

SIGTA LTD

**HEALTH AND SAFETY
POLICY DOCUMENT**

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CONTENTS

Management of Health and Safety and Statement of Policy	3
Introduction	3
Implementation of and Responsibilities of Health and Safety Policies	4
General Arrangements	5
First Aid	5
General Fire Safety	5
Statutory Machinery Inspections	5
Advice and Consulting	5
Contractors and Visitors	6
Hazards	6
Risk Assessment	6
Housekeeping	6
Electrical Equipment	7
Machinery	7
Dangerous Substances	7
Staff Responsibilities	8
Working Environment	9
Equipment, Materials and Safe Systems of Work	9
Apprentice/ learner Training	9
Accident and Disease Investigation and Reporting	10
Emergency Planning	10
Contractual Controls	10
Vetting and Monitoring	11
Appendix 1 (Employers Liability Insurance)	12
Appendix 2 (RIDDOR)	13
Contractors and Visitors	15
Fire Precautions	15
Fire Drill Record Sheet	15
Fire Alarm Checks	16
Fire Extinguishers	16
Electricity	16
Hazardous Substances	18



MANAGEMENT OF HEALTH AND SAFETY AND STATEMENT OF POLICY

Introduction

SIGTA Limited recognises and accepts its health and safety duties and responsibilities under the Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1992, so far as is reasonably practicable, for providing a safe and healthy working environment for all its employees.

As an organisation whose prime concern is the training and development of people, SIGTA Limited will take all reasonable steps to meet this responsibility, paying particular attention to the provision and maintenance of:

1. Such safe working practices, plant, equipment, facilities and resources as are necessary to ensure, so far as is reasonably practicable, the health, safety and welfare of all individuals affected by its activities.
2. Such information, instruction, training, re-training and supervision in health, safety and first aid, as is appropriate and will ensure that adequate publicity is given to these matters.
3. Risk assessments with appropriate preventive and protective measures to eliminate or significantly reduce workplace hazards.

SIGTA Limited is committed to ensuring a high standard of Health and Safety for its employees, learners, contractors and members of the public who are on its premises, and to ensure that all apprentices and learners within its jurisdiction are afforded the same whilst on the premises of others.

In order to ensure that safety performance is maintained, the collection, analysis and presentation of data on accidents, sickness and incidents involving personal injury will be seen as a critical component of our system. The results of the regular safety inspections will be used to identify deviations from the risk control measures in place and to set priorities for any subsequent action

Changes in legislation and current best practice will be communicated to SIGTA Limited by the Health & Safety Co-ordinator.

No safety policy is likely to succeed unless it actively involves employees. Effective participation and communication by all employees will be encouraged in health and safety matters.

This policy and its implementation will be reviewed at least annually, to take into account the changing needs of the business and in the light of changes in legislation.

Signed.



Alison Foxwell
Chief Executive

Reviewed September 2023



IMPLEMENTATION AND RESPONSIBILITIES OF HEALTH & SAFETY POLICIES

Overall and final responsibility for health and safety matters in the company and at the Abinger Road, Portslade premises is that of Alison Foxwell, Chief Executive.

Mr David Underwood has the role of Health & Safety Co-ordinator and will be responsible for advising the Chief Executive on all health and safety matters.

All employees have the responsibility to co-operate with management to achieve a healthy and safe workplace and to take reasonable care of themselves and of others who may be affected by their activities.

Whenever any employee of SIGTA Limited encounters a safety problem that they are not able to put right themselves, they must straightaway tell the appropriate person named above.

Consultation on health and safety matters between management and employees is provided by regular staff meetings or by direct liaison with the Chief Executive.

In order to maintain high standards of health and safety management, the following areas of responsibility are detailed thus:

Safety Training will be the responsibility of Health and Safety Co-ordinator, supported as required by qualified and experienced external consultants in liaison with the Chief Executive.

Safety Inspections and Audits will be conducted by nominated members of staff. Assistance of external consultants may also be sought if required.

The reporting and investigation of accidents is the responsibility of the Health and Safety Co-ordinator, who will ensure the Chief Executive is fully informed.

It is the responsibility of nominated members of staff to ensure that the equipment that they use is suitably maintained in a safe condition and that any records pertaining to the inspection, testing, examination and rectification of such equipment are up to date.



GENERAL ARRANGEMENTS

First Aid

The First Aid box is situated in the hallway by the Kitchen.

