your responsibility to ensure you are familiar with a third party accident procedure when on a third party site.

First aid

First aid boxes are located as set out below and are easily accessible by all employees during all working hours.

The first aid box(es) are located:
Abilite Limited, 69 Norwood, Beverley, East Yorkshire HU17 9HN

All confirmed nominees are appropriately qualified first-aiders, holding current first-aid certificates. Therefore, one of the first-aiders listed above must be contacted in the event of an incident occurring, to administer any first aid required. It is important that all issues where a first-aider has been involved are recorded in the necessary incident logbook(s) which accompany the first-aid boxes.

The nominated/appointed individuals(s) are:
First-aiders Elliot Hakner Abilite Limited, 69 Norwood, Beverley, East Yorkshire HU17 9HN elliott@abilite.uk

Whenever candidates are present, to attend for a component of a course/programme, their tutor/assessor is responsible for making them aware of who their nominated first-aiders are and where they can be found (they are required to be on site at the time of a course/programme taking place).

In an emergency, if speed is considered essential, an ambulance should be called.

On any third party site it is the responsibility of the tutor/assessor to inform you of the first aid procedure.

Company safety rules

- All employees and learners should be aware of, respect and adhere to the rules and procedures contained in this policy, and/or any third party safety policy
- All employees and learners must immediately report any unsafe practices or conditions to their line manager, their health and safety representative or to the Managing Director
- Horseplay, practical joking, 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 and/or ability are reduced due to illness or fatigue will not be allowed to work or attend a training course/event if this might jeopardise the health and safety of that person or any other person
- Employees and learners must not adjust, move or otherwise tamper with any electrical equipment, machinery or air or water lines in a manner not within the scope of their duties, unless instructed to do so by the Managing Director
- All waste materials must be disposed of carefully and in such a way that they do not constitute a hazard to other workers
- No employee or learner should undertake a job which appears to be unsafe
- No employee or learner should undertake a job until he or she has received adequate safety instruction and is authorised to carry out the task
- All injuries must be reported to a line manager, a health and safety representative or to the Managing Director
- Employees and learners should take care to ensure that all protective guards and other safety devices are properly fitted and in good working order and shall immediately report any deficiencies to the Managing Director
- Work shall be well-planned and supervised to avoid injuries in the handling of heavy materials and while using equipment
- No persons should use chemicals without the knowledge required to work with those chemicals safely
- Suitable clothing and footwear will be worn at all times. Personal protective equipment must be worn wherever appropriate

Housekeeping

- Work sites must be kept clean and tidy
- Any spillage must be cleaned up immediately



- Waste materials and rubbish must be placed in the receptacles provided and removed routinely
- All combustible waste materials must be discarded in sealed metal containers
- All holes must be covered when not in use and clearly marked with warning signs when in use
- All materials must be properly and safely used and when not in use properly and safely secured.

Access and egress

- Walkways and passageways must be kept clear from obstructions at all times
- If a walkway or passageway becomes wet it should be clearly marked with warning signs and/or covered with non-slip material. Any liquid spilt on the floor should be wiped up immediately
- Trailing cables are a trip hazard and should not be left in any passageway
- Any change in the floor elevation of any walkway or passageway must be clearly marked
- 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 in such a way as to constitute a safety hazard
- Where a passageway is being used by any vehicles or other moving machinery, an alternative route should be used by pedestrians wherever possible. If no alternative route is possible, the area should be clearly marked with warning signs.

Tools and equipment

- Company machinery and tools are only to be used by qualified and authorised personnel. It is the responsibility of the line manager to determine who is authorised to use specific tools and equipment
- It is the responsibility of all employees and learners 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 Managing Director so they can be repaired or replaced
- 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 and learners are prohibited from using any tool or piece of equipment for any purpose other than its intended purpose.

Protective equipment

Employees and learners must use all personal protective equipment provided to them in accordance with the training and instruction given to them regarding its use. Employees and learners who have been provided with personal protective equipment must immediately report any loss of or obvious defect in any equipment provided to the Managing Director.

Manual handling



Many injuries that happen are caused by failure to move or handle objects safely. You can protect yourself and minimise the risks by following these guidelines:

- 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 or greasy patches
- When lifting or moving a load with sharp or splintered edges, gloves must be worn. Gloves should be free from oil, grease or other agents which might impair grip
- The route over which the load is to be lifted or moved should be inspected to ensure that it is free of obstructions or spillage which could cause tripping
- Do not attempt to lift or move a load which is too heavy to manage comfortably. Ask for assistance if there is any danger of strain
- Where team lifting or moving is necessary one person should act as co-ordinator
- When lifting an object off the ground, assume a squatting position, keeping the back straight. The load should be lifted by straightening the knees, not the back. These steps should be reversed for lowering an object to the ground.

Risk Assessment Procedures

Tutors/assessors must ensure that suitable and sufficient control measures are in place to reduce identified risks when they are delivering any component of a course/programme. Any information a tutor/assessor has identified in relation to risk should be shared with/distributed to other members of personnel. All personnel required to conduct risk assessments will be given the appropriate training and/or will be made aware of what is expected of them in advance.

Prior to conducting a course/programme, the tutor/assessor will conduct a risk assessment and record relevant findings in line with the Abilite Limited Health and Safety Policy. Where tutors/assessors complete a session where they would not normally complete a session, a risk assessment must be conducted, to ensure the health and safety of all present. Additionally, a risk assessment is required to be conducted prior to any practical activity. A risk assessment form has been created for these purposes.



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Signed:		Time risk assessment completed:		

Key	
HC	Hazard code (a full description of these codes is given on the next page)
Hazard	Something which has the potential to cause harm
Severity	The degree of harm that the uncontrolled hazard has the potential to cause
Likelihood	The probability that the hazard potential will be realised, taking into account any risk-control measures in place
Risk	The degree of risk (low, medium, high), taking into account severity and likelihood
Irrespective of the risk, where the risk-control measures require personal action or the use of personal protective equipment, such requirements must be clearly stated within relevant documentation and circulated as appropriate.	

HC	Accident Categories
1	Contact with equipment/machinery in motion
2	Contact with a source of heat (eg hot metal surface)
3	Struck by a moving, flying or falling object
4	Striking against a fixed or stationary object
5	Struck by a moving vehicle
6	Trapped by something collapsing
7	Slip, trip or fall on the same level
8	Fall from a height
9	Injury while manual handling
10	Contact with an electrical source or an electrical discharge
11	Exposure to or contact with a harmful substance
12	Injury while using a hand tool
13	Drowning or asphyxiation
14	Injury by an animal
15	Exposure to fire

Severity	Examples
Very low	Scratch, bruise, minor cut - normal activity will be resumed after first-aid treatment; there will be no lost time
Low	Severe cut, sprain, strain, minor burn - normal activity may not be possible immediately after treatment; there may be lost time (less than 3 days)
Medium	Burn, fracture, minor amputation, temporarily disabling back injury; accident will almost certainly result in lost time and/or major injury (more than 7 days absence)
High	Permanent disability, serious amputation (eg loss of a finger) (Long term absence)
Very high	One or more fatalities

Likelihood	Meaning
Very unlikely	Very unlikely
Unlikely	Unlikely, though conceivable
Possible	Could occur sometime (likely)
Likely	Very likely
Very likely	Virtually certain

Severity x Likelihood = Risk