

Health and Safety Policy

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Policy Statement

NGTC regards health and safety matters as a priority and an integral part of all its operations, including the review and maintenance of high quality systems and standards.

We regard employees as our key resource; their contribution to achieving our business objectives is vital. We intend to provide a safe working environment that is without risks to health. It is our policy to ensure all health and safety systems are dynamic and under continuous improvement.

We accept our statutory responsibilities and, where possible, seek to exceed them. We will ensure that anyone working at or attending NGTC premises is not exposed to risks that may arise from our undertaking.

We will ensure that there is a suitable organisation structure for planning, implementing, monitoring, reviewing and evaluating health and safety activities.

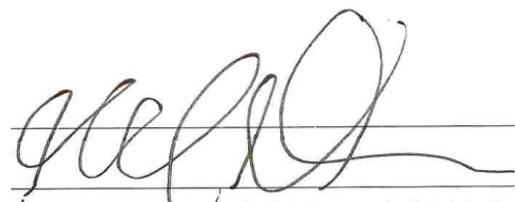
We will provide resources, sufficient information, training and supervision to enable NGTC and its employees to meet their health and safety responsibilities.

In order to implement this policy, the commitment of all employees is necessary. As a condition of employment, all staff will be expected to co-operate with NGTC to:

- follow the instructions set out in the safety procedures or notices posted in premises and elsewhere;
- comply with codes of practice, work instructions and guidance which may apply to their work or workplaces; and
- take reasonable care for the health and safety of themselves and of persons who may be affected by their acts or omissions at work..

We will consult employees through elected representatives. All staff will have an opportunity to raise issues with their local elected safety representative who will take the matter forward to an appropriate safety forum.

The policy will be reviewed and evaluated on an annual basis or earlier where any significant legislative changes take place, which will culminate in the publication of an annual health and safety report.

A handwritten signature in black ink, appearing to read 'Mike Needham', is written over a horizontal line. The signature is fluid and cursive.

Mike Needham

Managing Director

Responsibilities

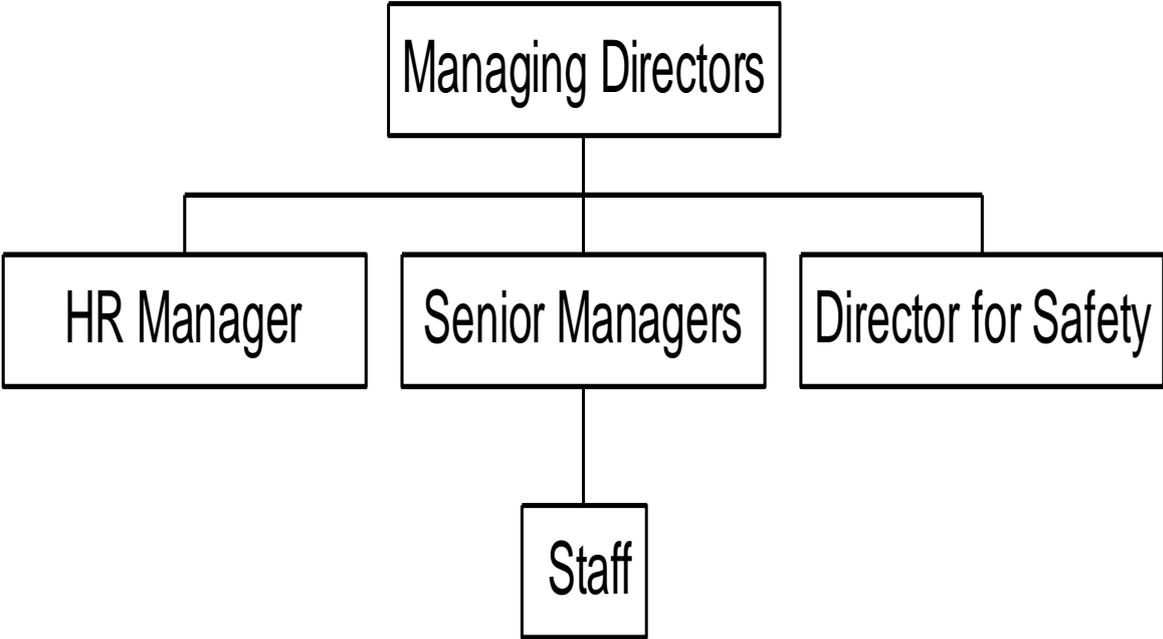
The responsibility for health and safety rests directly and personally with all employees. This section sets out the specific health and safety responsibilities that should be complied with.