The qualified First Aiders are:

FAAW:

Jim Swan (Forklift Tutor)

Emergency First Aiders:

Alison Foxwell

Dave Underwood

Pauline Jones

Tony Pearce

Darryl Kingshott

Heather Dilks

Jacquie Alstrom

Laurence Dickinson (Subcontractor)

Alison Foxwell is responsible for the First Aid box and its contents, and the maintenance of the Accident Record Book. Completed forms will be reviewed by David Underwood, Health and Safety Co-ordinator, and stored securely.

The statutory reporting of Incidents, Accidents and work-related Diseases, as required under the 'Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 is the responsibility of the Chief Executive, assisted by the Health & Safety Co-ordinator.

General Fire Safety

All escape routes are inspected on a regular basis (documented) by David Underwood. Any member of staff who identifies any restriction of a Fire Escape route will report it immediately to the Chief Executive.

Fire Extinguishers will be inspected every three months by David Underwood and are subject to an annual inspection by the supplier (Chubb Fire).

The Fire Alarm system will be tested three monthly by David Underwood.

Records of the above will be maintained, as detailed in the appended schedules.

Statutory Machinery Inspections

Regular inspection of the Fork Lift trucks will be undertaken by a qualified engineer.

Advice and Consultancy

Advice on health and safety matters is readily available from David Underwood (Tech IOSH) H&S Safety Co-ordinator (staff member) & from The Health & Safety Executive, Priestley House, Priestley Road, Basingstoke, RG24 9NW.



Contractors and Visitors

Contractors will discuss with SIGTA Limited management, the operations they intend to carry out on SIGTA premises, before work commences. In particular, contractors must detail any of their activities which pose a risk to SIGTA staff and customers, so that suitable risk control measures can be taken.

All plant and equipment used by contractors on SIGTA premises must be suitable for the intended purpose, be maintained in a safe condition and comply with statutory requirements.

Whilst work is being carried out, the site must remain in a safe condition and where necessary, warning notices be posted.

Hazards

Any process, plant, substance or activity which poses a risk to persons, shall not be carried out or used unless and until a suitable Risk Assessment has been conducted and any Risk Control Measures deemed appropriate have been implemented and recorded. The Risk Assessment methods adopted by SIGTA Limited are detailed in the appended schedules.

Risk Assessment

As required under the Management of Health and Safety at Work Regulations 1992, SIGTA Limited will ensure that Risk Assessments and the identification and implementation of suitable risk control measures are conducted in respect to its own operations. Establishments contributing to the training of SIGTA managed apprentices/learners, including employers and subcontractors, will be required to conduct similar Risk Assessments with regard to its own operations. No SIGTA managed apprentice will be placed with any organisation wherein risk assessment and the establishment of risk control measures has not been carried out.

Housekeeping

Gangways and exits will be kept clear of obstructions at all times.

General cleaning of the premises will take place every other day (three days / week) and any cleaning of a specialised nature will take place as required.

Waste materials will be removed from the premises every other day (three days / week) every other day (three days / week).

All stacking and storage within the building and in the fork lift truck training areas will be maintained at a high standard of safety.

Access equipment such as ladders and steps will be inspected prior to use by the competent user. Any defects in any such equipment must be reported to the Chief Executive or the Health & Safety Co-ordinator.



Electrical Equipment

Any member of staff identifying a defect in any item of electrical equipment must report it to the Health & Safety Co-ordinator or Chief Executive immediately.

Portable electrical equipment must only be used within its rated capacity and for the purpose for which it was designed.

Electrical leads must not be left trailing in walkways or across exits. Electrical equipment can only be used outside if it is connected to the mains power supply via a residual current device (RCD).

Periodic checks on the fixed electrical system, Electrical Appliances and connections will be carried out by D.A. Dray & Sons, Southwick, West Sussex. Records of the checks will be maintained by the Health & Safety Co-ordinator.

Machinery

All persons will be given appropriate training, and/or be competent, in the use of potentially hazardous equipment prior to its operation.

Such equipment will include the Fork Lift Trucks, which are checked for safety by SIGTA instructors prior to use and maintained by Mexmast Ltd.

Dangerous Substances

All hazardous substances will be assessed for health risks before being used on or around the premises. Risk Assessment records will be maintained for those substances which pose a significant risk. If a safer substance is available which meets the requirement, it will be used in preference.

When a toxic substance is used, all necessary protective equipment will be provided and appropriate training given in its use.

TRAINING OFFICERS HEALTH AND SAFETY RESPONSIBILITIES



SIGTA are committed to the health, safety and wellbeing of apprentices engaged on SIGTA training programmes.

