

## Health and Safety Policy

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## **POLICY STATEMENT**

### **Ashley Hunter Training Academy Management System / Policy Standards**

The Ashley Hunter Training Academy Management System describes the framework within which Ashley Hunter operates as a company. The design and application of the Ashley Hunter Management System enables us to respond to competitive, governance and regulatory pressure whilst maximising our overall effectiveness.

The Ashley Hunter Training Academy Management System is supported by a set of Policy Statements and Standards that mandate specific requirements across the whole business. The Health and Safety Policy Standard, sets out the minimum requirements in the way in which health and safety management is to be performed throughout Ashley Hunter.

The Ashley Hunter Training Academy Health and Safety Policy (this document) and associated documentation seeks to adopt the Policy Standard without qualification and expand on it to ensure all safety systems and procedures relating to the training industry are also adopted.

### **Company Policy Statement**

Ashley Hunter Training Academy will, at all times, comply with the principles laid down in the Health, Safety and Environmental Policy Statement of Ashley Hunter Training Academy which is shown overleaf. The Statement will be displayed in a prominent position on all Ashley Hunter Training Academy sites.

## **SCOPE**

This Policy and its associated documentation applies to all employees, contracts and activities undertaken within Ashley Hunter Training Academy.

## **PURPOSE**

The purpose of this document is to outline Ashley Hunter Training Academy's policy in relation to health and safety.

It sets out the commitment and philosophy, incorporates the organisation and responsibilities for health and safety and provides an overview of arrangements.

This policy supports the policies and standards defined by Ashley Hunter Training Academy and sets out how these, along with statutory obligations, are met.

This policy is supported by a suite of Standards contained within the Health and Safety Manual plus a number of other documents.

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## **AIMS AND OBJECTIVES**

### **Aims**

The primary aims of Ashley Hunter Training Academy are to:

- create a health and safety culture dedicated to eliminating accidents whilst promoting the physical and mental well-being of employees
- ensure compliance at all times with relevant health and safety legislation

Ashley Hunter Training Academy considers health and safety of prime importance and as such will ensure that it is a key business priority.

### **Working with Clients, Trusts and Other Partners**

The majority of Ashley Hunter Training Academy employees work on premises owned by other organisations including colleges. In addition, some of our sites may form part of larger premises, e.g. dual use site, and responsibilities for the buildings may be shared.

Where this is the case, Ashley Hunter Training Academy will clarify arrangements for the management of health and safety at the earliest opportunity to ensure that respective responsibilities are agreed. Where necessary a joint policy will be developed and documented in order to achieve the above aims.

Any such policy or procedures will not absolve the Company from its legal obligations and responsibilities for and towards its employees or third parties and so it is important that systems are compliant with statutory and regulatory requirements and are accepted and understood by everyone.

Responsibilities related to any joint policies or agreements will be made known to all employees.

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**Objectives and Safety Achievement**

Effective health and safety management results from a formal and systematic approach that ensures the potential impact of our activities are identified, assessed and satisfactorily mitigated.

To achieve this each contract within Ashley Hunter Training Academy will do the following:

- Ensure that safety assumes the highest priority over commercial, operational, environmental or social pressure, since no task is deemed more important than safety
- Clearly define responsibilities for staff at all levels
- Define and operate within an effective system for the management of health and safety that is commensurate with the business and ensures safety through a proactive approach to the risks encountered
- Assess and review all risks to health and safety and ensure these are effectively managed to a level as low as is reasonably practicable
- Identify, adopt and record corrective and preventive measures as appropriate to prevent injury and ill health to staff and anyone else who might be affected by our actions
- Ensure that all staff are aware of the identified risks (that affect them both directly and indirectly) and the corrective and preventive actions that have been (or are being) put in place
- Provide access to appropriate equipment, facilities and trained personnel to facilitate first aid treatment should it be required
- Ensure that appropriate fire and other emergency procedures, training and drills are implemented.
- Strive to create and sustain a safe and healthy working environment, for our staff, customers, members of the public and any other third party
- Ensure compliance with health and safety legislation and relevant safety guidance issued by the HSC or industry body

**Health & Safety Strategies and Plans**

In addition to the above objectives Ashley Hunter Training Academy may define further specific objectives and performance measures as part of a Health and Safety Strategy or Assurance Plan, in order to support improvements in health and safety performance.