General

All Directors and employees are responsible for carrying out their work in a manner that will not put at risk their personal health and safety or that of their colleagues or any third party.

Employees must plan and perform their work in accordance with the policy, its associated procedures and in compliance with current legislation. It follows, therefore, that all Directors and employees have the right and the responsibility to refuse to carry out work or undertake any activity, which they consider to be unsafe.

Responsibility Flow Chart



Specific Responsibilities

1. The Managing Director

The Managing Director is ultimately responsible for the application of the policy and the achievement of its objectives. The Managing Director delegates this responsibility to the Directors defining the responsibilities for which they will be accountable.

The Managing Director's responsibilities are to ensure that:

- there is an effective and efficient approach to health and safety within all parts of NGTC;
- the necessary resources are available to provide competent safety management and for the continuous improvement of health and safety performance;
- health and safety matters are kept under regular review;
- employees with specific responsibilities have the necessary authority, expertise, training and resources to exercise their responsibilities effectively;
- all levels of management understand, actively support and implement the policy and procedures;
- policies and procedures are developed to meet legal and best practice obligations; and
- there is a suitable organisation structure for planning, implementing, monitoring, reviewing and evaluating arrangements

2. Managers/Supervisors

Managers and supervisors are responsible for achieving those objectives of the policy that fall within their responsibilities. As part of the management team they will actively promote the concept of safety management by:

- ensuring all staff under their control know and accept their personal responsibility for the safe working of themselves and others that may be affected by their acts or omissions;
- ensuring all staff under their control are properly trained and supervised, and in particular receive adequate induction training and on and off the job training in appropriate aspects of health, safety and welfare;
- operating within all legislative and NGTC requirements applicable to the work of the office/teams;
- ensuring consistent implementation of NGTC health and safety policies and procedures within their area of accountability;
- ensuring that accidents and dangerous occurrences are recorded and reported to the HR Manager;
- risk assessments of expectant or nursing mothers are completed in a timely manner; and
- risk assessments for young persons are completed in a timely manner.

3. Health and Safety/HR Manager

The Corporate Health and Safety/HR Manager is responsible for internal health and safety and developing and implementing procedures and guidance in support of the policy.

Responsibilities include, but are not limited to:

- provision of advice and guidance to NGTC;
- the development and updating of all systems, documentation, the policy statement and relevant standards and procedures;
- the internal audit of health and safety performance;
- providing guidance on the preparation of health and safety plans and monitoring, evaluating and developing their effectiveness;
- establishing and maintaining suitable health and safety training standards;
- providing advice and information to the Managing Director;
- recommendations are made to the Managing Director on any changes with regard to the improvement of the policy;
- the development and maintenance of a system on the intranet to facilitate the provision of health and safety information to all staff; and
- supporting Managers in developing detailed plans and procedures to ensure the consistent and effective implementation of health and safety policies.

4. Facilities Managers

Facilities Managers have day-to-day responsibility for health and safety within each location.

Responsibilities include, but are not limited to:

- maintaining offices to provide a safe and healthy working environment;
- ensuring portable electrical equipment is examined and tested regularly and records kept;
- ensuring mains electrical systems are tested every five years and a certificate maintained;
- ensuring water systems are tested every six months and a certificate maintained;
- ensuring gas fired central heating boilers are serviced annually and a certificate maintained;
- ensuring office cleaning is completed to a satisfactory standard;
- ensuring the minimum working temperature of 16°C is maintained during working hours;
- ensuring a suitable number of first aiders and fire wardens are maintained within the offices and that they are aware of their duties;
- ensuring the accident book is maintained;
- ensuring the fire alarm and fire appliances are tested regularly and records kept;
- ensuring fire drills are practised twice yearly and a record kept;

- ensuring general risk assessments are carried out; and
- carrying out regular inspections to identify possible hazards.

