



Safety, Health & Welfare Policy

November 2022

This policy will be updated as our business changes in line with new legislation. It will be reviewed and updated as necessary, a minimum of once a year.

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CEO

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Foreword by the CEO

It has been said that it is better to be safe than sorry, but it is even better to be well informed about health and safety hazards and learn to avoid them.

Like all knowledge, such matters must be learned, and this policy intends to give you all the essentials you need. In some cases, the action recommended is part of the Law and must be observed, but, in most cases, common sense plus care, combined with a careful study of this policy and related procedures, will prevent accidents and hence save time and prevent damage, injury, ill health or even death.

PTP Training Limited has a good record for health and safety. It is up to you to maintain and improve that record. Study the policy now; it is too late once an accident has happened.

It is better to be careful than a casualty!

Staying COVID-19 Secure Commitment.

Since the outbreak of the COVID-19 pandemic first recognised in January 2020 and the subsequent government mandated restrictions and the different tier levels 1 to 4 and Lockdown. PTP throughout this time has monitored current guidance and legal requirements.

Following the removal of legal restriction relating to COVID-19 we continue to be vigilant, and where COVID-19 is confirmed, the individual will either be off sick or working from home until such time as two negative tests are confirmed.

PTP continue to respect the COVID-19 secure site principles encouraging good hygiene, maintaining space and good ventilation.

We have reviewed our risk assessments for all sites and implemented changes to mitigate the risk of COVID-19 virus from being transmitted.

We have active promotion of good hygiene and supporting media to reinforce the message of Hand Face Space. Hand sanitising stations, wipes are widely available to all site users.

The following supporting documents for COVID-19 are available to all staff via SharePoint and clients on request:

- The Staying COVID-19 Secure Commitment Document,
- Staying COVID-19 secure risk assessments
- PTP Visitor Information Sheet Dec 2020
- PTP External Visitors Information Sheet Dec 2020.

COVID-19 remains a risk, but with the national vaccination programme and the rollout of booster and flu vaccination to a wider group of recipients, the threat to staff and learners has been largely mitigated, so although COVID-19 has not gone away it is now managed.

The remaining document assumes that health and safety policy is based around a non-pandemic environment.

INTRODUCTION

Whilst at work, health and safety precautions must be observed by everyone; not only does this make good common sense, but, in many instances, these responsibilities are legal requirements. Ensuring the health and safety of others at work is just as important as the avoidance of being injured oneself. No one who works for Performance Through People – PTP Training Ltd (PTP) has any right to endanger others, whether they are staff, learners, contractors or visitors, and management have a particular responsibility to set a good example.

The PTP Safety, Health and Welfare Policy provides a framework for the organisation and management of health and safety within the Company. It is expected that those given duties to

implement the Policy will discharge them diligently, and by their own actions and with their encouragement, PTP will continue to be a safe and healthy place in which to work.

Each part of the PTP Safety, Health and Welfare Policy is issued with the approval of the CEO and Senior Management Team. Each text is an amalgam of the legal requirements for health and safety at work, and the precautions it would be wise to adopt to prevent accidents, injuries and instances of occupational ill health. The whole Policy is issued to enable, and not to disable, the healthy and safe pursuit of PTP's ideals.

In accordance with the Health and Safety at Work etc. Act 1974, it is the policy of PTP to ensure, so far as reasonably practicable, the health and safety while at work of all employees, learners, authorised visitors, and members of the public who may enter our premises or utilise our services. The successful implementation of this policy requires the full support and active cooperation of all employees of PTP.

The CEO and Senior Management Team welcomes constructive suggestions as to where any part of the Policy might be improved, to further the aim of creating a healthy and safe working environment.

1. GENERAL STATEMENT OF POLICY

It is the policy of PTP Training Limited (T/A Performance Through People), hereafter referred to as PTP, to comply with the terms of the Health and Safety at Work etc. Act 1974, and subsequent legislation, to provide and maintain a healthy and safe working environment. PTP's health and safety objective is to minimise the number of instances of occupational accidents and illnesses and to maintain it at the lowest reasonably practical level.

While the management of PTP will do all that is within its powers to ensure the health and safety of its employees, it is recognised that health and safety at work is the responsibility of each and every individual associated with the company.

