

# **Health and Safety Policy and Procedure**

## **1. Policy**

It is the policy of Intelligence Analysis Training Ltd to comply with the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1992 and all subsequent legislation and to provide and maintain so far as is reasonably practicable, a healthy and safe working environment for its employees. The Company also accepts that it has a duty to protect the health and safety of students whilst in the Company's care or under the direction of its staff, and all visitors to the Company, including any members of the public likely to be affected by its work.

This policy complements and supports the Health and Safety Policy Statement signed by Intelligence Analysis Training Ltd Director, Anthony Gill.

Both the Company and its employees have particular responsibilities for health and safety.

## **2. Health and Safety Responsibilities**

In an overall context, responsibility for the health, safety and welfare of all personnel rests with Intelligence Analysis Training Ltd and its Directors who may delegate specific duties for functional management.

In the context of the Health and Safety at Work Act 1974, Intelligence Analysis Training Ltd is the body corporate and therefore has legal obligations upon them under the afore-named legislation. The Company delegates to Anthony Gill Director; the direction and control of all matters relating to health, safety and welfare, regarding the Staff and Students who are under the direction and control of the Company.

## **3. The Company's Responsibilities**

In order to comply as far as is reasonably practicable with its responsibilities, the Company will:

- Maintain the workplace in such a condition that it is safe and will minimise the risk to health; safety and welfare.
- Undertake suitable and cost effective risk assessments, ensuring that foreseeable hazards are identified and appropriate action taken to eliminate risk or, where this is not possible, to reduce risk to as low as is reasonably practicable.
- Provide such information, training and supervision as is necessary to ensure the health and safety at work of all its employees, volunteers and Members;

- Consult appropriately with its employees on health and safety matters
- Ensure all accidents and 'near misses' are investigated to determine their underlying cause for the purpose of ensuring that there is no potential for recurrence and using the lessons learnt to improve health and safety performance within the Company.
- Ensure all dangerous occurrences, major injuries and serious illnesses are reported to the Health and Safety Executive following any statutory escalation processes (RIDDOR 95).
- Adopt a 'no blame' culture when investigating accidents for the purpose of improving health and safety performance. The type and level of the investigation will be appropriate to the circumstances.

#### **4. Employee's Responsibilities**

Effective health and safety requires the active support of employees, whose responsibilities include:

- Following instructions and appropriate systems for work laid down for their health and safety and co-operating with the Company in fulfilling its health and safety responsibilities;
- Making proper use of any equipment and personal protective equipment provided for their health and safety;
- Informing the Designated Director if they identify hazards and/or have an accident at work and completing a hazard report form accordingly;
- Taking care to ensure that their activities do not put themselves or others at risk.
- Complying with 'no smoking' legislation;
- Contacting the appropriate emergency service for assistance necessary.

Employees are reminded that disregard of safety practices, procedures and rules may amount to misconduct under the Company's disciplinary procedure and that serious breach may amount to gross misconduct for which the appropriate penalty is summary dismissal.

#### **5. Specific Responsibilities**

##### **The Designated Director**

The Designated Director of the Company has overall responsibility for health and safety matters including:

- Advising the Company on health and safety matters and ensuring that appropriate resources are available to meet the requirements of this policy;
- Monitoring compliance with and the overall effectiveness of health and safety policy and practice in the Company;
- Establishing, interpreting and ensuring the effective administration of procedures to fulfil the requirements of this policy;
- Ensuring that all employees, Members and volunteers are made aware of this policy and its associated procedures and of their individual and collective responsibilities for health and safety;
- Ensuring that workplace hazard identification exercises are initiated and completed for the Company's offices;
- Ensuring that hazards are risk assessed and managed appropriately;
- Ensuring that the risk assessments are completed in risk priority order;
- Ensuring that persons nominated to conduct risk assessments are competent to do

so. Where such persons are employees of the Company they should receive appropriate training;

- Ensuring that employees (including new employees) and volunteers are provided with relevant and adequate information, instruction and training on relevant health and safety matters, including training in the safe systems of work resulting from the risk assessments;
- Ensuring that any health and safety risks identified by the assessments are reduced to as low as is reasonably practicable;
- Ensuring that other parties, such as students, visitors and contractors, who may be affected are informed of the significant findings of the assessments;
- Checking that when the Company uses or hires premises, which are not under the control of the Company, for the conduct of the Company's business e.g. for public meetings, risk assessment processes are implemented and appropriate action is taken to eliminate or minimise risks that are identified
- Encouraging employees to complete hazard, near miss, injury and dangerous occurrence reporting forms when required;
- Ensuring that First Aid provisions meet the necessary statutory requirements and the needs of the organisation;
- Ensuring that risk assessments are reviewed for their confirmed application at least once every 12 months and when any significant change is made;
- Ensuring that relevant risk assessments are reviewed following an accident, incident or near miss and that appropriate investigation and statutory notifications are made in the event of accidents.
- Ensure that a fire evacuation test is completed
- Ensuring that effective procedures are in place and that relevant assessments are made by nominated competent assessors in respect of all facets of this policy including:
  - Fire precautions
  - Display Screen Equipment
  - Lone working
  - Use of vehicles