5. Facilities Support

Facilities support staff provide on-site assistance to Facilities Managers within office. Responsibilities include:

- effectively operating machinery in the post/print room;
- receiving deliveries;
- ensuring storage areas are kept clean and tidy;
- dealing with contractors on-site; and
- weekly fire alarm checks.

6. Human Resources

Human Resources have specific responsibilities to ensure that:

- sufficient funds are available to provide for eye sight screening and provision of funding for ophthalmic appliances where appropriate;
- risk assessments for employees with a disability or other medical condition are completed in a timely manner; and
- relevant policies are updated as necessary.

7. Employees and Temporary Contract Staff

Employees and temporary contract staff include those employed through an agency. All members of staff have a duty to:

- take care of their own health and safety and that of other persons who may be affected by their acts or omissions;
- co-operate with their employers to enable the employer to perform, or comply with, any legal duty or requirement;
- not interfere with or misuse equipment provided in the interest of health and safety;
- use office equipment provided for their work as they have been trained to use it;
- not operate equipment they have not been trained to use;
- inform their employer of any work situation that represents a serious and immediate danger to themselves and others;
- inform other members of staff of any work situation that represents a serious and immediate danger; and
- report any accident or incident involving or having potential to cause injury, damage to property or the environment.

They should at all times:

- be aware of the fire and emergency procedures of NGTC and other premises where they work;
- follow the instructions of nominated fire wardens;

- ensure fire escape routes are kept clear and report any obstructions;
- ensure fire fighting equipment is not obscured and report any obstructions; and
- keep their working area tidy.

8. Trades Union Safety Representatives

NGTC will consult with recognised trades unions and acknowledges that safety representatives may be appointed under the Safety Representatives and Safety Committees Regulations (SRSC)1977.

A person appointed as a safety representative should either have been employed throughout the preceding two years or have had at least two years experience in similar employment.

The duties and functions are to:

- investigate potential hazards and dangerous occurrences at the workplace;
- investigate complaints by any employee relating to that employees' health, safety and welfare at work;
- make representations to the employer regarding the above points and also on general matters regarding health, safety and welfare in the workplace;
- carry out inspections of the workplace on a quarterly basis and more often if a substantial change in the condition of work has taken place; and
- represent employees in consultations at the workplace.

9. Elected Non-trades Union Safety Representatives

Where trade union safety representatives have not been appointed, NGTC will appoint elected safety representatives for each group and local NGTC within the organisation and permit time off with pay during normal working hours and suitable training to carry out the following tasks:

- to investigate potential hazards and dangerous occurrences at the workplace;
- to investigate complaints by any employee relating to that employees' health, safety and welfare at work;
- to make representations to the employer regarding the above points and also on general matters regarding health, safety and welfare in the workplace;
- to carry out inspections of the workplace quarterly and more often if a substantial change in the condition of work has taken place; and
- to represent employees in consultations at the workplace.

10. Fire Wardens

The Facilities Managers will make arrangements to appoint fire wardens in their respective offices. All fire wardens should implement the emergency procedures in place at their office.

Fire wardens should ensure they are aware of:

- the location of emergency evacuation assembly points;
- the location of emergency exits within their working areas and inspect them regularly to ensure they are clear of hazards;
- the location of fire extinguisher equipment within their working area; and
- the types and uses of fire extinguisher equipment within their area.

In the event of an emergency alarm they will:

- ensure that all staff and visitors within their area of responsibility have evacuated the premises;
- liaise with line managers to ensure that all staff and visitors are accounted for; and
- ensure that all staff and visitors remain at the assembly points until told it is safe to return to the premises.

11. First Aiders

A suitable number of competent persons will be nominated within each workplace to implement first aid procedures.

All first aiders will undergo a training course in administering first aid and hold a current First Aid at Work certificate from a training provider approved by the Health and Safety Executive.

It is the responsibility of the first aider to:

- administer immediate first aid and then send for help if necessary;
- check to see if the victim is wearing a bracelet or necklace, or carrying a card, showing that he or she suffers from a medical condition such as diabetes, epilepsy or heart disease, or is on treatment with drugs, any of which may be the cause of sudden collapse;
- accompany any injured or ill person to the first aid room should they require to go there;
- accompany any injured or ill person to hospital if necessary;
- ensure any accidents are recorded in the accident book;
- keep a record of any treatment given;
- maintain their own first aid box ensuring that the appropriate supplies are contained within it; and
- inform the Facilities Manager of serious injuries.