It is PTP's policy, so far as is reasonably practicable:

- to provide and maintain plant and equipment and systems of work that are safe and without risks to health.
- to make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances.
- to promote a Safe Learner Concept throughout a learning programme to learners and employers
- to provide such information, instruction, training, and supervision as is necessary to ensure the health and safety at work of employees, learners, and visitors.
- to maintain any place of work under PTP's control in a condition that is safe and without risks to health and to provide and maintain means of access to and egress from it that are safe and without such risks.
- to provide and maintain a working environment for employees and learners that is safe and without risks to health and is adequate as regards facilities and arrangements for their welfare at work.
- to provide such protective equipment as is necessary for the health and safety at work of employees and learners.
- to encourage management to set high standards of health and safety by personal example, in order that employees have an attitude of mind which accepts good health and safety practice as normal.
- to monitor the effectiveness of health and safety provisions within PTP, in consultation with the appointed Safety Representatives, if any.
- to keep the PTP Safety, Health and Welfare Policy under regular review and to duly publish any amendments.

PTP's Safety, Health and Welfare Policy is continually monitored and updated, particularly when changes in the scale and nature of our operations occur. The policy will be reviewed at least annually.



CEO

2. HEALTH & SAFETY – ROLES & RESPONSIBILITIES

2a. CEO

Has overall and final responsibility for Health & Safety in the company in terms of the health & safety of employees, learners, visitors, associates, and members of the public who may enter our premises or utilise our services. The CEO assumes responsibility for:

- Keeping under review the PTP's Safety, Health, and Welfare Policy.
- Allocating resources for health and safety measures.
- Maintaining the organisation for the successful implementation and monitoring of the PTP Safety, Health, and Welfare Policy.
- Identifying and allocating the health and safety responsibilities of individual members of PTP.

2b. Line Managers

- Co-ordinate Safety, Health & Welfare on a day-to-day basis within their Dept/Sector
- Ensure that all staff receive adequate Safety, Health & Welfare induction training and ongoing awareness.
- Represent staff, learners & employers in their Dept/Sector.
- Report issues to Senior Leadership and ensure agreed corrective action is taken
- Help develop better processes.
- Help shape policy.

2c. Business Support Manager

- Represents funding agencies.
- Informs and advises PTP via the Senior Leadership Team on guidance received from Funding Bodies on Safety, Health & Welfare issues.
- Checks Workplace Health and Safety Assessments and maintains monitoring systems.
- Maintains records of all ESFA learner incidents & accidents and informs and advises PTP via the Senior Leadership Team.
- Help develop better processes.
- Help shape policy.

2d. HR Co-ordinator

- Manages staff training.
- Informs and advises PTP via SLT meetings
- Help develop better processes.
- Help shape policy

2e. All employees

Have a responsibility for Safety, Health & Welfare and to co-operate with management to ensure PTP ensures the health, safety, and welfare of all. They must take reasonable care of themselves and others. All employees should adopt the safe systems of work. All injuries, however small, witnessed or sustained by an employee of PTP whilst at work must be reported

to their Line Manager. Accident records are crucial to the effective monitoring and revision of the policy and must therefore be accurate and comprehensive.

Displayed within all centres is the Health and Safety Law 'What You Should Know' poster which provides further information about Health and Safety Legislation and where to go to for further advice.

Employees duties include:

- making themselves familiar with and always conforming to health safety rules and regulations.
- taking reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work. This includes using safety equipment, protective clothing, and safety devices as appropriate.
- co-operating with their Managers and Supervisors to perform any duty or comply with any requirements imposed on them because of any health and safety legislation that may be in force.
- not to misuse or recklessly interfere with any equipment or materials that are provided in the interest of Health, Safety and Welfare.
- reporting all accidents and damage to equipment to their manager whether persons are injured or not and assisting in accident investigation.
- reporting all hazards to their manager either in writing or verbally and making incident reports. Employees are encouraged to make suggestions to improve Health and Safety in the organisation.
- being personally concerned with the welfare of themselves and others.

Safety, Health & Welfare is a permanent agenda item at all meetings and staff at all levels are given the opportunity to raise safety, health and welfare concerns and participate in the overall consultation process. For further guidance, please refer to the **Consultation Policy within the Safety, Health & Welfare Handbook**.