Training Officers employed by SIGTA Ltd will:

Visit apprentices/employers at agreed times throughout the year to carry out an appraisal of health and safety arrangements, using a pre-prepared form issued by the SIGTA Health and Safety Co-ordinator. This covers the areas in which the apprentice works and includes specific questions relating to their activities.

Ensure that the SIGTA Health and Safety Co-ordinator is aware of any accidents the apprentice/learner has been involved in since the last visit by the Training Officer. This is in addition to the employer's contractual requirement to report accidents directly to SIGTA.

Use pre-prepared health and safety modules covering PPE, Fire, COSHH, Manual Handling, etc. to reinforce the apprentice/learner understanding.

Ensure that specific health and safety relating to the apprentices/learners day-to-day activities is completed and 'signed off' by the learner's supervisor.

Report any areas of concern following either discussions with the apprentice/employer or observations during the site visit, to the SIGTA Health and Safety Co-ordinator.

Check learners understanding of health and safety issues through the training and learner review process.

David Underwood, Health and Safety Co-ordinator (Health and Safety Responsibilities)

Carry out initial health and safety assessment for potential employers of apprentices, using (HASPS) health and safety checklist.

Offer practical advice on health and safety matters, help with resources and carry out training for potential placement companies in health and safety management where required.

Carry out annual health and safety audits and maintain and update SIGTA recording system.

Investigate accidents relating to learners on SIGTA programmes, record and assess information regularly.

Develop and review health and safety programme for one day Apprentice Development Workshop at SIGTA for apprentices/learners.

Preparation of health and safety resources/checklists for Training Officers.

Review and keep records on Training Officer reports.

Carry out health and safety audits at SIGTA premises.

Carry out and document risk assessments at SIGTA premises.

Keep up to date with current health and safety legislation.



WORKING ENVIRONMENT

a) On our premises:

The working environment at SIGTA Ltd is at a very high standard. The premises are fitted with air conditioning to all main areas.

b) On employer and sub-contractor's premises

Arrangements for the provision of a suitable working environment, for SIGTA managed apprentices/learners, shall comply with the Workplace (Health and Safety and Welfare) Regulations 1992. This will be observed on initial examination of the premises and subject to a satisfactory standard being achieved. This will be monitored in accordance with our risk banding level applied to the premises.

Training Officers will be made aware of any occupational health conditions likely to affect apprentices/learners under their jurisdiction and will be provided with relevant health and safety information. At the advice of the Health & Safety Co-ordinator and/or safety consultants, suitable health surveillance will be organised.

Equipment, Materials and Safe Systems of Work

a) On our premises

The provision of training, facilities, materials and equipment will comply with SIGTA's Health and Safety policy and safe systems of work. Apprentices and learners will be fully supervised when undertaking training activities at SIGTA.

b) At employer and sub-contractors premises

The arrangements for the provision of materials, equipment & safe systems of work are the responsibility of the employer. However, these will need to be at a level that meets all statutory requirements and will enable apprentices/learners to receive appropriate and adequate protection, training and supervision.

Apprentice/ Learner Training

While the apprentice/learner is undergoing training, monitoring of their progress is taking place. Safety management is a continuing process, and the awareness of safety by apprentices/learners will be illustrated by the way they action the information they have and the methods they use to undertake a task.

Much of this can be observed by the Supervisor and our Training Officer.

The apprentice Individual Training Plan/Commitment Statement and the apprentice information folder contain details of the Apprentice Development Workshop delivered by SIGTA Ltd and the Induction carried out by the employer. These documents are signed and dated by the Training Officer/employer who delivers the Induction. The date the apprentice attends the SIGTA Apprentice Development Workshop will be entered onto our database for future record purposes.

All new apprentice starters are provided with an induction by their employer and by SIGTA. Apprentices must be under the supervision of a competent person who has a thorough understanding of the health and safety requirements relating to the work area and the work being undertaken. The competent person has the responsibility for setting day-to-day tasks which are within the scope of the apprentices/learners ability and provide learning opportunities safely.



The SIGTA Training Officer monitors the Induction delivered at the employers/ subcontractor's site and requires the apprentice/learner to keep records of this as part of their portfolio in readiness for assessment.

Accident and Disease Investigation and Reporting

Employers and subcontractors are required to advise SIGTA as soon as possible following the occurrence of an accident or reportable disease. In line with contractual requirements the ESFA will be advised, if appropriate. The Safety Coordinator will visit the employer/subcontractor site and complete the accident report form to collect up to date information.