Any Strategy will typically set out a strategy and objectives for achieving improvements in health and safety over a three to five year period. Annual Plans will set out specific targets and objectives for a 12 month period and may incorporate targets set by Ashley Hunter Training Academy.

Strategies and Plans may be developed and approved by the Senior Management Team; these may be supplemented by contract or site specific plans and/or actions to achieve objectives incorporated in Contract Plans and Centre Strategies.

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## ORGANISATION AND RESPONSIBILITIES

### Organisation

A management structure is in place to support the delivery of the health and safety policy, management system, objectives and targets.

This process ensures:

- a member of the support team is appointed as a specific management representative with particular responsibility for ensuring that the management of health and safety is properly implemented and performing as intended;
- health and safety risks and performance are routinely reviewed by senior management;

Clear, embedded governance structure is in place to:

- support the delivery of the health and safety management system;
- review performance and respond to significant health and safety incidents

### Responsibilities

The details of relevant individuals with responsibility for health and safety will be communicated to staff on their induction and named on the Health and Safety Law poster so that all staff can obtain the information without reference to third parties.

The health and safety responsibilities of the post holders shown in the organisation charts above are as follows:

#### ***Managing Director, Director of Operations, Quality and Delivery Manager.***

The Managing Director of Ashley Hunter Training Academy is responsible for authorising the Health and Safety and Environmental Policy Statements of Ashley Hunter and for ensuring that adequate resources and technical support are directed to implementing these policies.

#### ***Health and Safety Representatives Director of Operations, Quality and Delivery Manager.***

As a professional in health and safety, the H&S representative is responsible for providing advice and technical support to the Senior Management Team. He/she will afford guidance on the implementation of policies and procedures at contract level and provide an important role in monitoring the effectiveness of health and safety arrangements and ensuring legal compliance.

#### ***Senior Managers***

Senior Managers have a responsibility to ensure that:

- Company Policies are effectively implemented within the business under their control
- Risk assessments are carried out to an agreed programme and arrangements made effectively to manage the risks identified
- The workplace is safe and safe working methods are adopted
- Personnel have adequate skills and experience and have been suitably trained to perform

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their work safely

- The correct equipment for the performance of a task is available and in safe and serviceable condition
- They have sufficient knowledge and understanding of, and the ability to comply with, all statutory regulations relevant to the activities under their control
- All staff members are aware of and fully understand the Health and Safety Policies and specific procedures relating to their working environment

***Health and Safety Leads***

Each contract will have a designated Health and Safety Lead. Where there is no contract Health and Safety Manager or Co-ordinator, this will usually be the company’s H&S representative.

Their duties are to:

- Represent their fellow employees in consultations about health and safety matters with Management
- Encourage co-operation between employees and managers in promoting and developing health and safety measures
- Attend and actively participate on any company safety committee/forum they have been appointed to
- Carry out risk assessments, undertake health and safety reviews, accident investigations and any other health and safety related duties as assigned by the Contracts

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**All Staff**

All employees have a duty to:

- Look after the health and safety not only of themselves and other employees, but also of everyone with whom they come into contact whilst carrying out their duties and all who come onto sites over which Ashley Hunter Training Academy has control
- Identify and report any potentially unsafe situations or working practices
- Work in a safe manner and in accordance with safety instructions and training
- Never perform a task that they believe is dangerous or for which they have not the experience, or received appropriate instructions and training or where the correct equipment to carry out the task safely is not available
- Use the work equipment supplied for the job, in accordance with the manufacturer’s instructions (where applicable), and any personal protective equipment, which the Company deems necessary and has provided

In addition to the responsibilities outlined above, staff are empowered to take decisions regarding the safety of the workplace. This means that if at any time an employee feels that the working environment presented to them or others is unsafe, they must not start the task in question, or, where the activity has already commenced, stop it immediately. They should then contact their supervisor or line manager without delay or implement any local arrangements for dealing with such a situation.

