



CIVIL ENGINEERING CAREERS



Health & Safety Policy 2020-21

Scope

Health, Safety & Wellbeing Policy for Civil Engineering Careers (CE CAREERS).

This policy applies to all staff, including Directors, paid staff, volunteers, sessional workers, agency staff, learners, associates, employers and anyone working on behalf of/with CE CAREERS.

Introduction

CE CAREERS regards the management of health and safety as an integral part of its business and as a management priority. It is our policy that all activities and work will be carried out in a safe manner and we will ensure the health, safety and welfare of our staff and others who may be affected by our activities. Our target is for zero accidents and zero work-related ill health to be achieved by applying current best practice in health and safety management. Compliance with current health and safety legislation is therefore regarded as the absolute minimum standard acceptable.

Proper management of health and safety issues is seen as an integral part of the efficient management of CE CAREERS activities, and critical to developing the professional culture of CE CAREERS and establishing and maintaining a solid reputation with all of our clients.

Management, staff and operatives have responsibility for implementing the specific arrangements made under this policy throughout CE CAREERS. All staff are expected to read the policy, familiarise themselves with its provisions and carry out their defined responsibilities. Staff are expected and encouraged to be proactive on health and safety issues as part of the continued development of the health and safety culture of CE CAREERS. All staff, contractors and sub-contractors are required to cooperate with CE CAREERS and their colleagues in implementing the policy and shall ensure that their own work is without risks to themselves and others as far as reasonably practicable.

CE CAREERS will provide appropriate training and make available competent health and safety advice and adequate resources including time and money so that legal obligations may be met.

The Directors have overall and final responsibility for health and safety, ensuring they:

- Prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace.
- Provide clear instructions, information, and adequate training, to ensure employees are competent to do their work.
- Engage and consulting with employees on day-to-day health and safety conditions.
- Implement emergency procedures/evacuations in case of fire or any other significant incident.
- Maintain safe and healthy working conditions, providing and maintaining plant, equipment and machinery, and ensuring safe storage/use of substances.

Policy Guidance

This policy is intended to assist CE CAREERS in implementing safe and healthy working procedures and environments, and ensuring the wellbeing of individuals who may work for, or with, the organisation. A Health & Safety Consultant is appointed and has day-to-day responsibility for ensuring this policy is put into practice.

Health & Safety Representative	
Name:	John Ashton
Telephone:	07449966377
Email:	johnashton@sky.com

Health & Safety law poster(s) displayed:	On entrance door in main office
Location(s) of first aid box(es):	In the stationary cupboard
Location(s) of accident book(s):	In the stationary cupboard

Hazard Identification

CE CAREERS will ensure that hazards are identified and that suitable and sufficient risk assessments are undertaken on all of the business' undertakings. Where possible, identified hazards will be eliminated; otherwise, the risks associated with the hazards will be reduced to as low as is reasonably practicable and those affected will be informed of the significant findings of the risk assessments.

This applies to external sites to where CE CAREERS may deliver services and/or products.

For any Apprenticeship training delivery, a full written vetting will be undertaken by a qualified CE CAREERS staff member prior to any commencement of sign up of any learners onto programme.

CE CAREERS will ensure that those undertaking the risk assessments are competent to do so and are provided with adequate time, resources and support.

Employees should report any hazards that they discover so that remedial steps can be taken to reduce any harm.

Where commercial training takes place on a client's own premises, clients will be responsible for the risk assessments in regards to their training environments. 3D Training will undertake suitable and sufficient prior checks to ensure that client facilities are adequate, safe and appropriate to the types of training undertaken. These checks will be used to ensure that suitable and sufficient health, safety and welfare requirements are in place. In turn clients should update 3D staff/ trainers on their premise's layout, any safety & health requirements, emergency and first aid procedures during their training.

However, the trainer will conduct a Dynamic Risk assessment prior to the commencement of the training event. The trainer will then ensure this information is shared with learners at the start of the training.

Whereby the training facilities have been provided by 3D Training, we will ensure that a risk assessment of the training premises has taken place, with the main purpose of ensuring the safety & health of the trainer/s and learners during the training event. It will then be communicated with the Trainer who will update attendees at the start of each training session regarding premises layout, health & safety requirements, emergency and first aid procedures.