In the event of a fatality, an immediate telephone call would be made to the HSE following notification by the company, other procedures would follow as above. All accidents notified to SIGTA Ltd are investigated and recorded on the accident report form.

Copies of accident report forms are held securely on file in the SIGTA office by the SIGTA Health & Safety Co-ordinator.

Sufficient cover is available with other staff who are qualified or working towards qualification to deal with any absence of staff responsible.

Any learner involved in an accident on SIGTA premises will inform a member of staff. The member of staff will ensure that the first aider is informed and appropriate action is taken. The incident will be recorded in the accident book and reviewed by the Company Health and Safety Coordinator.

Our Health and Safety Coordinator is responsible for all accident investigation and reporting.

Emergency Planning

Arrangements for Emergency Planning shall comply with the Management of Health and Safety at Work Regulations 1999 Regulation (7), also the Provision of First Aid facilities will be considered together with any special risk that may require Emergency First Aid.

Areas that have special hazards requiring specified controls for emergency evacuation, as identified in the health & safety check list, will be brought to the attention of the employer and advice will be offered to comply with Health and Safety at Work etc. Act legislation.

Contractual Controls

Prior to commencement on SIGTA apprenticeship programmes, employer premises are inspected by SIGTA's Health & Safety Co-ordinator who gives written advice to the employer/organisation concerned. If required a letter setting out improvements needed before an apprentice may start is sent to the organisation by the Safety Co-ordinator.

While apprentices are on employer premises or at college there is a responsibility on behalf of that organisation to ensure that all aspects of the Health & Safety at Work Act and any relevant amendments are adhered to. SIGTA will monitor this through the information obtained by SIGTA Training Officers. The SIGTA Health & Safety Co-ordinator will be notified immediately if unresolved concerns are identified. The Safety Co-ordinator will investigate and take appropriate action that will be fully documented and, where appropriate, include a SMART action plan to implement agreed improvements. Employers/subcontractors will be required to comply with the agreed action plan and provide a written undertaking that all items are actions have been fully implemented.



Vetting and Monitoring

Health and Safety monitoring will take place regularly by our Health and Safety Co-ordinator and Training Officers, after the organisation has been initially accepted as meeting SIGTA's requirements. Review sheets will record any particular issues that need to be dealt with. Copies of current health and safety inspection visits are held on file. Records of previous inspection visits are archived and retained for a period of 7 years.

The initial health and safety assessment of a new employer/subcontractor is completed against SIGTA's full check list by SIGTA's Health and Safety Co-ordinator (Mr D. Underwood). The responsible person from the organisation being assessed will sign the completed checklist to confirm that it is an accurate record of the assessment. If further actions need to be carried out to comply with the requirements of the checklist, the SIGTA Health and Safety Co-ordinator will ensure that these actions are completed prior to the placement of the apprentice. The completed checklist will include any prohibitions (equipment, processes, areas, etc.) identified in the risk assessment that will be inaccessible to the apprentice.

The SIGTA Chief Executive signs for the completed set of documents to accept that the apprentice can be taken into the programme.

Apprentices are monitored every 6 - 8 weeks and details of their training is entered into their portfolio and progress recorded in review sheets. Our Health and Safety Co-ordinator will revisit if a problem arises. Details of the existing completed checklist are compared against current conditions. A report and action plan will be sent to cover any deficiencies identified, if they cannot be cleared at the time.

Training staff are made aware of the deficiencies of a minor nature and are asked to indicate to the Health & Safety Co-ordinator when the items have been remedied. More significant deficiencies will be monitored by the Health and Safety Co-ordinator until a resolution is achieved.

Our vetting checklist does:

- refer to all relevant (including recent) legislation
- have space for comments
- have space for signature(s) and date
- allocate a risk band
- include a managerial or other check



APPENDIX 1

All employers are obliged in law to insure against liability for bodily injury or disease sustained by their employees.

Under the **Employers Liability (Compulsory Insurance) Act 1969**. Such policies must be taken out with authorised insurers and must provide, as a minimum, the level of cover stipulated by law in respect of claims arising out of any one occurrence.

Some large public bodies - Royal Mail etc.- do not have to insure in this way but must be able to demonstrate that equivalent cover exists by way of, say, a trust fund.