### **Nominated Risk Assessor(s)**

In fulfilment of the Company's responsibilities under this policy one or more Risk Assessors will be nominated whose role will be to:

- Undertake risk assessments in accordance with the hazard identification process and priorities set by the Designated Director;
- Identify anyone who may for any reason be especially at risk
- Undertake risk assessments as result of reports from employees, Members of the Company, volunteers or visitors to the Company's premises;
- Report to the Designated Director on the findings of risk assessments and make appropriate recommendations proportional to the risk to eliminate/reduce identified hazards;
- With the agreement of the Designated Director obtain assistance from specialist parties where required;
- Keep appropriate records of risk assessments, recommendations and subsequent action;
- Identify specific risk assessments, such as manual handling, hazardous substances

- and display screen equipment, if they are required;
- Investigate at the request of the Designated Director any hazards or accidents reported by employees and submit any findings to them;
- Review the risk assessments for their confirmed application at least once every 12 months and when any significant change is made, and following an accident, the completion of a hazard report form or a near miss.

Nominated Risk Assessors who are employees of the Company will receive appropriate training.

## **6. First Aid**

The Company recognises its responsibilities under the Health and Safety (First Aid) Regulations 1981 which require employers to provide adequate and appropriate equipment, facilities and personnel to enable first aid to be given to employees if they are injured or become ill at work. The Company also recognises that what is adequate and appropriate will depend on the circumstances in the workplace and the Health and Safety (First Aid) Regulations 1981 Approved Code of Practice and guidance, which specifies the need for an assessment of first-aid requirements that is appropriate to the risk in respect of the people at work at individual premises.

The Company will therefore assess and keep under review its First Aid requirements and provision, but will ensure that, at the very least, one First Aider and one Appointed Person (as defined in guidance from the Health and Safety Executive) are appointed and receive relevant approved training, for which appropriate time off with pay will be given.

It is the responsibility of the Designated Director to:

- undertake an assessment to determine the number of first-aid personnel and the facilities required;
- ensure that all staff are aware of the first-aid personnel;
- ensure that first-aid personnel are given sufficient time for training and carrying out their responsibilities;
- organise training (and refresher training) from an approved course provider for first-aid personnel;
- keep training records and copies of certificates for first-aid personnel;
- ensure that there is adequate first-aid cover on a day-to-day basis;
- organise the purchase of supplies for first-aid kits when requested;
- keep first-aid personnel notices updated;
- Report dangerous occurrences, major injuries and serious illnesses to the health and safety executive in line with RIDDOR 95 requirements.

It is the responsibility of designated First Aid personnel to:

- take charge of injury/ill health situations;
- provide first-aid assistance or advice within the scope of their training and confidence;
- seek support from the emergency services where necessary;
- monitor the contents of first-aid kits so that they are properly stocked, in date and in a suitable location and to advise the Designated Director when new supplies are needed;
- complete appropriate records, including the accident book.

## **7. Fire Precautions**

The Designated Director will nominate a responsible person to carry out a fire risk assessment. It is the responsibility of the responsible person to:

- Carry out a weekly fire-risk assessment identifying any foreseeable dangers and risks;
- Ensure fire alarm tests are conducted weekly;
- Identify who may be especially at risk;
- Eliminate or reduce the risk from fire as far as is reasonably possible;
- Make recommendations on general fire precautions to deal with any foreseeable risks;
- Take other measures to make sure there is protection if flammable materials are used or stored;
- Create a plan to deal with any fire related emergency;
- Ensure as far as is reasonably practical that everyone on the premises, or nearby, can escape safely if there is a fire;
- Maintain and keep under review a record of all fire risks.

### **8. Display Screen Equipment**

The Company will take all reasonable steps to ensure the health and safety of employees using Display Screen Equipment (DSE). The Company recognises that risks associated with DSE are directly related to the type and layout of the workstation, the nature of the work and the physical and mental attributes of the person using the DSE. The Company will therefore provide all reasonable information, training and support to users and operators to enable them to understand and manage these risks and will also ensure that suitable and sufficient DSE risk assessments are undertaken and, whenever possible, eliminate or, if not, reduce all identified risks to as low as is reasonably practicable.