Arrangements

Abbreviations

The following abbreviations are used in this section:

Abbreviation	Meaning
MD	Managing Director
DRS	Director responsible for Safety
DSE	Display Screen Equipment
FM	Facilities Manager
HR	Human Resources
HSE	Health and Safety Executive
HSM	Health and Safety Manager
NGTC	New Generation Training and Consultancy

Accident and Incident Reporting

<p>Purpose: This procedure ensures that all accidents, incidents and dangerous occurrences are investigated to determine the cause and appropriate action taken to prevent re-occurrence.</p>
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Responsibility	Action	Record
1. All Staff	<p>Recording Record the details of any accident in the accident book. Complete an incident report form if appropriate and submit to FFM/HSM.</p>	Accident Book Incident Report Form
2. FM/HSM	Inform AD, HR and Union Safety Representatives, as appropriate, complete an investigation, if appropriate, and submit the report with supporting documents as quickly as possible.	Accident Report
3. FM/HSM	<p>Fatality / Major / Dangerous Occurrence In the event of a RIDDOR reportable incident inform the relevant enforcing authority by telephone) and submit Form F2508 to them within 10 days. Retain a copy of the form.</p>	F2508
4.	<p>Lost Time Accidents If an employee is absent for more than 3 consecutive days, as a result of an injury arising from their work, complete Form F2508. Submit this to the relevant enforcing authority within 10 days and retain a copy of the form.</p>	F2508
5.	<p>Diseases If written confirmation is received from a medical practitioner that an employee is suffering from a notifiable disease, submit Form F2508A to the relevant enforcing authority as soon as possible and retain a copy of the form.</p>	F2508A
6. FM	<p>Follow Up Action Ensure remedial actions are completed.</p>	
7. FM/HSM	Review all accident and incident reports, F2508 and F2508A forms and recommend further action as appropriate to the relevant MD and/or DRS. Provide an analysis of quarterly statistics to the HSM.	

Continued.....

If more space is required please continue on a separate sheet

Completed by Employee or nominee

Date

Now forward this form to your Field Facilities Manager/Health and Safety Manager.

Was an accident investigation completed?	Y / N	Copy of report attached?	Y / N
Was an F2508 / F2508A completed?	Y / N	Copy of report attached?	Y / N

Recommended remedial actions if full investigation not required.

Completed by:

Date

Received by:

Date.....

Alcohol, Drugs and Solvents

Purpose: We are concerned that employees do not expose themselves or other persons to risks to their health or safety by acts or omissions at work. It is therefore the policy of NGTC that employees are fit and well when at work.

Responsibility	Action	Record
1. All Staff	No person will be allowed to be at work if they are under the influence of alcohol, drugs or solvents.	
2. All Staff	Any employee who is aware of any person who is at work and under the influence of drugs, alcohol or solvents must report the matter immediately to their line manager.	
3. All Staff	Any employee who is addicted or suffering from the effects of alcohol, drugs or solvents will be offered counselling and treatment and in all cases be treated in confidence.	
4. All Staff / Line Managers	Employees who are taking medication or prescribed drugs which may affect their actions or reactions at work should inform their line manager and HR Managers should conduct a risk assessment in order to identify any changes to duties or working environment that may be required.	Staff file
5. Line Manager / DRS	The use of such alcohol, uncontrolled drugs or solvents whilst at work or being under their influence whilst at work is considered by NGTC to be very serious and subject to the same disciplinary action as any act of gross misconduct.	Staff file

Contractors

We recognise that we have a responsibility to appoint competent contractors for all work being undertaken for or on behalf of NGTC. Therefore our policy is to:

- only employ competent contractors who will be selected according to our specifications.
- ensure adequate co-operation between NGTC and the contractor. No contract will commence or continue unless a contract manager has been placed in charge of liaison with the contractor.

In addition, where construction activities apply, a competent person will be consulted to advise on how to meet the requirements of relevant regulations.