Other forms of insurance will be needed in certain circumstances, these may include:

- Motor Vehicles
- Public Liability
- Theft
- Confidentiality

and where relevant must include programme participants

APPENDIX 2

Under the '**Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013**' the following injuries and conditions must be reported to the relevant enforcing authority by the quickest practicable means (online or telephone), The incident must be reported to the enforcing authority within 10 days of the occurrence.

The online form should also be used in cases where the person is incapacitated for work for more than seven days - this does not include the day of the accident but includes all subsequent days including weekends and rest days if applicable.

The form must also be used to report 'dangerous occurrences'. These are listed in the regulations and include among others the collapse and failure of structures, the escape of large quantities of flammable substances and electrical explosions.

Specified injuries to workers

The list of 'specified reportable injuries' in RIDDOR 2013 replaces the previous list of 'major injuries' in RIDDOR 1995. Specified injuries are (regulation 4):

- fractures, other than to fingers, thumbs and toes
- amputations
- any injury likely to lead to permanent loss of sight or reduction in sight
- any crush injury to the head or torso causing damage to the brain or internal organs
- serious burns (including scalding) which:
 - covers more than 10% of the body
 - causes significant damage to the eyes, respiratory system or other vital organs
- any scalping requiring hospital treatment
- any loss of consciousness caused by head injury or asphyxia
- any other injury arising from working in an enclosed space which:
 - leads to hypothermia or heat-induced illness
 - requires resuscitation or admittance to hospital for more than 24 hours

Over-seven-day incapacitation of a worker

Accidents must be reported where they result in an employee or self-employed person being away from work, or unable to perform their normal work duties, for more than seven consecutive days as the result of their injury. This seven-day period does not include the day of the accident but does include weekends and rest days. The report must be made within 15 days of the accident.

Over-three-day incapacitation

Accidents must be recorded, but not reported where they result in a worker being incapacitated for more than three consecutive days. If you are an employer, who must keep an accident book under the Social Security (Claims and Payments) Regulations 1979, that record will be enough.

Non-fatal accidents to non-workers (e.g. members of the public)

Accidents to members of the public or others who are not at work must be reported if they result in an injury and the person is taken directly from the scene of the accident to hospital for treatment to that injury. Examinations and diagnostic tests do not constitute 'treatment' in such circumstances.

There is no need to report incidents where people are taken to hospital purely as a precaution when no injury is apparent.

If the accident occurred at a hospital, the report only needs to be made if the injury is a '[specified injury](#)' (see above).



Occupational diseases

Employers and self-employed people must report diagnoses of certain occupational diseases, where these are likely to have been caused or made worse by their work: These diseases include (regulations 8 and 9):

- carpal tunnel syndrome;
- severe cramp of the hand or forearm;
- occupational dermatitis;
- hand-arm vibration syndrome;
- occupational asthma;
- tendonitis or tenosynovitis of the hand or forearm;
- any occupational cancer;
- any disease attributed to an occupational exposure to a biological agent.

HSE Contact Details

Online:

<http://www.hse.gov.uk/riddor/report.htm>

Telephone

All incidents can be reported online but a telephone service is also provided for reporting fatal and specified injuries **only** - call the Incident Contact Centre on 0845 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm).

CONTRACTORS AND VISITORS

The company site should be maintained in a safe and hazard-free state for employees and this will largely satisfy the requirements for visitors. However, responsible persons should be aware that visitors may be unfamiliar with the site and emergency procedures, so must make positive steps to bring these to their attention. For short-term visitors, simply to state "follow me" in the event of an emergency may be sufficient but for a long-term visitor a more comprehensive explanation including walking the escape routes would be appropriate.

Work by persons other than The Company employees must not start until the Chief Executive is satisfied that it is safe to do so. It is the responsibility of the supervisor of any visiting work party to ensure compliance with all health and safety requirements and that only competent persons will be used. Where appropriate, the views of the local Safety Coordinator will be sought in relation to the working practices of visiting work parties and to ensure, where necessary, that adequate supervision is maintained.

Any Company employee, or programme participant noticing what appears to be a deviation from safe working practices on the part of visiting work people must report them immediately to either their immediate supervisor, the Safety Co-ordinator or the Chief Executive.

FIRE PRECAUTIONS

A fire risk assessment will be carried out annually (unless any changes take place that will require an update of the assessment) to identify and control any potential fire hazards.