3. ARRANGEMENTS

3a. Staff & visitors

Our policy is to provide and maintain learning and working environments which are healthy and safe for our employees, clients, learners, and visitors. Our training centres are risk assessed a minimum of once per year or more frequently if necessary. We will provide investment, information, training, and supervision to support this policy. All staff are required to conform to our Safety, Health, and Welfare Policy and to contribute to a safe working and learning environment.

3b. Learners

The Health and Safety (Training for Employment) Regulations 1990 (SI No 1380) apply the provisions of the Health and Safety at Work etc. Act 1974 to people receiving 'relevant training'. Within these Regulations 'relevant training' is defined as "work experience provided pursuant to a training course programme, or training for employment, or both". This means that all people receiving training or work experience from an employer in the workplace are deemed to be employees for the purposes of health and safety legislation.

Therefore, mindful of the above any item referring to employees in this policy may be taken to imply applicable to learners unless specifically indicated otherwise.

As a government funded training provider, we shall ensure so far as reasonably practical that all learners will receive learning that takes place in a safe, healthy, and supportive environment, centred on the concept of '*Safe Learner*' with key emphasis on quality and competence in the supervision, training, guidance, and protection afforded the learner.

It is our policy to accept and manage responsibility for the health and safety of our learners when in our training centres. Health & Safety is a key part of learners' training and is featured in all inductions. It is discussed during formal reviews, and action is taken to address concerns if necessary. We have systems and procedures in place to gain assurance that there are adequate arrangements in place to ensure that both placement companies and workplaces manage their health and safety obligations satisfactorily. Learners can only enter placement companies and/or begin their training at workplaces that have been assessed and approved by PTP.

3c. Suitability of placement company colleagues – young learners

We define a young learner as still in full time education aged 18yrs or below. It is our policy to make an assessment on the suitability of placement company colleagues/supervisors who are expected to regularly take responsibility for our learner. This is undertaken during the assessment procedure. We reserve the right to ask for permission to carry out a DBS check on a placement company colleague should we deem it appropriate to do so. We will not place learners in placement companies if an element of doubt over the suitability of placement company colleagues exists.

3d. The right learner

We take time to find out what sort of employment is right for the learner during initial assessment. We match their skills, preferences, and attitude to the right sort of job/work experience opportunity. We introduce learners to a "safe system of work" during induction and embed it during training sessions and reviews.

3e. The right placement company/employer

Only those placement companies/employers who demonstrate a satisfactory approach to health & safety can become partners. We request learners receive appropriate supervision from a line manager, mentor or reliable employee who can oversee their activities and reduce the chance of an accident happening. Suitable and sufficient first aid facilities must be available. We ask placement companies/employers to inform us of any accident involving a learner immediately. Learners' actual place of work is reviewed according to their risk rating in order that we may get a feel for the risks associated with the work placement/employer.

3f. Assessment of work placements

It is our policy to ensure that learners are placed into "acceptable risk" placement companies only. This will typically be a company graded low or medium risk. However, for engineering placements these are

always graded high risk due to the inherent activities. All placement companies will be assessed prior to the learner starting his or her work experience/training.

All staff/partners that carry out assessment checks on our behalf are to possess, or have access to, occupational experience relevant to the placement company being considered. We will work with fellow training providers, employers/placement companies, and recognised sources of health & safety information (e.g., HSE) and our own staff to obtain the occupational specific background knowledge needed to carry out the assessment check to the required standard.

In addition to the above all staff/partners carrying out assessment checks on our behalf are to receive health & safety training. Staff new to carrying out risk assessments will be supported by a competent member of staff during their induction period.

3g. The right sub-contractor

Only those sub-contractors which demonstrate a satisfactory approach to health & safety are permitted to become partners. Suitable and sufficient first aid facilities must be available. We ask sub-contractors to inform us of any accident involving a learner immediately. Sub-contractors are thoroughly checked before any contracts are awarded.

3h. Hazards & Risks

Carpet and Carpet Tiles

A common source of trip hazard, all employees should exercise care when walking on the carpets or carpet tiles. High heels are particularly bad for dealing with this hazard and are not recommended for wear at work.

Display Screen Equipment (DSE)

PTP Training Limited acknowledges that the use of computers and display screen equipment forms a major part of most roles within the organisation, and it is the intention of PTP to ensure that any risks are removed or reduced to a minimum. For further guidance, please refer to the **Display Screen Policy within the Safety, Health & Welfare Handbook**

Driving at Work

As part of our overall Safety, Health & Welfare Policy, PTP is committed to reducing the risks which our staff face and create when driving for work. We ask all our staff to play their part whether they use a company vehicle, their own or a hire vehicle. This incorporates route planning, mobile phone use and adherence to the road traffic laws. For further guidance, please refer to the **Driving at Work Policy within the Safety, Health & Welfare Handbook**.

Electrical Apparatus

Supply points, fuses boxes, cables, switches, together with all items of electrical equipment must not at any time be interfered with by any employee. Any damage or excess wear and tear should be reported immediately. Requests for repair to all items of electrical equipment and apparatus must be made through the on-line fault reporting system or direct with the Facilities Manager if appropriate. For further guidance, please refer to the **Electrical Safety Policy within the Safety, Health & Welfare Handbook**.

Engineering Workshop

PTP Training Ltd. will provide all the necessary workplace precautions to ensure a safe place of work for employees/learners. Risk assessments/review will be carried out to ensure workplace precautions are still current. For further information, please refer to the following policies within the **Safety, Health & Welfare Handbook**:

- Abrasive Wheels Policy
- Electrical Safety Policy
- Hand-held Tools Policy
- Machinery Safety Policy

Flammable Liquids

Low flash point liquids if used must be handled correctly. Management must ensure that persons using flammable substances do not expose them to naked flames and that there are no other sources of ignition nearby. If you are a user of any flammable liquid replace covers on dispensing containers after use, learn the procedure in case of spillage, maintain good ventilation to disperse vapours, keep only the minimum/essential quantity of liquid at your workplace. Never use flammable liquids in enclosed vessels or rooms without a copious fresh air supply. Check with management if in doubt about precautions to be taken. For further guidance, please refer to the **Flammable Liquids Policy within the Safety, Health & Welfare Handbook.**

Gangways

Gangways must, as far as is possible, be kept clear. Management must ensure that safe access is made available past any obstructions. All employees are urged to minimise the obstruction of gangways during operations that take up gangway space.

Hand Tools

PTP Training Limited has a policy in the use and provision of hand tools. Eye protection is available to employees free of charge and is a statutory requirement when chipping metal etc. by means of hammer and chisel, punch, or similar hand tool. Similarly, eye protection must be worn when driving in or on, pins, collars, bolts, etc. when there is a reasonably foreseeable risk of injury to the eyes. Users of hand tools are responsible for their safe condition. Do not use chisels, punches, etc. with mushroom heads, files without handles, hammers with loose heads and do not carry open knives in pockets. Use the correct tool for the job; makeshifts make accidents. For further guidance, please refer to the **Hand-held Tools Policy within the Safety, Health & Welfare Handbook.**

Housekeeping

All employees are requested to do all that they can to keep the company a clean, tidy, and safe place to work in. Untidiness and poor housekeeping leads to accidents and injuries. Good housekeeping denotes efficiency that leads to improved performance and contributes to an enhanced quality of life within the workplace. Employees are encouraged to make suggestions that will assist management in maintaining a clean, tidy, and safe place in which to work.

Manual Handling

Since manual handling and lifting is a normal part of the everyday activities within PTP it is important for all employees concerned to ensure that they do not attempt to lift objects which are too heavy for manual handling. When lifting or turning objects over by hand, all concerned are urged to use the knees for leverage and not the back. Always try to keep the back as straight as possible and the chin in. Significant risks are subject to assessment under the Manual Handling Operations Regulations 1992. For further guidance, please refer to the **Manual Handling Policy within the Safety, Health & Welfare Handbook.**

Maintenance

Maintenance of premises and facilities is conducted through the Facilities Department and undertaken internally or with the use of contractors. Inherent risks are involved from electrical through to mechanical in various environments. Safety is paramount. For further guidance, please refer to the following policies within the **Safety, Health & Welfare Handbook:**

- Access Equipment Policy

- Building Services & Maintenance Policy
- Confined Spaces Policy
- Control of Contractors Policy

Noise at Work

The Engineering Dept has a Noise Assessment and are required to provide, issue, and use hearing protection. Employees visiting other organisations within their job role should be aware of noise levels and wear protection as appropriate (organisation will normally supply).

Employees should take care at home and in their leisure pursuits to wear hearing protection if they are to be subjected to noise above 85 dB (A). The use of personal stereo units is a particular source of hearing damage if used at too great a volume level. For further guidance, please refer to the **Noise at Work Policy within the Safety, Health & Welfare Handbook.**

Running

At no time are employees authorised to run. Offenders may be disciplined. Running is the cause of many accidents that often involve other persons going about their business in a responsible manner.

Smoking

In accordance with the Health Act 2007, all PTP owned and managed premises are 'non-smoking' including e-cigarettes. Where external smoking areas have been designated employees are reminded of the need to respect the environment and to keep these areas clean & tidy, by using, and encouraging others to use, the facilities provided i.e., wall mounted ash trays.

Substances Hazardous to Health

The use of such substances is subject to the Control of Substances Hazardous to Health Regulations 2002 (known as the COSHH Regs). The definition of substances hazardous to health covers virtually all substances capable of causing adverse health effects or disease arising from work activities. For further guidance, please refer to the **COSHH Policy within the Safety, Health & Welfare Handbook.**

Working at Height

Working at height will only be undertaken in circumstances where there is no safer alternative work method available. PTP only permits persons to work at height once they have received adequate information, instruction, and training and only after working at height has been properly planned and organised. For further guidance, please refer to the **Working at Height Policy within the Safety, Health & Welfare Handbook.**

4. MANAGEMENT OF SAFETY, HEALTH & WELFARE

4a. Learners in our training centres

All PTP staff have a collective responsibility for the health & safety of our learners when they are in our training centres. They are introduced to our premise's layout, health & safety requirements, emergency and first aid procedures during induction. They are introduced to the concept of "safe working" prior to starting their learning programme. All staff are asked to take responsibility for embedding this concept. This can be achieved via formal training & assessment sessions and by giving out common sense advice and guidance when interacting with learners during non-training times.

4b. Learners in placement companies/employed.

All placement companies/employers are assessed and graded as either:

- A – Learner can start immediately, no initial actions.
- B – Learner can start immediately, with outstanding actions.
- C – Learner cannot start until actions complete or company not suitable.

Only placement companies/employers demonstrating a satisfactory approach to health & safety are used. We ask that learners are allocated supervisors/mentors who can responsibly oversee their activities in a way, which reduces the risk of accidents.

The health & safety of learners is promoted, and their knowledge and understanding are reviewed during each formal review by the Tutor, or more frequently if necessary. Findings are recorded within reviews and if necessary, a further workplace assessment is conducted.

4c. Learners with Sub-contractors

Sub-contractors are required to have arrangements in place which meet or exceed PTP's own standards. As a minimum we expect:

- They sign up to our service level agreement
- A satisfactory quality systems audit takes place before delivery of provision begins
- Health & safety matters are well managed.

4d. The Safe Learner Concept

Each sector/dept has been made aware of the safe learner concept; this has been communicated via Line Managers to each member of staff and forms part of the Staff Induction Programme. All learners are given an overview of health and safety at induction.

4e. Accident/incident and near-miss reporting.

All accidents/incidents and near misses are to be recorded in the Accident Book. Accidents resulting in serious injury should be **reported within 24 hours to the Senior Leadership Team**, who will investigate accidents which have resulted in serious injury. Accidents/incidents involving a funded learner are to be reported using the AR1 form, and the AR2 form if there are any witnesses, to the Business Support Team. The Senior Leadership Team will follow the RIDDOR procedures should this be necessary.

The Business Support Team are responsible for analysing the accidents/incidents and near misses on a biannual basis, or more frequently if necessary. The results of this analysis, and recommendations, are then reported to Senior Management. For further guidance, please refer to the **Accident Reporting and Investigation Policy within the Safety, Health & Welfare Handbook**.

4f. Lone & Home Workers

Lone workers are categorised as those members of staff working within a training centre separate from others (e.g., isolated training room) or those who are mobile working away from their training centre (e.g., Business Development staff carrying out workplace assessments, Tutors assessing in the workplace). Home Workers are categorised as those members of staff working from home. It is our policy to ensure that staff working alone do so within an environment that, as far as is reasonably practicable, has been risk assessed with potential hazards having been identified and controlled. We ensure that staff have been given appropriate instruction, training, and supervision. All staff must understand that they have responsibilities to take reasonable care of themselves and other people affected by their work. They must co-operate with PTP Training in meeting its legal obligations.