Whilst we have no legal responsibility to provide first aid for non-employees it is our policy to provide emergency cover for visitors to NGTC premises and ensure safe evacuation to the nearest medical services.

The use of our welfare facilities by contractors should be negotiated before work commences. Permission will be granted depending on the nature of their operations and the effect on staff.

Control of Policy and Communication with Employees

Purpose: To ensure effective control of the policy and channels of communication are established and maintained.

Responsibility	Action	Record
1. DRS & HSM	<u>Control</u> Review, evaluation, update and implementation of NGTC health and safety management system and policies.	Health & safety committee meeting minutes
2. HSM	<u>Communication</u> The HSM will disseminate relevant health and safety information and maintain intranet information	
3. MD	The MD will hold meetings as appropriate for staff to discuss and comment on the health and safety procedures and arrangements at local level	safety meeting minutes
4. FM	To display office specific health and safety information	
5. FM	To maintain and make available to staff up to date documentation relating to the health and safety issues including: <ul style="list-style-type: none"> • minutes of appropriate meetings; and • risk assessments 	Health and Safety Notice (FO2)
6. All Staff	To provide feedback on their views/concerns about the health and safety arrangements and to report any defects or failings they identify	
8.	<u>Consultation with Employees</u> NGTC will consult with appointed safety representatives from recognised trades unions. Where employees are not members of a trade union we will consult through elected representatives	Health & safety committee meeting minutes

Control of Substances Hazardous to Health (COSHH)

It is NGTC's intention that whenever possible the use of harmful substances will be reduced to a minimum.

Where there is no option but to use a harmful substance a full assessment will be completed by a competent person and controls designed and implemented to ensure that employees are placed at the lowest practicable risk.

We will train staff in the use of relevant harmful substances including the control preventative and protective measures put into place to reduce the risk.

Display Screen Equipment (DSE)

It is the intention of NGTC that all staff are recognised as being display screen equipment users under the Health and Safety (Display Screen Equipment) Regulations 1992 with assessments conducted to ensure that workstations are ergonomically correct and the working environment in which display screen equipment is used is safe, with minimum risk to health

The assessment will be conducted in conjunction with the member of staff and will involve the use of electronic assessment software. The results will be discussed with the individuals and the line manager where appropriate i.e. where remedial actions are necessary.

Managers are expected to review the DSE work undertaken by their staff to ensure that the work is broken up and that natural breaks in activity occur (a break means undertaking different work activities). Where it is not possible to include natural breaks then enforced rest periods should be introduced into the activity.

NGTC will provide training in the risks to health of staff using DSE and the preventative and protective strategies to reduce such risk

NGTC will offer eye and eyesight tests to all staff in accordance with regulation 5 of the Health and Safety (DSE) Regulations

Driving

The purpose of this document is to set out NGTC's policy on driving for work and the procedures that managers and staff should follow. .

It is the policy of NGTC that staff undertaking driving duties are competent to drive the vehicle being used. Such staff shall maintain a current UK driving licence.

Where the maintenance of a driving licence is a condition of employment staff who lose their licence through the courts must report the loss to Ask HR immediately.

All drivers must note that any fines or penalties incurred are their personal responsibility and will not be reimbursed by NGTC.

Drivers of privately owned vehicles should ensure that the vehicle has an MoT (if required), is properly maintained and serviced, and is insured for business use as the driver is personally liable for any incident and not NGTC. Drivers will be expected to make a declaration on all travel and subsistence claims stating that the insurance policy complies with these requirements and also to confirm that they hold a valid driving licence. Employees not holding the appropriate insurance should use public transport or a hire car for business trips, subject to the approval of a line manager.

It is the responsibility of drivers using lease cars to ensure that they are maintained in accordance with the manufacturers' instructions and meet all the requirements of the Road Traffic Act.

Steps should be taken where possible to avoid the need for driving e.g. video conferencing, other means of travel or overnight stops. If driving on official business is unavoidable, adequate preparation should be made for the journey e.g. get local knowledge of routes, do not drive when you would otherwise be resting, take regular breaks.

NGTC regards the use of hand-held or unsecured mobile phones while driving as a danger to the driver, their passengers, other road users and pedestrians. Accordingly, employees must not use a hand-held or unsecured mobile phone whilst driving.

Electrical Systems and Equipment

It is the policy of NGTC to comply with the Electricity at Work Regulations (EAW) and guidance from both the Health and Safety Executive and The Institute of Electrical Engineers.

The main criteria of EAW is to prevent 'danger' of death or personal injury from contact with electrically live parts by setting a duty to ensure that electrical equipment is:

- constructed of materials that are suitable (both mechanically and electrically);
- regularly, effectively and safely maintained;
- afforded suitable protection against adverse conditions (mechanical, electrical and environmental damage);
- correctly installed and used;
- provided with suitable earthing and protective devices;
- provided with a suitable physical means for disconnecting and isolating the supply; and
- covered by safe systems of work (adequate instruction and training).

Staff will be trained in the safe use of electrical equipment relevant to their job function. The training will include any preventative and protective controls implemented for their safety and welfare.

Electrical risks will be assessed as part of the premises general risk assessment.

Regular inspections and testing shall be carried out with electrical installations being tested every five years and portable appliance testing taking place at a frequency determined by the risks associated with their use i.e. portable appliances subject to a considerable amount of movement should be tested not less than on a twelve monthly basis.

Fire

It is our policy to maintain appropriate fire preventative and protective measures. A fire risk assessment will be carried out on all premises.

We will provide and maintain suitable:

- emergency egress facilities for all persons;
- fire fighting appliances;
- fire detection and alarm warning systems;
- systems for testing and recording all maintenance and drills; and
- trained fire wardens.

We will ensure systems are regularly tested and practice fire drills are completed.

Staff will be trained in raising the alarm, the emergency evacuation procedures and use of fire appliances as applicable.

First Aid

The **Health and Safety (First-Aid) Regulations 1981** place a requirement on employers to make provision for first aid, both in terms of equipment and personnel. In addition the regulations also require an employer to inform employees of the arrangements they have made for first aid.

It is our policy that adequate numbers of trained first aiders and suitable first aid facilities will be maintained at all premises.

Whilst we have no legal responsibility to provide first aid for non-employees it is our policy to provide emergency cover for visitors and contractors on NGTC premises and to ensure safe evacuation to the nearest medical services.

Staff, during induction training, will be informed of:

- their responsibilities in the event of an accident;
- the location of their local first aider;
- the location of the nearest first aid kit; and
- first aid and accident reporting procedures

Homeworking/Occasional Homeworking

Home working means working from your home address as your base from which you perform your role and your home office will be equipped with the same tools you would receive if based in the office. Employees who work from home occasionally are not “homeworkers”. Their place of work in their employment contract is still the local NGTC office.

NGTC has the same obligation to ensure that the homeworker operates in a safe working environment as they would in an NGTC office. Therefore, the manager must carry out a workplace risk assessment, **before** the homeworking request is agreed, to establish that the working environment is suitable for homeworking. If anything needs to be corrected this must be done straight away and before homeworking commences. Risk assessments must cover both the employee and any other occupiers of the home and it is important to consider the whole house and not just the home office environment. This is because homeworkers will use other house facilities during the day, for example they will use the stairs and the kitchen to make a drink.

After the initial risk assessment an annual review must take place but if anything major happens during the year (e.g. changes in technology, change of people living at home, office moves, etc) the homeworker must tell the manager so they can review whether the risk assessment needs to be reviewed. Where it is not practical for employers to visit homeworkers’ homes, employees can carry out the risk assessment themselves, provided they are trained how to do it.

Management Review

<p>It is our policy to ensure all health and safety systems are dynamic and under continuous improvement. To achieve this we will regularly review our policies, arrangements and procedures to ensure that they continue to provide suitable health, safety and welfare requirements for staff and reflect our business activities. Senior management within each office will carry out reviews on not less than an annual basis and in line with the office's safety audit regime.</p>
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Responsibility	Action	Record
1. DRS	<p>To ensure that the performance of health and safety is managed and reported to the Management Group.</p> <p>To ensure that audits and inspections are reported effectively.</p> <p>To ensure that all feedback information is analysed to identify trends and opportunities for improvement.</p>	Minutes of the Board Meeting
2. HSM or FM	<p>To collate all audit results and actions.</p> <p>To present audit and inspection results and other feedback information to the Health and Safety Manager.</p> <p>To review, accident and incident reports and other feedback information (including "near misses").</p>	H&SC Minutes
3. H&SC	<p>To identify changes arising from statistical returns.</p>	H&SC Minutes

Manual Handling

Incorrect or unsafe manual handling is the principle cause of injury in the workplace and we accept that there is a risk of injury to employees from manual handling operations. Therefore, it is our policy to prevent or reduce manual handling risks by ensuring that:

- deliveries are taken to the point of use or storage by the contractor through sensible purchase procedures and contracts;
- loads are as small and as light as possible through sensible purchase procedures and contracts;
- suitable manual handling aids are provided; and
- employees who have to carry out manual handling operations are adequately trained in the process and the best way to move loads so as to reduce the risk of injury

It is also our policy that managers:

- will not expect employees to move any load that the manager thinks is beyond the capacity of the employee
- will not expect employees to move any load that the employee thinks is liable to cause them injury
- will ensure employees have regard to good manual handling techniques, use any aids provided and follow safe systems of work

We will endeavour to identify all manual handling operations through the risk assessment process.

New and Expectant Mothers

The Management of Health and Safety at Work Regulations 1999 utilise the definitions of a 'new or expectant mother' as being 'an employee who is pregnant; who has given birth within the previous six months; or who is breast-feeding', whereas 'given birth' is defined as 'delivered a living child or, after twenty four weeks of pregnancy, a stillborn child'.

Employers have a legal responsibility to protect their female employees from hazards and risks in the workplace and to assess possible risks to new and expectant mothers. It is our policy to prevent or reduce risks to them by requiring all expectant workers to inform their line manager of the pregnancy in writing as soon as possible. A risk assessment will be carried out in connection with the work undertaken, both on and off the employer's premises. If risks are identified then the new or expectant mother is entitled to a change in working conditions, be offered suitable alternative work, or if that is not possible suspended from work on full paid leave for as long as necessary.

It is also our policy to prevent or reduce risks to new and expectant mothers by ensuring that they:

- do not undertake any manual handling tasks;
- do not spend excessive time at a workstation without taking adequate breaks;
- do not undertake excessive driving or travelling duties; and
- take into account recommendations made by a medical practitioner or midwife.

We do not expect new or expectant mothers to encounter risks posed by biological or chemical substances within our office environments and normal work routines.

Personal Protective Equipment (PPE)

NGTC will ensure that employees are provided with adequate and effective Personal Protective Equipment (PPE) and clothing as may be required.

Such provision will be made as the result of risk assessments. We recognise that PPE will be provided as a last resort, as a final means of reducing and preventing risk. Our aim is to fully meet the requirements of the Personal Protective Equipment at Work Regulations (PPE) 1992.

Risk Assessment

It is our policy to carry out suitable and sufficient assessments of the risks to the health and safety of our employees and to others who might be affected by our work activities. To ensure that this happens we will:

- identify all hazards with a potential to cause harm to our employees and others who may be affected by our business;
- evaluate the probability and severity of potential injury or damage;
- analyse the options for eliminating, reducing or controlling the identified risks and then take the appropriate action;
- review the assessments periodically and particularly where they may no longer be valid or where there has been a significant change in work activities, processes, etc; and
- keep written or electronic records, of the significant findings of risk assessments.

Where we identify a risk of serious or imminent danger NGTC will:

- establish appropriate procedures for controlling exposure to this special risk, including the stopping and resumption of work; and
- nominate sufficient competent persons to implement the procedure for evacuation from the premises.

We will provide appropriate health surveillance where there is an identifiable disease or potential adverse health condition related to our work.

We will provide our employees and contractors working on our premises with comprehensive information regarding relevant risks, preventative and protective measures and emergency procedures.

In addition to the above it is our policy to carry out specific risk assessments in accordance with relevant regulations and codes of practice.

Safety Auditing

It is our policy to ensure all health and safety systems are dynamic and under continuous improvement. To achieve this our policies, arrangements, procedures and premises will be regularly audited to ensure they reflect suitable health, safety and welfare requirements for staff and for our business activities.

Purpose: To ensure that workplaces, work equipment and work procedures are regularly assessed to determine the existence, or likelihood, of health and safety risks.