The following conditions will be met - adequate means of escape including emergency lighting where necessary, detecting fire and raising the alarm, fighting fire and related training will be provided, as detailed below;

- Means of escape are sufficiently wide and sufficiently short to allow speedy and safe evacuation.
- There should be alternative routes leading in different directions.
- Everyone can escape unaided (if able bodied), and that procedures are formulated and practised whereby those that need help have nominated persons to assist them in making a safe escape.
- The route leads directly to the open air via, a protected zone.
- The distance between workstations and exits is short.
- The escape route is adequately signposted and easy to follow.

The Chief Executive, in conjunction with the Safety Coordinator will ensure that escape routes are checked to ensure that they are not obstructed and that fire exit doors are not locked, and fire doors are not wedged open. All signs should be in place and not obscured by stacked goods.

Notices giving instructions on what to do in the event of a fire should be displayed in prominent positions.

Fire Drills must be carried out at least every 12 months. Records must be kept according to the attached form.

The fire assembly point is:



The corner of Abinger Road and Hurst Crescent. This is opposite the SIGTA parking space at the side of the building, on the other side of the road from the fork truck training facility.

FIRE ALARM CHECKS

Any method used to warn of the outbreak of a fire must be regularly checked.

To achieve this, the alarm system will be regularly tested (documented).

A Call Point will be selected and activated by carefully unscrewing the front panel with the appropriate key until the alarm sounds, then screwing the panel back into place.

It is important to ensure that a different Call Point is tested each time so that all Call Points are known to be working satisfactorily.

A record will be kept of these checks and any Call Points found to be not working are to be reported to the Manager immediately.

FIRE EXTINGUISHERS

Fire Extinguishers will be checked periodically, and although this will normally be undertaken by the suppliers, it will be one of the criteria in the monitoring of the workplace conducted by the Chief Executive and the Safety Co-ordinator.

Fire Extinguishers will not be misused or interfered with in any way and if, for any reason, a fire extinguisher is wholly or partly discharged it must be withdrawn from service and re-filled immediately.

It is not envisaged that staff or programme participants will be expected or encouraged to use fire extinguishers. However, the identification and limitations of each type of extinguisher likely to be found in the company premises will be seen as an essential part of all Induction and safety awareness training programmes.

Anybody discovering the outbreak of a fire should sound the alarm and not attempt to fight the fire unless they have received full training in the use of extinguishers. The only exception to this rule is if the person is trapped and the only means to escape would be made available by the use of an extinguisher.

ELECTRICITY

No person shall attempt to rectify any fault on any piece of electrical apparatus or supply system unless they have sufficient technical expertise, qualifications and experience to do so. Anybody discovering any fault on any piece of electrical equipment shall report the fault immediately to the senior person on site, having first switched off the equipment and rendered it safe.

The Chief Executive will ensure that all electrical apparatus and systems are maintained in a safe condition. This will be achieved by having the fixed installation - wiring, socket outlets, switches etc. checked by a competent electrical contractor at appropriate intervals and that periodic checks are made on the portable electrical equipment.

Persons using portable equipment will be expected to carry out the basic visual checks to identify that the equipment that is in sound order e.g.:



- the plug is undamaged
- the outer sheath of the cable is effectively secured where it enters the plug
- there is no damage to the external casing of the equipment
- there is no evidence of overheating
- there is no damage to the cable
- the equipment has not been subjected to conditions to which it is not suited e.g. it is wet.

These general checks will be undertaken by the user when the equipment is taken into use and during use. Any faults should be reported to the Safety Co-ordinator or the Manager and the equipment taken out of use immediately.

All items of electrical equipment will be 'tagged' and assigned a number so that records kept can be related to that equipment.



HARMFUL SUBSTANCES

In order to fulfil our duties under the "Control of Substances Hazardous to Health Regulations 2002 all hazardous substances in use within the premises will be assessed with regard to the risks that they pose to employees and programme participants alike.

The Safety Co-ordinator will ensure that a list of all substances in use is compiled. From this list, and with the aid of suppliers information, the hazardous substances will be identified.

The hazardous substances will carry the information - probably on the label - that the substance is classified as "Very Toxic", "Toxic", "Harmful", "Corrosive", or "Irritant".

The risks associated with such products depends upon how they are used, in what quantities, by whom and for how long. The assessment of those risks may range from 'High Risk' down to 'Insignificant Risk'. A record will be kept of all Risk Assessments.

No hazardous substance will be used until a suitable assessment of risk has been carried out.

Staff and programme participants will be informed of:

- the risks associated with the use of those products
- the control measures to be used in reducing the risk
- their duty to use the control measures

The assessments will be repeated whenever there is reason to believe that the existing assessment is no longer valid.