Risk assessments have been carried out and as far as reasonably practicable, state the hazards associated with lone and home working. These hazards have been assessed and control measures detailed. The results of these risk assessments have been communicated to the Lone or Home Worker and original copies maintained by HR. Staff are advised to review the HSE guidance on Working Alone in Safety. For further guidance, please refer to the Lone Working Policy within the Safety, Health & Welfare Handbook.

4g. New and Expectant Mothers

It is our policy to ensure that new & expectant mothers employed by PTP have been risk assessed with potential hazards having been identified and controlled. We ensure that new & expectant mothers have been given appropriate instruction, training, and supervision. All new & expectant mothers must understand that they have responsibilities to take reasonable care of themselves whilst at work. They must co-operate with PTP Training in meeting its legal obligations.

Risk assessments are carried out by Line Managers in conjunction with the member of staff and as far as reasonably practicable, state the hazards associated with being a new & expectant mother. These hazards have been assessed and control measures detailed. The results of these risk assessments are maintained and updated by the Line Manager and copies kept in personnel files. New & expectant mothers are directed to the HSE website for further information on new & expectant mothers.

4h. E-Safety & Responsibility

We encourage the use of technology to enhance skills and promote achievement. However, the accessible and global nature of the internet and variety of technologies available mean that we are also aware of potential risks and challenges associated with such use.

Our approach is to implement safeguards within PTP and to support staff and learners to identify and manage risks independently. We believe this can be achieved through a combination of security measures, training and guidance and implementation of our associated policies. In our duty to safeguard learners, we will do all that we can to make our learners and staff stay e-safe and to satisfy our wider duty of care. For further guidance, please refer to the E-Safety & Responsibility Policy.

4i. Anti-bullying/Cyber Bullying

We are committed to minimising bullying and dealing with it effectively when it arises. It is important however, to distinguish between 'What is bullying' and 'What is not' and be aware that certain incidents depending on their nature will be dealt with differently. Bullying is deliberate, harmful behaviour over a period which either intentionally or unintentionally, upsets or intimidates another. Part of PTP's ethos is to value individuals and this is a culture we seek to nurture. For further guidance, please refer to the Anti-Bullying/Cyber Bullying Policy.

4j. Domestic Abuse

We are committed to developing a workplace/learning culture in which there is zero tolerance for violence, and which recognises that the responsibility for domestic violence lies with the perpetrator. PTP has a 'zero tolerance' position on domestic abuse and is committed to ensuring that any employee/learner who is the victim of domestic abuse has the right to raise the issue with PTP in the knowledge that they will receive appropriate support and assistance. For further guidance, please refer to the Safeguarding Policy.

4k. **Safeguarding**

It is our belief that it is always unacceptable for a learner to experience abuse of any kind and recognise our responsibility to safeguard the welfare of all learners by commitment to practice that protects them. We recognise that:

- The welfare of the learner is paramount.
- All learners, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation, or identity, have the right to equal protection from all types of abuse, neglect, or harm.
- Working in partnership with learners and with other agencies is essential in promoting a safe learning environment.

For further guidance, please refer to the **Safeguarding Policy**.

5. PTP TRAINING CENTRES

5a. **Key Documents**

Centre Risk assessment – A minimum of one is carried out on each training centre each year (more frequently if risks/hazards justify). It is available via the staff intranet.

Centre Health & Safety Audit – A minimum of one is carried out on each training centre each year (more frequently if risks/hazards justify). Findings documented and report given to the CEO.

Fire risk assessment – A minimum of one is carried out on each training centre, in accordance with the Regulatory Reform (Fire safety) Order 2005, in each year. Evacuation drills are practised regularly and recorded in the site fire log. Fire-fighting equipment is provided and maintained, and training is provided.

Accident reports – Details of accidents are recorded using approved documents to the HSE recommended standard BI510 and conform to data protection requirements. A copy of each accident report is forwarded to the H&S Officer. RIDDOR reportable accidents are reported immediately to the H&S Officer. RIDDOR procedures are then followed. Senior Leadership will complete the HSE online reporting document and produce a formal report for the CEO to action.

Workplace H&S assessment – this document is completed by a duly qualified PTP Training staff member and details the health and safety arrangements of each work experience/placement employer. It is completed before any learner can be placed, and only if the placement is judged to be satisfactory.

Portable Appliance Testing - Within PTP a qualified technician will undertake the inspection and testing of all items of portable appliances on a scheduled basis. No privately-owned electrical equipment should be introduced into any PTP building without prior consent and will be inspected and tested for electrical safety before use. The PAT register is maintained by the Facilities Dept.