Responsibility	Action	Record
HSM	To establish, maintain and undertake an internal Health & Safety Audit Programme.	Audit Programme
	To carry out a rolling programme of health and safety audits of the national office.	Audit Report
FM	To prepare audit plans and undertake internal audits in line with that plan	Audit Report
Directors	To ensure appropriate remedial action is taken.	

Smoking

We accept our legal responsibility to protect non-smokers from the effects of tobacco smoke whilst acknowledging the right of smokers to smoke.

NGTC operates a no-smoking policy. Smoking constitutes a fire risk and is a hazard to the health of individuals, both smokers and non-smokers. This policy must be adhered to at all times by staff, contractors and visitors.

Smoking may only take place in designated areas. In general the areas where smoking is permitted are:

- car parks and other outdoor areas, but not delivery bays, unless local arrangements expressly forbid this i.e. as the result of a risk assessment.

Any changes to these will only take place after consultation with local employees.

Any contraventions of this policy will be treated as a serious offence and will be dealt with under the organisation's disciplinary procedure

Stress

We will endeavour to comply with all legislation and good working practice and to identify sources of stress in the workplace and subsequently address areas of concern with the prime purpose of achieving a healthy workforce in which stress levels are as low as practicable

Training

We recognise the importance and value of health and safety training and are committed to providing adequate information, instruction and training for all staff. Training will be given in accordance with the requirements of the tasks to be undertaken.

NGTC will ensure that all new employees receive induction training covering the following:

- health and safety policy
- accident and diseases reporting procedures
- fire arrangements
- emergency arrangements
- first aid facilities
- electrical safety
- use of display screen equipment
- safe manual handling
- risk assessment policy
- use of personal protective equipment and clothing
- employees responsibilities

In addition to the above additional specific information will be provided relevant to an employee's particular tasks or job, this will be arranged by the appropriate manager.

Health and safety representatives will be provided with suitable training so that they can effectively perform their duties.

Visitors

There is a duty of care on the occupier of any premises to have reasonable regard for the health and safety of any visitor - even those that are not invited or authorised to be there. To ensure NGTC complies with its duty of care we will:

- ensure that all visitors book into and out of the premises;
- explain our Visitors' Rules upon their arrival;
- issue a visitors pass which must be worn at all times;
- ensure visitors are accompanied by an employee and not permitted to wander freely around working areas;
- ensure that in the event of an emergency evacuation the person accompanying the visitor takes them to the fire assembly point and ensures they remain there until dismissed;
- provide emergency aid and ensure casualties are evacuated to the nearest medical services if necessary; and
- record all accidents in the accident book and complete an investigation as soon as possible. If the injury is such that the person is taken to a place of medical aid then the incident will be reported to the enforcing authority.

Visitors' rules

All visitors must:

- park their vehicles in such a way as not to obstruct fire escape routes, roads, access or other vehicles;
- follow the emergency procedures displayed on the premises;
- adhere to any 'no smoking' controls;
- either be accompanied or authorised to enter the premises;
- remain within authorised areas and not enter any restricted areas unless accompanied;
- not take anything from the premises without permission; and
- report all incidents and/or injuries to the host.

We reserve the right to request to search visitors' bags, packages and vehicles.

Young Persons / Apprentices / Work Experience

Young persons (aged 16 – 18 years) and work experience students are owed a greater duty of care due to inexperience, lack of awareness of risks, and immaturity. The perception of risk in young persons is different; their background, culture and beliefs may be affected by family, cultural, religious or social behaviour.

It is our policy to prevent or reduce risks to them by carrying out thorough risk assessments to identify any risk to their health arising from their work. These would be in addition to our regular programme of risk assessments. Risk assessments for young persons must take into account:

- the fitting out and layout of the workplace and the workstation - the ergonomic design, the young person may be physically smaller;
- time spent at the workstation - supervision to ensure adequate breaks are taken;
- the form, range and use of work equipment and the way in which it is handled - risks may arise from the equipment itself, the way in which it is used and from its source of energy or power. The complexity of the equipment also needs to be considered; and
- the extent of the health and safety training provided to young persons - the training needs to be tailored to meet their needs and aimed at their level of maturity and understanding.