In particular the Company will nominate a DSE Assessor to undertake the duties identified below;

- ensure that all DSE workstations in the Company's workplace(s) comply with the minimum requirements specified in the Schedule to the Health and Safety (Display Screen Equipment) Regulations 1992;
- ensure that DSE assessments are performed for individual workstations for each DSE user or operator (other than very occasional users);
- review all completed DSE assessments and initiate risk control measures indicated in the assessments (eg provision of new or modified equipment or aids, modification of working methods, training);
- ensure that DSE assessments are reviewed for their confirmed application at least once every 12 months and when any significant change is made to the workstation;
- ensure that an eye and eyesight test by a competent person is arranged for any user that requests such a test and that, where such a test had been arranged, further tests are arranged at regular intervals, as specified by the competent person;
- ensure that adequate training is provided to all users to enable them to use DSE in a safe and healthy manner;
- ensure that work activities are planned to avoid prolonged periods of DSE use.
- conduct and record DSE assessments with all DSE users;
- submit the DSE assessment for approval by the Designated Director;
- advise DSE users of his/her individual assessment;
- maintain a file of all DSE assessments;
- provide general advice and information to all DSE users on the optimum arrangement of their workstation and action they can take (posture, exercise, breaks, etc) to ensure

comfort and the avoidance of repetitive strain injuries or other harm arising from DSE use;

- ensure that adequate training is provided to all users to enable them to use DSE in a safe and healthy manner.

## **9. Lone Working**

The Company will avoid the need for employees to work alone where reasonably practicable. Where lone working is necessary, the Company will take all reasonable steps to ensure the health and safety of employees working alone.

The Designated Director will ensure that when risk assessments are conducted they take into account the possibility that employees will be working alone and will ensure that arrangements to take account of any identified risks are in place prior to employees working alone. In particular that:

- emergency procedures are in place so that members of staff working alone can obtain assistance if required;
- any employee working alone is capable of undertaking the work alone;
- arrangements are in place so that someone else is aware of a lone worker's whereabouts at all times;
- persons working alone are provided with adequate information, instruction and training to understand the hazards and risks and the safe working procedures associated with working alone;
- records are kept of all lone working assessments.

Employees working alone will:

- follow the safe working arrangements developed by the Company for lone working;
- take reasonable steps to ensure their own safety;
- inform their line manager/assessor of any incidents or safety concerns.

## **10. Use of Vehicles**

The Company will take all reasonable measures to reduce the risks to staff, other road users and the public resulting from driving to as low as is reasonably practicable.

The Company recognises that the risks to employees whilst driving stem from both the skills required and behaviour exhibited whilst driving, particularly when travelling long distances or during unsocial hours. Consequently the Company, will ensure that:

- evidence is provided by all drivers that they hold a full current licence for the class(es) of vehicle(s) that they drive on Company business;
- evidence of suitable insurance is demonstrated for all privately owned vehicles used for Company business;
- all drivers of their own vehicle on Company business provide evidence of a current MOT for the car, where appropriate;
- all drivers of their own vehicle on Company business provide evidence of a valid road fund licence.
- all drivers advise the Designated Director of:
  - all endorsements to their driving licence or disqualification from driving;
  - any change of a privately owned vehicle used for Company business; and
  - any change to insurance conditions as soon as is practicable after the penalty is imposed or any change occurs;
- all vehicles owned or operated by the Company are subject to regular servicing at a

recognised service facility, which applies maintenance procedures, equipment and replacement parts which are suitable for the vehicle in question.

At all times while driving employees shall conduct themselves in accordance with the law, the Highway Code and the Company's policy and shall use their own judgement to ensure that they reduce the risks to themselves and to others to as low as is reasonably practicable. In particular they will:

- be responsible for their own safety, for any passengers or loads carried in the vehicle and for ensuring that the vehicle is safe to use (including hired vehicles);
- ensure that passengers are carried only in accordance with the vehicle manufacturer's design specification, with a seat for everyone and only one person per seat;
- ensure that seat belts are installed for the driver and all passenger seats and worn on all journeys;
- take breaks every two hours when driving, especially on long-distance trips, to ensure that they do not suffer fatigue;
- wherever possible, share driving on journeys of over two hours' duration;
- where reasonably practicable plan their journeys to avoid travel in adverse weather or where excessive hours will be worked as a consequence;
- if necessary, due to adverse weather, journey length or the number of hours worked, make use of overnight accommodation arranged at the Company's expense at the discretion of the driver;
- report promptly any problems with the condition of hired vehicles to the supplier;
- not use mobile telephones while driving, instead switching to a message service and picking up messages when taking breaks from driving;
- find a safe place to park to make telephone calls or receive messages.

### **11. Electrical Equipment**

- No electrical equipment may be used by staff undertaking Company business unless it carries the British Standards Institute 'kite' mark;
- All electrical equipment owned by Intelligence Analysis Training Ltd will be tested for safety at least once every 2 years by a qualified electrician ;
- Employees will not attempt to repair or alter any electrical equipment owned by the Company.

### **12. Manual Handling**

- From time to time, in the course of Company business, it maybe necessary for heavy, bulky or large items to be moved. In such circumstances a dynamic risk assessment will be undertaken and every effort made to minimise risks; this may include the use of contractors or specialist equipment.
- Staff will not be expected to lift or move any item which they believe to be beyond their capability
- Staff will be provided with information about manual handling.

Signed:

Anthony John Gill B.Sc. PGCE Asc.IAIP  
Director

Date:

