



Health and Safety Policy

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Statement of General Policy

It is the intention of TDM to pursue high standards and continuous improvement in the Health, Safety and Welfare of its staff, clients, visitors and all others who may be affected by its work activities.

TDM will do all that is reasonably practicable to implement best practice in the management of Health & Safety.

TDM recognises that Health & Safety is a core management responsibility and therefore requires full integration into the management of all its activities.

It is TDM's intention as far as is reasonably practicable:

- To work towards good and best practice by a process of continual improvement and compliance with all relevant legislation, codes of practice and other appropriate guidance.
- To ensure managers show commitment to the leadership and improvement in managing Health & Safety.
- To manage Health & Safety through the process of effective communication with our staff, clients, customers, partners, stakeholders including risk assessment, risk control, training and development.
- To ensure staff are consulted on Health & Safety matters through meetings and online systems.
- To provide and maintain premises and equipment and systems of work that are so far as is reasonably practicable, without risks to health & safety.
- To carry out annual risk assessments on premises, incorporating fire regulations and lone workers.
- To provide appropriate information, instruction, training, guidance and supervision to all those involved in risk assessment and control, and in particular to ensure that all relevant staff receive the training required in order for them to be able to carry out the tasks and duties in a competent manner.
- To maintain the workplace and all means of access, egress, in a safe condition.

To maintain safe and healthy working conditions and environment, including COSHH (where applicable), manual handling and first aid arrangements.

- To ensure all accidents/incidents/near misses are recorded and all RIDDOR reportable accidents are immediately submitted to the appropriate authorities e.g. HSE/Environmental health, etc.
- To ensure that our partner/clients/learners/customers are operating Health & Safety Procedures as agreed within our terms and conditions of contract.
- To provide a safe learning environment for all our clients and advise of any significant risks identified.
- Although not normal practice, to provide any personal protective clothing or aids that any individual would benefit from the use of and would support safer working practices - if, where & when applicable.
- To ensure all staff and clients / learners receive a comprehensive H&S induction upon commencement of employment or training and are informed of any restrictions or prohibitions that apply to them.
- To ensure that this statement and the Health and safety Policy are reviewed annually and revised as necessary at regular intervals through 'Review Meetings'.
- To monitor Health & Safety performance throughout TDM and to use the outcomes to inform and improve management practices as part of our continual commitment to health & safety improvement.



Derrin Kent
The Development Manager
Managing Director
Overall Responsible for Health and Safety

Health and Safety Policy

1. Management System

This Health and Safety Policy forms the basis for TDM's Safety Management System.

Suitable and effective application with the Health and Safety Policy, in conjunction with Company Operating Procedures will ensure compliance with the Health and Safety at Work Act 1974 and all its associated Regulations and Codes of Practice.

2. Responsibilities

The Directors are responsible for the day-to-day management of the TDM Safety Management System. The application and effectiveness of the Safety Management System is reported via Meetings

All employees are required to co-operate on health and safety matters and not interfere with anything provided to safeguard their health and safety. Reasonable care of their own health and safety and their working environment must be taken and all health and safety concerns reported to an appropriate person.

3. Organisation

The Health and Safety System is managed by the Directors through 'Review Meetings'.

All other responsibilities are in accordance with the *Health and Safety Flow Chart* Document.

4. Risk Assessment

It is the policy of TDM to ensure that activities performed by our staff including those whose training we provide or arrange are assessed, and that any potential to cause harm is either removed or reduced to an acceptable level.

Risk Assessments will be carried annually (unless changes in legislation occur prior to the review) in the following:

- The Management of Health & Safety
- Premises
- Manual Handling
- Work Equipment, Machinery and Work Practices
- Display Screen Equipment
- Personal Protective Equipment.
- Working Alone
- Fire Regulations
- Vulnerable Persons

Activities performed by personnel whom we provide and/or arrange training for will be considered as being TDM personnel while on our premises, and as such will be included in the risk assessment programme mentioned in the previous paragraph.

Risk assessment forms and records will be kept in the TDM filing secure cabinets and intranet for staff to access and manage accordingly.

The Risk Assessment Procedure will:

- Identify and consider all work activities.
- Evaluate exposure to hazards as a result of activities undertaken.
- Take into account feedback from self-assessments of all personnel involved.
- Evaluate existing control measures and consider their effectiveness.
- Make suitable recommendations to remove, reduce and correct risks.
- Identify and confirm those responsible for taking actions.
- Confirm completion dates.
- Evaluate the potential for harm based on:
 - The potential consequence(s) involved
 - The frequency of exposure experienced
 - The number of personnel exposed to the risk/hazard
 - The age and the experience of the personnel involved
 - Lone Working

All training and/or services provided externally (not on TDM premises) will be subjected to monitoring to ensure that appropriate Risk Assessment has taken place.