Responsibilities for specific tasks are also outlined within specific procedures, manuals, safe working practices and other documentation as contained within.

**Other Responsibilities**

Other specific responsibilities are outlined within job descriptions and in Health and Safety Standards, manuals, procedures and safe working practices contained within.

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## ARRANGEMENTS

The arrangements for health and safety are outlined throughout various operational procedures and manuals. The Health and Safety Manual consists of 'Standards' that contain key principles which should be followed. The majority of Standards cross reference to other procedures or documents within that provide further details to ensure that statutory and company requirements are met.

This section of the Health and Safety Policy summarises the 'principal' arrangements for controlling risk and for managing health and safety. However, to avoid duplication, it does not cover every safety related topic. Reference should be made to the Standards and other specific Manuals and Procedures for further detail.

### Employee Competence

It is essential that any employee directed to carry out a task is competent to do so in a safe manner, without endangering themselves or others. It is management responsibility to ensure that this is the case.

### Recruitment and Induction

Recruitment procedures will ensure that employees have the physical and mental abilities for their duties or can acquire these through training and experience.

Induction training is mandatory for all employees including temporary or casual staff and will include a briefing on the Health and Safety Policies of Ashley Hunter Training Academy together with any local policies or procedures as applicable that will affect them both generally and specifically.

Particular attention will be paid to young persons and staff members whose ability to read or understand this policy and associated documentation may be impaired or restricted, e.g. due to English being their second language.

If a new employee needs to acquire new skills, a training plan will be formulated and implemented in a timely manner to bring them up to the requisite standard for the work they will be undertaking. The new employee may receive additional supervision, shadow experienced employees or carry out restricted duties until such time as the training has been completed, should this be appropriate.

### Training

The training needs of each employee will be reviewed periodically during their employment with the Company. This is particularly necessary when the individual's job changes or when changes in Legislation, staff, plant and equipment, working practices or safety policies or procedures arise which may require new or refresher training to enhance the competence of individuals.

It is the responsibility of the Managing Director, Director of Operations and Quality and Delivery Manager to ensure that such training is provided in a timely manner and to ensure that records are kept of all training received.

Records will be kept of all formal and on-the-job health and safety training received by employees.

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**Health and Safety Competence**

In order to provide an adequate degree of competence at all levels within the organisation, training and qualifications have been identified and all training and assessment staff have undertaken the HSQE Risk Assessment certificate. First Aid updates and training are maintained and details of named First Aiders are posted on the notice board at Ashley Hunter premises on Oldham Rd.

It is appreciated that staff turnover may mean that it is not always possible to maintain this level of competence at all times. However, Managers should endeavour to arrange the requisite training to aspire to these levels. Training may also be arranged centrally from time to time.

**Health and Safety Training Manual**

To help support health and safety training and competence, a Health and Safety Training Manual is included within our procedures. This consists of lesson plans, PowerPoint presentations and question and answer papers for a number of topics. The modules are designed to be delivered as applicable at site level to support induction and training programmes.

**Communication and Consultation**

Effective communication between the Company and its employees of information relating to health and safety matters is a fundamental component of a management system. In addition, the law requires that the Company consults with all employees, in good time, on all matters relating to their health and safety at work. Matters relating to health and safety will be communicated in a number of ways, including through, training, meetings, telephone conference calls, bulletins/newsletters and e-mail.

Health and Safety Forum meetings may also be held to communicate matters relating to health and safety and to provide a two way exchange of information.

Managers are responsible for communication of health and safety matters at site level. This may be done through a variety of methods including via health and safety leads, health and safety committee meetings, other meetings, use of noticeboards, tool box talks etc..

**CONTROL OF RISK**

**Risk Assessment**

Ashley Hunter Training Academy has a legal obligation to carry out risk assessments in order to identify workplace hazards and quantify the risks that those hazards present to the health and safety of staff and others. Having identified the hazards, it is a management responsibility to implement appropriate control measures to protect staff and others and to ensure compliance with the law.