The organisation will ensure:

- That a workplace hazard identification exercise is completed for the area under his/her control;
- That hazards are eliminated where possible;
- That they identify and list the tasks that require risk assessment within his/her area of control;
- That the risk assessments are completed in risk priority order;
- That persons conducting risk assessments are competent to do so;
- That members of staff conducting risk assessments are provided with adequate information, instruction, training, supervision, time and support to undertake the assessments;
- That any health and safety risks identified by the assessments are reduced to as low as is reasonably practicable;
- That staff members are provided with training in the safe systems of work resulting from the risk assessments;
- That other parties, such as members of the public, visitors and contractors, who may be affected are informed of the significant findings of the assessments;
- That members of staff are encouraged to complete hazard reporting forms when required;
- That a fire risk assessment is completed by a competent person using the appropriate form;
- That risk assessments are reviewed for their confirmed application at least once every 12 months and when any significant change is made; and
- That relevant risk assessments are reviewed following an accident, incident or near miss.

The nominated risk assessor will:

- Identify the workplace hazards
- Eliminate hazards where possible;
- Review the list of tasks to be assessed and complete them in risk priority order;
- Obtain assistance from specialist parties where required;
- Involve the person undertaking the task in the risk assessment process;
- Conduct and record risk assessments on the provided form;
- Identify specific risk assessments, such as manual handling, hazardous substances and display screen equipment, if they are required;
- Inform members of staff of the significant findings of the risk assessments;
- Ensure the level of detail of a risk assessment and the time spent on it are proportional to the risk;
- Consider the hierarchy of control when identifying measures to control a risk;
- During the assessments inform members of staff of the hazard reporting forms and process;
- Give consideration to the greater risks to new and expectant mothers, young persons and other higher-risk groups;
- Maintain a file of risk assessments; and
- 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 or near miss form.

Staff will:

- Follow appropriate systems for work laid down for their health and safety;
- Make proper use of any equipment and personal protective equipment provided for their health and safety;
- Inform their manager if they identify hazards and/or complete a hazard report form; and
- Take care to ensure that their activities do not put others at risk

First Aid

The organisation is committed to providing adequate first aid personnel, equipment and facilities to deal with ill health and injuries to employees while they are at work. Emergency first aid treatment can save lives and prevent minor injuries becoming major injuries.

The organisation will provide first aid personnel with sufficient training, information and support to undertake their responsibilities.

First Aid Personnel	
1. John Ashton	2. TBC
3. TBC	4. TBC

The Responsible Person will:

- Undertake an assessment to determine the number of first aid personnel and the facilities required, giving consideration to the factors detailed in the Health and Safety (First Aid) Regulations 1981;
- Ensure that first aid personnel are given sufficient time for training and carrying out their responsibilities;
- Ensure that all staff are aware of the first aid personnel;
- Organise training from a course provider for first aid personnel;
- keep training records and copies of certificates for first aid personnel;
- Organise refresher training when required;
- 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; and
- keep first aid personnel notices updated.

First aid personnel will:

- Take charge of injury/ill health situations;
- Provide first aid assistance or advice within their training;
- Seek support from the emergency services where necessary;
- Ensure that the accident book and internal accident forms are completed;
- Keep their first aid kits stocked, in date and in a suitable location;
- Inform the first aid coordinator when refresher training is required; and
- Provide advice on precautions required to prevent the potential spread of blood borne disease when attending to an injury.

Please note, due to GDPR regulations all accident book entries containing personal data must be removed from public view and held in secure storage.

Safe Driving

CE CAREERS shall 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 organisation takes a holistic view of the risks associated with travelling by considering both the skills required and behaviour while driving, with particular regard to those travelling long distances or during unsocial hours. The organisation shall provide adequate information, instruction and training to employees.

At all times while driving staff shall conduct themselves in accordance with the organisation's policy and shall use their own judgment to ensure that they reduce the risks to themselves and to others to as low as is reasonably practicable.

All journeys must be planned with safety in mind, allowing sufficient time to enable employees to travel at safe speeds and to comply with speed limits, allowing time for rest breaks to avoid fatigue.

It is the responsibility of the individual driving to ensure that they obey speed limits and must not drive faster than road or driving conditions allow. The driver is responsible for the payment of speeding fines, other driving related fines, and parking fines.

The Responsible Person will:

- Ensure so far as possible that all drivers employed, or acting on behalf of the organisation, behave in a safe and considerate manner, obeying all applicable road safety legislation and showing respect for other road users;
- 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 organisation business;
- Ensure that evidence of suitable insurance is demonstrated for all privately owned vehicles used for organisation business;
- Ensure that all drivers of their own vehicle on organisation business provide evidence of a current MOT for the car;
- Ensure that all drivers advise the Responsible Person in confidence of:
 - all endorsements to their driving licence or disqualification from driving;
 - any change of a privately owned vehicle used for organisation business; and
 - any change to insurance conditions;
 - as soon as is practicable after the penalty is imposed or any change occurs;
- Ensure that all vehicles owned or operated by the organisation are subject to regular servicing by a reputable garage and routine examination by a nominated, competent member of staff who is responsible for ensuring the vehicles' continued road/operational worthiness;
- Ensure that, for organisation-owned vehicles, all maintenance procedures, equipment and replacement parts are suitable for the vehicle in question;
- Ensure that training is provided by the organisation for specific driving skills (4x4 offroad, security defensive driving, etc.) where required; and
- Encourage all drivers to try to improve their driving skills, for example by taking advanced driving courses.