All work-placement providers used by TDM will be subjected to risk assessment prior to being used – though the employer has the primary responsibility for the health and safety of the apprentice and should be managing any significant risks. As the training provider, TDM will take reasonable steps to satisfy ourselves that the employer is doing this.

5. Risk Management

Where reasonably practicable all risks identified as a result of the assessment(s) will be eliminated.

Where it is not practicable to eliminate the risk totally the effect will be reduced to an acceptable level by the application of control measures.

Where necessary written notification of the risk/s will be issued to the appropriate person(s).

6. Training and Development

TDM have written Policies and Procedures, which are reviewed, on an ongoing basis (as a minimum annually) and are accessible to all.

All new staff members and clients/learners/training groups will receive a comprehensive Health & Safety induction on commencement of employment or training.

Staff training will be prioritised and provided based on an individual's Continuous Professional Development Plan and will be determined by their level of responsibility and job role.

The effectiveness of all training provided is periodically reviewed, where the needs of the employee is considered as well as that of the Company.

7. Young People and Vulnerable Adults

All Clients/Learners/Staff will be treated as any other employee however, any person under 19 years of age is recognised as vulnerable in law and extra precautions may be needed due to their relative inexperience and possible lack of physical abilities and risk perception.

- TDM recognise the need to support and protect young people by maximising opportunity and

minimising risk through implementation following Safeguarding policies and procedures.

- Staff involved in day to day working with young people and vulnerable adults are subjected to DBS checks.
- Clients/Learners are encouraged to make a positive contribution to their own Health & Safety and that of others plus learners to attend and be involved with Health & Safety events or training.

Also, TDM recognise the need to protect any person over 19 years of age who is recognised as vulnerable requiring extra precautions due to restricted medical, mental and/or physical abilities and risk perception. TDM recognise the need to support and protect vulnerable adults by maximising opportunity and minimising risk. (Refer also to our Safeguarding Policy)

8. Control of Entry and Exit to Premises

All Staff, Clients/Learners and Visitors must adhere to the company requirements when entering or exiting company premises. On commencement of employment or training programme all staff and Clients/Learners will receive a local Health and Safety Induction, detailing the entry and exit requirements.

All visitors will be accompanied or supervised by a known member of staff made responsible for them. Visitors will be collected from reception by the person they are visiting and must stay with that named person. That person will relay all local health and safety details and in an emergency it is the responsibility of that person to lead the visitor out of the building to the assembly point and ensure they are checked off the Visitors Register.

In the event of an evacuation all Signing In/Out Registers will be taken to the evacuation point by an appointed person. Clients/Learners that are visited in their own place of work will need to share the health and safety procedures with their learning coach.

9. Control of Substances (COSHH)

It is the policy of TDM to ensure that all personnel, their Visitors, Clients/Learners and Contractors are not exposed to any substance known to be hazardous to health. Where this is not practicable to achieve, adequate control measures will be introduced, aimed at reducing exposure to an acceptable level.

10. Contractors Rules and Regulations

The purpose of this arrangement is to ensure that all work performed for or on behalf of TDM is performed in a controlled manner thus ensuring compliance with company policy.

The detail of this policy statement will apply to all contractors, their sub-contractors and their personnel while performing any work in accordance with a TDM consultant's agreement. Prior to commencing any work the contractor must consult with TDM management to determine whether it is safe to do so. The access of contractors will only be to such parts of the premises as is necessary for the purpose of carrying out the works.

The management of TDM must ensure any damage to plant, equipment, installation or any other property whatsoever (whether such property be on the employer's premises or on neighbouring companies premises) caused by the contractor due to their neglect will be made good to the acceptability of TDM and at the expense of the contractor(s) concerned.

TDM management will make certain contractors ensure effective work disciplines are applied and there are adequate precautions to ensure person(s) will not be at risk of injury and any equipment deemed unsafe or

unsuitable for use is not used on site. TDM management takes no responsibility for any inconvenience or additional expense that this instruction may impose upon the contractor.

TDM management will ensure the contractor does not deposit any plant, equipment, materials or rubbish anywhere on the premises without the consent of the company.

Consent will in no way render TDM liable for the care or safety of this equipment, materials or rubbish and on removal the contractor will leave all areas in a clean condition and to the satisfaction of the TDM management representative.