The Company has a responsibility to ensure that the risks to young and inexperienced persons are properly identified and appropriate controls are in place before any young person or work experience placement commences employment.

Furthermore, the Company has a responsibility to ensure that all reasonable precautions are taken

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to protect new and expectant mothers. Risk assessments will be undertaken as necessary to address job specific hazards and alternative duties allocated where possible, when it is believed that adverse health effects may result.

The findings of the risk assessment, including the control measures, will be recorded and communicated to those affected, both directly and indirectly, e.g. through safe working practices or procedures.

Employees will also utilise Risk Reduction Action Plans when further actions are identified as a result of the risk assessment process.

Further information regarding the Ashley Hunter Training Academy approach to risk assessment under current legislation is contained within the following key documents:

- Risk Assessment Manual
- Manual Handling
- Personal Protective Equipment
- Display Screen Equipment
- Provision of First Aid
- Fire and Emergency

### **Supervision**

The elimination of risks must be our primary objective. If this is not practical then we will manage the risk to reduce the hazard level and the likelihood of occurrence. If required, instruction, training and guidance will be given and appropriate safety equipment provided.

Personal supervision should be a secondary line of defence in the control of safety risks. The requirement for personal supervision should be kept to a minimum through effective organisation and control of the work, in addition to examples set by supervision/management.

It should however, be provided as necessary until the competence of individuals is established. Periodic monitoring will also be undertaken to ensure that consistency of standards is being achieved.

### **Information, Instructions & Guidance**

Information will be provided to employees relating to the risks to the health and safety of themselves and others as identified through the risk assessments, along with the appropriate preventive and protective measures.

Where it is deemed that the level of risk is such that specific, documented instructions are required for a task, the H&S representative will ensure that these are provided and communicated in a manner appropriate to the competence of the person who will be reading and acting upon those instructions.

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The primary method for communicating instructions is through the Safe Working Practices; however, other forms of documentation may be used including notices, signage and pictorial displays.

The Safe Working Practices will be incorporated within staff training programmes. It is essential that staff read and understand written safety instructions such as safe working practices and they should be given the opportunity and time needed to do so. If the risk is substantial, it may be appropriate for staff to be tested to ensure they understand the training and instructions.

**First Aid**

An assessment of the level of risk and likelihood of injury posed by activities undertaken within individual sites will be undertaken to determine the correct level of first aid provision. Based on this assessment, suitable equipment, facilities and adequately trained first aid personnel will be provided to ensure access to first aid treatment should it be required.

A list of qualified first aiders will be displayed in a prominent location. The assessment will be reviewed at regular intervals, or whenever there is any significant change in working practices or working conditions.

**Accident / Incident Reporting**

Accident and incident reporting processes will be followed at all times when an accident occurs involving injury of any kind to an individual or where the Company was fortuitous that an injury did not occur (near miss). These processes apply to all accidents and incidents involving staff, contractors and members of the public using the facilities.

Accident and incident reports will be analysed for trends and to establish the nature of any improvements required. Where appropriate, investigations will be undertaken to determine the cause(s) of accidents and identify corrective action to prevent recurrence. For further information, see Accident & Incident Reporting.

**Emergency Planning**

Utilising the generic procedures contained within, the H&S representative will ensure that site specific procedures are formulated detailing action to be taken in the event of all foreseeable emergencies including fire, bomb threats, general emergencies etc.

The H&S representative is also responsible for ensuring that a fire risk assessment is undertaken to identify any potential fire hazards and for ensuring that these hazards are adequately controlled.

Emergency procedures will be communicated to staff and training will be provided to ensure that they are effective and adequately protect staff and third parties. Reviews to confirm their on-going suitability will be undertaken at regular intervals.

Guidance relating to crisis management and major incidents is contained in the Crisis Management and Major Incident Guidelines.

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## **AUDIT, PERFORMANCE REVIEW & IMPROVEMENT**

### **Audit**

The aim of an audit is to provide an assessment of the validity and reliability of the management systems and operational controls directed at minimising risks to the health and safety of staff and third parties.