Employees 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 they are physically and mentally fit to drive before doing so. Any permanent or temporary impairment that affects ability to drive should be reported to the relevant line manager;
- 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;

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- Take breaks every two hours when driving, especially on long-distance trips, to ensure that they do not suffer fatigue;
- Plan their journeys to avoid travel in adverse weather and/or excessive hours;
- If necessary, due to adverse weather, journey length or the number of hours worked, make use of overnight accommodation arranged at the organisation's expense at the discretion of the driver
- Not operate mobile telephones, or any other similar device, including hands-free, 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;
- On a long journey take regular breaks to help relax and reduce tiredness; and
- Not stop on the hard shoulder of a motorway except in an emergency.

Control of Substances Hazardous to Health (COSHH)

The organisation will ensure that health risks associated with hazardous substances are assessed and that exposure to substances hazardous to health is prevented, or, where this is not reasonably practicable, adequately controlled.

The organisation will also ensure that those who undertake assessments in accordance with the Control of Substances Hazardous to Health Regulations 2002 are competent to do so.

The organisation will provide suitable and sufficient information, instruction, training and supervision to employees regarding the control of substances hazardous to health and the associated hazards.

Employees will make proper use of any equipment and systems of work provided for their safety. The organisation will take all reasonable steps to ensure that control measures are properly used.

The organisation will ensure that adequate arrangements are in place to deal with accidents, incidents and emergencies related to the presence of substances hazardous to health in the workplace.

The organisation will:

- Compile an inventory of all hazardous substances on site/with which employees may come into contact;
- Ensure that material safety data sheets are available for all hazardous substances;
- Review work activities and processes and identify what control of substances hazardous to health assessments are required;
- Prioritise the completion of control of substances hazardous to health assessments based on risk;
- Ensure that those undertaking control of substances hazardous to health assessments are competent to do so;
- Ensure that staff are informed of the hazards associated with the substances and the significant findings of the assessments;
- Ensure that control of substances hazardous to health assessments are reviewed for their confirmed application at least once every 12 months, when an accident or near miss occurs, when any significant change is made and when the results of any monitoring show it to be necessary;
- Ensure that any control measures in place are adequately maintained, examined and tested;
- Organise air monitoring if required;
- Ensure that arrangements and procedures are in place to deal with accidents, incidents, spillages and emergencies and that staff are aware of these procedures;
- Put arrangements in place, including supervision, to ensure that employees properly use control measures;
- Organise health surveillance if required and ensure that records are kept for at least 40 years.

The Responsible Person and Representative will:

- Conduct and record control of substances hazardous to health assessments in accordance with his/her

training;

- Give consideration to the greater risks to new and expectant mothers and young persons within the assessment;
- Involve those who are undertaking the activity in the assessment;
- Ensure that occupational exposure limits do not exceed those detailed in the Approved Code of Practice EH40;
- Identify measures to control the exposure to substances hazardous to health in accordance with the order of priority detailed in reg.7 of the Control of Substances Hazardous to Health Regulations 2002;
- Advise those involved in the activity of the significant findings of the assessment;
- Submit the control of substances hazardous to health assessment for review and approval by the Responsible Person if required;
- Identify if any monitoring is required;
- Maintain a file of all control of substances hazardous to health assessments;
- Review control of substances hazardous to health assessments at least once every 12 months, when an accident or near miss occurs, when any significant change is made and when the results of any monitoring show it to be necessary.

Display Screen Equipment (DSE)

The organisation will take all reasonable steps to ensure the health and safety of “users” and “operators” of display screen equipment (DSE).

CE CAREERS 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 organisation will therefore provide all necessary information, training and support to users and operators to enable them to understand and manage these risks.

The organisation 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.

The Responsible Person will:

- Ensure that all DSE workstations in the organisation'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);

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- Review all completed DSE assessments and initiate risk control measures indicated in the assessments (e.g. 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 users are reimbursed for the cost of basic spectacles or contact lenses prescribed specifically for use with DSE at work;
- 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.

The Representative will:

- Either conduct and record DSE assessments by means of an interview with the DSE or operator and a visual assessment (using the assessment record checklist), or review an assessment conducted by

each user or operator; submit the DSE assessment for review and approval by the Responsible Person;

- Advise the DSE user or operator of the findings of his/her individual assessment;
- Maintain a file of all DSE assessments;
- Provide general advice and information to all DSE users and operators 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.

Work Equipment

CE CAREERS will take all reasonable steps to reduce health and safety risks from work equipment to employees and others who may be affected.

The organisation will ensure that suitable, safe work equipment is provided and that it is maintained, tested and inspected. Adequate information, instruction, training and supervision will be provided to ensure that work equipment is used in a safe manner and without risks to health. Employees will make proper use of any equipment and systems of work provided for their safety.

The organisation will ensure that an assessment of the risks associated with the work equipment is conducted by a competent person.

The Responsible Person will:

- Ensure that all work equipment is suitable for its intended purpose and working environment prior to use;
- Take account of ergonomic risks when selecting work equipment;
- ensure that the work equipment conforms with European Community Directives (including a declaration of conformity and a CE mark);
- Ensure that an assessment of the risks associated with the work equipment is conducted prior to its use;
- Ensure that measures are taken to prevent access to dangerous parts of work equipment or to stop their movement before any part of a person enters the danger zone;
- Ensure that (where appropriate) work equipment has accessible emergency stop controls and can be isolated from all its sources of energy;
- Ensure that the work equipment is properly maintained, inspected and tested, and kept in good repair;
- Ensure that if a maintenance log is used it is kept up to date;
- Ensure that members of staff who install, inspect, test and maintain work equipment are competent to do this;
- Ensure that members of staff who use work equipment and those who supervise its use are provided with adequate information
- Submit the DSE assessment for review and approval by the Responsible Person;
- Advise the DSE user or operator of the findings of his/her individual assessment;
- Maintain a file of all DSE assessments;
- Provide general advice and information to all DSE users and operators 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.

Work Equipment

CE CAREERS will take all reasonable steps to reduce health and safety risks from work equipment to employees and others who may be affected.

The organisation will ensure that suitable, safe work equipment is provided and that it is maintained, tested

and inspected. Adequate information, instruction, training and supervision will be provided to ensure that work equipment is used in a safe manner and without risks to health. Employees will make proper use of any equipment and systems of work provided for their safety.

The organisation will ensure that an assessment of the risks associated with the work equipment is conducted by a competent person.

The Responsible Person will:

- ensure that all work equipment is suitable for its intended purpose and working environment prior to use;
- take account of ergonomic risks when selecting work equipment;
- ensure that the work equipment conforms with European Community Directives (including a declaration of conformity and a CE mark);
- ensure that an assessment of the risks associated with the work equipment is conducted prior to its use;
- ensure that measures are taken to prevent access to dangerous parts of work equipment or to stop their movement before any part of a person enters the danger zone;
- ensure that (where appropriate) work equipment has accessible emergency stop controls and can be isolated from all its sources of energy;
- Ensure that the work equipment is properly maintained, inspected and tested, and kept in good repair;
- ensure that if a maintenance log is used it is kept up to date;
- ensure that members of staff who install, inspect, test and maintain work equipment are competent to do this;
- ensure that members of staff who use work equipment and those who supervise its use are provided with adequate information, instruction and training;
- ensure that young persons do not use work equipment that they are prohibited by law from using;
- provide written instructions and safe working methods for the work equipment, where required;
- ensure that where inspections are undertaken records are kept;
- ensure that training records are kept; and
- take reasonable steps to ensure that work equipment is used in a proper manner.

Employees undertaking the work equipment risk assessment will:

- consider all those who may be affected by the equipment hazards;
- identify inspections required if there is a significant risk resulting from incorrect installation, deterioration or exceptional circumstances;
- ensure that the greater risks to young persons and new and expectant mothers from the work equipment are taken into account;
- ensure that work equipment assessments are reviewed for their confirmed application at least once every 12 months and when any significant change is made; and
- maintain a file of work equipment assessments.

Employees using work equipment will:

- use work equipment only if they have been trained and are competent to do so;
- follow the safe methods of work including wearing appropriate personal protective equipment when required; and
- report any defects in the equipment, personal protective equipment and guarding to their line

manager.

Wellbeing

CE CAREERS has legal obligations under health and safety legislation to manage risks to the health and safety of employees. In addition to reducing safety risks, this means operating the business in a way that minimises harm to employees' mental health, for example by ensuring that the demands of jobs are not unacceptable and having policies and procedures in place to support individuals experiencing mental ill health at work.

The organisation will put in place measures to prevent and manage risks to employee wellbeing, together with appropriate training and individual support. It will also seek to foster a mentally healthy culture by incorporating these principles into line manager training and running regular initiatives to raise awareness of mental health issues at work. Please refer to CE CAREERS's Health and Wellbeing Policy.

Lone Working

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

The organisation will ensure that a risk assessment is conducted and that arrangements are in place prior to employees working alone.

The Responsible Person will ensure that:

- lone working is avoided as far as is reasonably practicable;
- all lone working must be agreed by management and all relevant safeguards must be in place prior to the activity commencement
- emergency procedures are in place so that members of staff working alone can obtain assistance if required;
- a risk assessment is completed by a person competent to do so prior to employees working alone;
- 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; and
- training records in regards to enhanced requirements will be maintained.

The person conducting the lone working assessment will:

- give consideration to the greater risks to expectant mothers and young persons;
- involve the employee who is working alone in the assessment process and the development of safe working methods;
- advise the employee undertaking the lone working of the findings of the assessment; and
- maintain a file of all lone working assessments.

Employees working alone will:

- ensure the line manager is aware of his/her whereabouts at all times;
- inform the line manager in advance if they plan to carry out responsibilities outside of usual office hours, especially at weekends;
- follow the safe working arrangements developed by the organisation for lone working;
- take reasonable steps to ensure their own safety; and
- inform their line manager/assessor of any incidents or safety concerns

Manual Handling

CE CAREERS will take all reasonable steps to reduce health and safety risks to employees from manual handling.

The organisation will ensure that manual handling tasks that involve injury risks are avoided where reasonably practicable. Where it is not reasonably practicable to avoid these tasks a suitable and sufficient assessment of the risks will be undertaken and identified risks will be reduced to as low as is reasonably practicable.

The organisation will also provide adequate information, instruction, training and supervision to employees regarding manual handling best practice. Employees will make proper use of any equipment and systems of work provided for their safety.

The Responsible Person will ensure that:

- manual handling tasks that involve injury risks are avoided where reasonably practicable;
- manual handling operations that cannot be avoided are suitably and sufficiently assessed in accordance with the Manual Handling Operations Regulations 1992, Schedule 1;
- nominated assessors are competent to undertake manual handling assessments;
- nominated assessors are provided with adequate information, training and support to undertake manual handling assessments;
- the greater risks to young persons and new and expectant mothers from manual handling are included in the assessments;
- any health and safety risks identified by the assessments are reduced to as low as is reasonably practicable;
- manual handling assessments are reviewed for their confirmed application at least once every 12 months and when any significant change is made;
- adequate training is provided to those undertaking manual handling to enable them to carry out their work safely and without risk to health;
- refresher training is provided when required.

The manual handling assessor will:

- conduct and record manual handling assessments using the provided form;
- give consideration to the greater risks to new and expectant mothers and young persons within the assessments;
- submit manual handling assessments for review and approval by the Responsible Person if required;
- involve the employee who is undertaking the manual handling in the assessment;
- advise the employee undertaking the manual handling task of the findings of his/her individual assessment;
- maintain a file of all manual handling assessment.

Employees undertaking manual handling tasks will:

- follow appropriate systems for work laid down for their safety;
- make proper use of equipment provided for their safety;
- inform their manager if they identify hazardous handling activities;
- advise the assessor of any physical condition that may affect their ability to undertake manual handling operations safely;
- report any problems relating to manual handling to the relevant person;
- ensure that they do not take personal risks such as twisting, overreaching and stretching during

- manual handling tasks;
- take care to ensure that their activities do not put others at risk.

Personal Protective Equipment/Clothing (PPE/C)

CE CAREERS will provide and maintain suitable personal protective equipment when there are risks to the health or safety of employees that cannot be controlled by other means. The suitability of the personal protective equipment to be provided shall be established by an assessment and the equipment will be provided to individuals free of charge. Where more than one item of personal protective equipment is required to be worn by individuals the organisation will ensure that the items are compatible.

The organisation will provide adequate information, instruction, training and supervision to ensure that employees understand the purpose of the personal protective equipment, the risks that it protects against, the manner in which it should be used and the action to be taken to ensure that the equipment is maintained. Employees will make proper use of personal protective equipment provided.

This policy applies to all individuals who may be exposed to the risks that the personal protective equipment is in place to protect against. The organisation will consult with employees/employee representatives prior to implementing this policy.

The Responsible Person will:

- ensure that personal protective equipment is considered as a last resort;
- ensure that an assessment has been completed to determine the suitability of the personal protective equipment;
- consult with employees/employee representatives prior to implementing this policy;
- ensure that employees are involved in the selection and type and style of personal protective equipment;
- ensure that, where more than one item of personal protective equipment is to be used simultaneously, the items are compatible;
- ensure that, when it is necessary for the personal protective equipment to be hygienic, it is provided to a person for his/her sole use;
- issue personal protective equipment and ensure that its issue is recorded in the personal protective equipment issue record;
- ensure that staff are trained in the correct use of personal protective equipment, the risks that it protects against, the purpose of the equipment and actions to be taken to ensure that it remains in an efficient state, properly working and in good repair;
- provide adequate storage facilities so that personal protective equipment can be kept in an efficient state and will not contaminate employees' personal items;
- ensure that personal protective equipment is adequately maintained so that it is at all times efficient and in good working order;
- replace any damaged or worn personal protective equipment where necessary and update the personal protective equipment issue record accordingly;
- take all reasonable steps to ensure that issued personal protective equipment is properly used;
- ensure that personal protective equipment assessments are reviewed for their confirmed application at least once every 12 months and when there is significant change.

Employees will:

- wear and use the provided personal protective equipment in the circumstances where a need for it has been identified by the organisation and in accordance with the manufacturer's instructions;
- inspect their issued personal protective equipment daily before use;
- immediately report any damage or defects to the equipment to the issuer for maintenance or replacement;
- not misuse or damage any personal protective equipment provided;

- inform the issuer of any problems in the use of the personal protective equipment.

Smoking

Smoking is strictly prohibited on all parts of the organisation's premises, including at entrances or anywhere on its grounds. This includes areas that are outside but that form part of the organisation's premises.

Homeworkers

Homeworkers are not required to refrain from smoking during the course of work that is carried out for the organisation in their home, unless they invite others into an area of their home for work purposes.

Electronic cigarettes

The organisation acknowledges that some employees may wish to make use of electronic cigarettes ("e-cigarettes") in the workplace, particularly as an aid to giving up smoking. E-cigarettes are battery-powered products that release a visible vapour that contains liquid nicotine that is inhaled by the user.

Although they fall outside the scope of smoke-free legislation, the organisation prohibits the use of e-cigarettes in the workplace. The organisation's rationale for a ban on e-cigarettes is that:

- although they do not produce smoke, e-cigarettes produce a vapour that could provide an annoyance or health risk to other employees;
- some e-cigarette models can, particularly from a distance, look like real cigarettes, making a smoking ban hard to police, and creating an impression for others that it is acceptable to smoke

Non-compliance

Any infringement of these rules by an employee may result in appropriate disciplinary action, which will be dealt with in accordance with the organisation's disciplinary procedure. Employees are also reminded that it is a criminal offence for employees to smoke in smoke-free areas, with a fixed penalty of £50 or prosecution and a fine of up to £200.

Individuals who are smoking in smoke-free areas should be reminded of the no-smoking signs and asked to stop. If an individual continues to smoke, employees should explain that the individual is committing a criminal offence and will not be served if he/she continues to do so. If the individual still refuses to stop smoking, staff should ask the individual to leave the premises and, where relevant, direct him/her to where he/she can smoke. As a last resort, the organisation's procedure for dealing with illegal behaviour on its premises will be used.

Alcohol & Substance Abuse

CE CAREERS will take all reasonable steps to reduce, if not eliminate, the risk of injuries or incidents occurring due to individuals suffering from the effects of alcohol or substance abuse. This policy applies to all employees and all individuals coming onto the organisation's premises.

The organisation will undertake and regularly review risk assessments to identify and assess the risks associated with alcohol and substance abuse. The risk assessments will consider the scope of all work activities undertaken by the organisation (in particular any safety critical operations) to determine the appropriate policies and arrangements for managing the risks associated with alcohol and substance abuse by employees and, where relevant, contractors, customers and the public.

The organisation prohibits the drinking of alcohol by individuals in the workplace or on company business other than reasonable drinking of alcohol in connection with approved social functions. The organisation regards drinking to an "unreasonable level" as any of the following situations:

- The individual is over the legal limit stipulated for driving (i.e. 35mcg/100ml of breath alcohol concentration).
- In the opinion of management, the individual's performance is impaired. This may be at less than the legal limit stipulated for driving.
- In the opinion of management, the individual's behaviour may cause embarrassment, distress or offence to others.
- The individual continues to drink when instructed to stop by a manager.

The organisation will take all reasonable steps to prevent individuals carrying out work-related activities if they are considered to be unfit/unsafe to undertake the work as a result of alcohol consumption or substance abuse.

The organisation expressly prohibits the use of any illegal drugs (including psychoactive substances, formerly known as "legal highs") or any prescription drugs that have not been prescribed for the user. It is a criminal offence to be in possession of, use or distribute an illicit substance and to produce, supply or possess with intent to supply psychoactive substances. If any such incidents take place on organisation premises, in organisation vehicles or at a company function, they will be regarded as serious, will be investigated by the organisation, and may lead to disciplinary action and possible reporting to the police.

No employee or other person under the organisation's control shall, in connection with any work- related activity:

- report, or endeavour to report, for duty having consumed drugs or alcohol likely to render him/her unfit and/or unsafe for work;
- consume or be under the influence of drugs or alcohol while on duty [unless, in the case of alcohol, with the agreement of line management for the purposes of official company entertaining];
- store drugs or alcohol in personal areas such as lockers and desk drawers; or
- attempt to sell or give drugs or alcohol to any other employee or other person on the company premises.

Individuals must inform their line manager regarding any prescribed medication that may have an effect on their ability to carry out their work safely, and must follow any instructions subsequently given. Drugs that cause drowsiness must not be used while at work.

Any employee suffering from drug or alcohol dependency should declare such dependency, and the organisation will subsequently provide reasonable assistance, treating absences for treatment and/or rehabilitation as any other sickness absence. (Failure to accept help or continue with treatment will render the employee liable to normal disciplinary procedures.)

Infectious Diseases

CE CAREERS seeks to ensure that employees are aware of the issues relating to infectious diseases at work and provides guidelines for managers and others on minimising the risk of employees contracting diseases through work and on dealing with infections if contracted. Infectious diseases can be airborne (for example, meningitis, TB, legionella, COVID-19), blood borne (for example, hepatitis) and faecal- oral borne (for example, gastroenteritis).

Business case

Infectious diseases emerge and spread quickly across the world as a result of global travel and other
CECHSP/V1/12/20

interconnections. Workplaces are an effective incubator for disease, particularly if hygiene and infection control is poor or if employees go to work when sick.

Infectious diseases can have a potentially significant impact on the business. An employee off sick with a flu-related illness is typically absent for six days. As well as the direct costs of infection-related sickness absence, there are also indirect costs associated with lost productivity, damaged customer confidence and poor service levels.

Minimising the risk of disease transmission

The organisation has a duty of care to maintain a healthy and safe working environment. This includes taking steps to minimise the risk of employees contracting an infectious disease from colleagues, customers or clients.

The organisation will promote awareness and understanding of the issues and concerns relating to the transmission of infectious diseases in the workplace, including risks associated with more serious infections such as measles and mumps.

To this end, the organisation will provide authoritative information on the nature and spread of common infectious diseases, including how to identify the symptoms and signs and the procedures to be followed in the event of individual illness or an outbreak affecting a significant number of individuals.

When employees have contracted infectious diseases

Staff with infectious diseases will not be excluded from work, nor have their duties restricted, as long as they are physically and mentally fit for work and their continued attendance in the workplace does not present a significant risk of disease transmission to other employees, customers or clients.

The decision as to whether or not an employee with an infection should stay away from the workplace will take into account:

- How the infection is transmitted and the ease of transmission;
- The typical duration of the infection; and
- The potential harm that the infection can cause to other employees, customers or clients.

Staff have a responsibility to minimise the risk of disease transmission to work colleagues, customers and clients and are expected to perform good hygiene control measures and use personal protective equipment where provided.

Immunisation/vaccination

From time to time, the organisation may decide that it is appropriate to offer employees particular vaccinations/immunisations as part of its wellbeing policy including, for example, an autumn influenza

Immunisation programme.

In this case, any costs of vaccination will be met by the employer. Prior to any immunisation programme, the organisation will raise awareness of the potential seriousness of the infection, the business case for controlling it, and the role of immunisation in preventing infectious diseases in the workplace.

Standard hygiene practices at work

The organisation will develop routine procedures for hygiene control, taking into account professional guidelines and advice from statutory bodies, such as the Department of Health and the Health Protection Agency.

The organisation will take steps to raise employees' awareness of these procedures through education, training materials and induction sessions.

Staff are encouraged to adopt effective hand hygiene practices and to sterilise shared kitchen utensils where appropriate.

Personal protective equipment

Staff issued with personal protective equipment to minimise the risk of work-related infection should use it appropriately and clean their hands immediately after removing items such as gloves and facemasks.

Disease outbreak

In the event of a disease outbreak affecting a significant number of employees, a working group of line managers and other designated individuals will be formed to monitor and coordinate activities to control the outbreak. The work of this group will include developing work rules in the event of an outbreak, including exclusions/restrictions from work and the reassignment of duties.

Reporting of Injuries, Diseases and Dangerous Occurrences

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) require that, in certain circumstances, accidents and ill-health at work must be recorded, notified and reported by a “responsible person” (usually the employer) to the health and safety enforcing authority.

The RIDDOR report must be made within 10 days. The circumstances in which a report must be made include:

- the death of a person as a result of a work-related accident, whether or not he or she is at work at the time the death occurs;
- a “specified” injury (as defined in RIDDOR) suffered as a result of a work-related accident;
- a “specified” injury (as defined in RIDDOR) suffered as a result of a work-related accident by someone who is not at work, for example a visitor, customer, client, passenger or bystander, following which that person is taken to a hospital for treatment; and a dangerous occurrence.

Where a worker suffers an injury as a result of an accident arising out of, or in connection with, work, resulting in the injured person's inability to do his or her work for more than seven consecutive days, a report must be made within 15 days. The period of seven days does not include the day of the accident.

A report must also be made in respect of certain occupational diseases and medical conditions as specified under RIDDOR.

The record of an event reportable under RIDDOR must include the details set out below. The record must be retained for at least three years from the date on which it was made. The required details are:

- the date, time and place of the accident or dangerous occurrence;
- where the accident injured a person at work, his or her full name, injury and occupation;
- where the accident injured a person not at work, his or her full name, injury and status (for example “client”, “visitor”), unless these details are not known and it is not reasonably practical to obtain them;
- a short description of the circumstances the accident or dangerous occurrence happened; and
- the date on which the accident or dangerous occurrence was first notified or reported to the relevant enforcing authority and the method by which this was done.

Regulation imposes an obligation to record events that result in a person being incapacitated for more than three days, excluding the day of the accident. The record must set out:

- the date, time and place of the accident;
- the injured person's full name, occupation and injury; and
- a brief description of the circumstances in which the accident occurred.

The record must be kept for three years from the date on which it was made.

External Visitors to CE CAREERS

CE CAREERS has a legal duty of care for the security of all learners and staff. This duty of care incorporates the duty to safeguard all staff and learners from discrimination, harm and abuse. CE CAREERS requires all visitors, without exception, to comply with the following policy and procedures. Failure to do so may result in visitors

being escorted from the site.

All visitors (including contractors) will:

- report to reception and state purpose of visit and who has invited them
- be prepared to show proof of identify
- sign in to the formal visitor record file
- wear a visitor badge at all times during the visit
- read the visitor instructions
- not be allowed to move around the site unaccompanied without permission
- sign out and return the badge when leaving Unknown visitors:
- any person(s) not wearing a visitor badge should be politely questioned by CE CAREERS staff
- they should be escorted to reception to ensure they are signed in, issued with a visitor badge
- if staff are met with any resistance, a member of the management team should be contacted immediately
- if the person(s) become abusive/aggressive, they should be asked to leave the site immediately. Failure to do so will provide CE CAREERS reason to call for security

This Policy document has been created in line with the relevant legislation detailed below based on the operations of the business. The following link will take you to further Information and guidance on the coverage of CEC's specific health & safety compliance requirements as per the below legislative list - [HSE Website](#).

- Road Transport (Working Time) Regulations 2005
- Road Traffic Act 1988
- Consultation with Employees Regulations 2004
- The Health& Safety at Work Act 1974
- The Management of Health and Safety at Work Regulations 1999
- Manual Handling Operations Regulations 1992
- Control of Noise at Work Regulations 2005
- Provision and Use of Work Equipment Regulations (PUWER 1998)

- Work at Height Regulations 2005
- Workplace safety and welfare Regulations 1992
- First Aid Regulations 1981
- Health and safety information to/for employees Regulations 1989
- Employers liability (Compulsory insurance) Act 1969
- The Regulatory Reform (Fire Safety) Order 2005
- General Data Protection Regulations (GDPR) 2018
- Control of Substances Hazardous to Health Regulations 2002.
- Control of asbestos at work regulations 2012
- Control of Pollution (Special waste) Regulations 1996
- Personal Protective Equipment at Work Regulations 1992
- Safety signs and signals regulations 1996
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
- The Electricity at Work Regulations 1989
- The Working Time Regulations 1998 (Amend 2003)
- The Electricity at Work Regulations 1989
- Corporate Manslaughter and Homicide Act 2007
- Health and Safety (Display Screen Equipment) Regulations 1992

Annual review of this Policy document is due **Dec 2021**, however this manual is subject to relevant changes based on ongoing updates and amendments to the CE CAREERS health and safety strategy and also in relation to any relevant changes in laws and legislation which may become applicable to the business and its operations.

Any changes or amendments to this document will be consulted on by all relevant stakeholders and then communicated to all relevant stakeholders upon amendment and agreement by all relevant parties.

Please note!

Should any issues or concerns be identified or raised in regards to this document or its content, these should be passed on to senior management as soon as possible for review.

If you wish to review an electronic copy of this document please contact;

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