5b. **Evacuation Procedure for People with a Disability**

Line Managers/ & members of staff are responsible for identifying learners and staff who may require assistance to evacuate the premises in case an emergency. Line Managers and members of staff need to follow PTP's Personal Emergency Evacuation Plan (PEEP) Procedure. All staff involved in a PEEP must follow procedures as required. Fire marshals must be made aware of learners & staff with a PEEP.

6. Audit Arrangements

6a. Workplace H&S Assessment Audits

The Business Support Team carry out monthly audits of Workplace H&S Assessments. Audits are analysed quarterly, and a recommendation report is produced for discussion at SLT meetings.

6b. Sub-contractors

An initial quality audit, which must result in an acceptable grade or better, is carried out before a contract for services is awarded. The sub-contractor's quality systems are then audited a further two times within the first 12 months of the contract. Any weaknesses are identified and an action plan to correct agreed.

7. Staff Training

All staff and volunteers will receive Health & Safety training and training will be regularly updated as follows:

	All Staff	BD & Delivery staff involved with workplace H&S Assessments	First Aiders	Fire Marshalls
Induction to PTP (Day 1)	✓	✓	✓	✓
H&S Awareness training (within 2 weeks of joining PTP) on Staff Intranet	✓	✓	✓	✓
Annual H&S Welfare update	✓	✓	✓	✓
Manual Handling (every 3 years)	✓	✓	✓	✓
Workplace H&S Assessment training (internal)		✓		
First Aid at Work (as appointed) every 3 years			✓	
Fire Marshal Training (as appointed) every 3 years				✓

It is the responsibility of the Line Managers to raise awareness amongst staff on a regular basis.

8. First Aid, Accidents and Fire Evacuation

8a. First Aid/Accidents

Walsall Centre	
The First Aid box is located:	In the reception area
Qualified First aiders:	The centre will have at least 2 members of staff who have completed the First Aid at Work course. Their names will be displayed in the reception area at each centre and on each floor
Person responsible for keeping first aid box stocked is:	First Aiders
The accident book is:	With First Aid box – see above

Cannock Centre	
The First Aid box is located:	In the reception area
Qualified First aiders:	The centre is not always manned by PTP staff and is a shared building. However, when PTP staff are present, we will strive to ensure that the centre will have at least 1 member of staff who has completed the First Aid at Work course. Their name will be displayed in the reception area.
Person responsible for keeping first aid box stocked is:	First Aiders
The accident book is:	With First Aid box – see above

8b. Fire/Evacuation

Walsall Centre	
Fire Marshals:	At least 2 appointed Fire Marshals. Their names will be displayed in the reception area and on each floor
The evacuation meeting point is:	Metal gates to the right-hand side of the building
Fire extinguisher maintenance:	Carried out annually by Diamond Fire
Fire alarm tested	Monday weekly at 10am

Cannock Centre	
Fire Marshals:	At least 1 appointed Fire Marshal. Their names will be displayed in the reception area
The evacuation meeting point is:	GH Friths' car park on the opposite side of the road
Fire extinguisher maintenance:	Carried out annually by Diamond Fire
Fire alarm tested	Thursdays weekly at 10am

8c. On Discovering a Fire

If you discover a fire:

- Raise the alarm.
- Act calmly and quickly, if it is a small fire, you have been trained in the use of firefighting equipment and you are confident in what you are doing you may be able to put the fire out.
- You must ensure that all visitors and members of the public are clear of the building and then leave the building immediately closing all accessible doors behind you.
- You must proceed to the fire assembly point leading learners, visitors, and members of the public.

Fire Marshal responsibilities:

- Ensure escape routes remain clear and well signposted.
- Check fire extinguishers on a monthly basis.
- In the event of an evacuation, to check their designated area is clear.

For further guidance, please refer to the following policies within the **Safety, Health & Welfare Handbook**:

- Fire Safety Policy
- Accident Reporting & Investigation Policy
- First Aid at Work Policy

9. Safety, Health & Welfare Handbook

This policy should be read in conjunction with PTP's Safeguarding Policy and the Staff Handbook. Separate policies referred to in this policy document can be found in the Safety, Health & Welfare Handbook. All staff are required to read and understand the policies relating to their job role.