Audits may be carried out by independent auditors from within the Company or externally by consultants. Independent audits will be carried out in accordance with an annual schedule and will be audited at least every two years. Audit reports will include details of any corrective action required as a result.

Key findings from the audits, along with any trends, will be reported to the Senior Management Team.

In addition to the above, each site should conduct the Health and Safety Self-Assessment Programme on an annual basis.

### **Improvement Plans**

Ashley Hunter Training Academy will utilise improvement plans to detail the measures to be taken to achieve health and safety objectives and performance standards along with addressing any issues arising from health and safety audits. Where appropriate, for example in the case of high priority issues, improvement actions may be forwarded to the Managing Director, Director of Operations, Quality and Delivery Manager.

### **Management Review**

Continuous improvement in safety performance is the goal of Ashley Hunter Training Academy the health and safety management system provides for continual management review to assess the degree of compliance with and the effectiveness of, the system.

To achieve this, the Health and Safety representative will review quarterly the performance, especially in relation to accidents and incidents and audit results. Performance will also be reviewed in relation to any objectives and targets set as part of health and safety strategies and plans. Reports will be presented to the Senior Management Team for review at least quarterly.

In addition, the health and safety policy will be reviewed and revised in the event of significant changes in organisation or arrangements and will be formally reviewed at least every two years to ensure its continuing validity whether changes have taken place or not.

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## REQUIREMENTS FOR DOCUMENTATION AND RECORDS

Ashley Hunter Training Academy will establish and maintain appropriate records and documentation as a means of supporting the effective management of health and safety and to ensure compliance with statutory and Company requirements. It is important that documentation is properly retained and made available for inspection by any authorised staff member, relevant government agency or local enforcing authority inspectors. Essential records to be retained within each contract will include, but not necessarily be limited to the following:

- Company Policy Statements and local objectives
- Risk Assessments and Risk Reduction Action Plans
- Records of all training including induction and on-going training attended by Company staff, temporary and/or casual staff
- Site specific emergency plans and crisis management plans
- Fire equipment inspection and test records and fire evacuation records
- Company accident / incident reports and statutory records (RIDDOR) together with relevant accident/incident investigation reports
- List of trained First Aiders
- Statutory inspection records for relevant work equipment such as portable electrical appliance tests and planned preventative maintenance records
- Asbestos Register as applicable
- Ladder Register as applicable
- Water Hygiene (Legionella) log including inspection and test records where applicable
- Documentation and certification relating to pressure systems, high voltage and lifting equipment as applicable
- Minutes of meetings where health and safety forms part of the Agenda
- Audit Reports and Improvement Plans
- Enforcement Notices and Regulator Warning Letters and Reports
- Copies of any other Health and Safety reports
- Visitor and Contractor records including Permits to Work where applicable

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## SOURCES OF INFORMATION AND ASSISTANCE

### Internal

Copies of this Policy and Company Health and Safety Standards together with other guidance regarding health and safety matters can be obtained from the Quality and Delivery Manager.

Additional information is available and can be found in the AHTA Staff Handbook.

### External

Health & Safety Executive (HSE)

The HSE publish a wide range of booklets, guidance on regulations and approved codes of practice. There is a large amount of information on their website including downloadable publications.

Health and Safety Executive  
Redgrave Court  
Merton Road  
Bootle  
Merseyside  
L20 7HS  
Telephone: 0151 951 4000

Tel: 0300 003 1747 HSE Information Line  
[www.hse.gov.uk](http://www.hse.gov.uk)

### Relevant Standards

The following provides useful guidance on the implementation of health and safety management systems:

- HSE49 - Successful Health and Safety Management
- OHSAS 18001:1999 Occupational Health and Safety Management Systems – Specification
- OHSAS 18002:2000 Guidelines for the Implementation of OHSAS 18001

For further information or to obtain a copy of the above, please contact the H&S representatives. Managing Director, Director of Operations, Quality and Delivery Manager.

### Review

This Policy will be subject to a formal review every two years. Additional reviews will be undertaken as necessary to ensure its continuing validity.

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