Contractors will provide all plant, equipment, tools and other resources required to carry out the work detailed in the contract. Contractors will not be allowed to affix advertisements or take photographs without permission from the company.

Each contractor is required to hold employers' liability and other relevant insurance.

Failure to comply with these conditions will result in the contractor being asked to leave the premises/site.

8. Electrical Safety

All electrical equipment will be maintained by TDM, this will include an annual inspection and where deemed necessary, testing of the electrical system.

No employee must carry out electrical repair work themselves. A qualified electrician must carry out any necessary electrical work.

Electrical equipment that requires testing and inspection will be marked and a record kept of the result.

9. First Aid

First aid facilities are provided through a nominated person (or First-Aider), who will deal with any accident or incident in the appropriate manner using the equipment and facilities provided by TDM, in accordance with current Health & Safety Legislation.

The facilities provided will be the direct responsibility of the nominated person, who will ensure that the contents of the first aid box, is fully maintained.

All accidents and incidents will be reported to designated person and details recorded in the Accident Book.

Reporting to be made to the Directors of the following measures, based on the previous month's performance:

- a. Number of accidents reported.
- b. Number of reportable accidents (RIDDOR)
- c. Identification of trends.
- d. Corrective action(s) identified, who is responsible for its completion and confirmed time-scales.

First aid treatment facilities made available to Clients/Learners will be in line with our own arrangements.

10. Accident Investigation and the Reporting of Injuries (RIDDOR)

TDM will report to the appropriate authorities all work related accidents, diseases and dangerous occurrences that occur within its premises. It will also ensure that Work placement Providers adhere to the RIDDOR Procedures. RIDDOR Reportable Accidents are:

- a. Death or major injury
- b. Over (3) day injury
- c. Disease
- d. Dangerous Occurrence

The detail and level of an accident investigation will be in accordance with the seriousness of the accident and whether it is confirmed as being a 'Reportable' accident. Accident investigations will be conducted by a Health and Safety qualified person, they will be documented and records retained for three years after the date on which it happened. They will include:

- a. The date and method of reporting.
- b. The date, time and place of the event.
- c. Personal details of those involved.
- d. A brief description of the nature of the event or disease.

11. Fire Arrangements

It is the policy of TDM to assess the risk that fire poses to our business, its Personnel, Clients/Learners, Visitors and Contractors. To this end TDM completes a separate annual fire risk assessment within its premises.

TDM will also provide effective firefighting equipment, which is maintained and checked annually by an approved contractor. Documentation will be recorded within the fire risk assessment as and when applicable.

Information and training where necessary is provided for all personnel based on the task(s) to be performed and the risk(s) involved.

Fire drills are performed at least once every six months, the outcome of which is monitored and results documented.

12. Manual Handling

It is the policy of TDM to assess the risk manual handling poses to its personnel and Clients/Learners.

To this end effective training will be given to those at risk in safe handling methods and lifting and carrying aids will be provided to prevent harm.

Employees and Clients/Learners must follow the methods described as a result of the risk assessment and training given.

13. Working Alone

It is the responsibility of TDM for assessing the potential dangers of its lone workers and reducing risks as far as reasonably practicable. The Employee, Client/Learner (where applicable), has an equal responsibility for their own safety and must adhere to TDM Procedures.

TDM considers its lone workers to be those whose work activity is carried out away from supervision for a significant part of the time.

Prior to working offsite, the following should be taken into account:

- a. Travel arrangements
- b. Accommodation
- c. Fully charged company mobile phone
- d. Activities to be performed
- e. Safety systems in place and those required adequate control measures will be introduced, aimed at reducing exposure to an acceptable level.

9.Display Screen Equipment (DSE)

It is the policy of TDM to assess the risk associated with the use of DSE for its Personnel, Clients/Learners and others who may be affected. To this end TDM completes a separate annual risk assessment.

It is TDM's Policy to ensure that all identified DSE users Employee and Clients/Learners will be offered an eyesight test on request, which the company will pay for.

All workstations will be assessed and the assessment recorded. Control measures will be put in place as necessary to reduce the risk from the use of DSE.

Employees will be shown how to use DSE properly and how to adjust the workstation appropriately. Any other relevant information and training will be provided.

The company aims to meet the requirements of the Display Screen Equipment Regulations 1992.

19.Driving for company purposes.

Staff are required to be adequately covered with car insurance and are required to inform their insurance companies of utilising their car for TDM business purposes .

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Health and Safety Organisational Chart

