



tacs

TRAINING ASSESSMENT &
CONSULTANCY SERVICES

Health and Safety Policy



SCOPE

This policy sets out the means to achieve and maintain adequate standards of health and safety at work across our business and applies to all TACS staff, any subcontractors working for or on behalf of TACS, learners, and visitors. This policy is in accordance with the Health and Safety at Work Act 1974 and all other relevant legislation. Our Health and Safety Policy document forms the framework by which we manage our health and safety risks and associated legal requirements.

HEALTH, SAFETY & WELFARE COMMITMENT

TACS has the Health, Safety, and Welfare of each person we deal with at the forefront of our considerations. We are committed to providing a safe and healthy place to work while ensuring that staff and others are not placed at any unnecessary or unacceptable risk by our activities. As part of this we support the following:

- We will where possible prevent accidents and ill health to staff, learners and others affected by our work, including subcontractors, members of the public and business associates.
- We have adopted and ensure health and safety management systems are in place.
- We ensure health and safety is integral to all processes and decisions made operationally and the welfare of staff and learners are essential.
- Establish a culture that supports the control of risk by promoting active personal involvement, safe behaviour, teamwork, and co-operation.
- Reduce health and safety risks through the continued development of a systematic assessment approach, which include reporting of incidents, near misses and looking at how any future issues can be avoided following these steps.
- Continuously and cost effectively improve our health and safety arrangements and performance.

MANAGING RISKS

- Arrangements will be put into place so that risks are assessed which lead to safe work activities, environment, and equipment.
- The Managing Director will address the control of risks and allocate resource.
- Staff, learners, clients, subcontractors, business associates, and partners will be effectively controlled in line with the HASAWA 1974 and other regulations.
- Risks with our clients' sites will be suitably assessed to ensure the safety of staff and learners prior to any activity taking place.
- Changes and updates will be communicated with all staff.

MANAGING DIRECTOR DUTIES

- Ensure that all staff under their direct control always implement safe working practices while carrying out work within their role.
- Ensure that all new staff under their control are competent in their respective curriculum area and are appropriately trained on an ongoing basis to maintain this competency.
- Training is provided on an ongoing basis where required.

- Ensure that health and safety documentation (HS vetting, satellite site vetting) is completed legibly.
- Action any safety concerns and/or correspondence concerning operational areas.
- Ensure that appropriate health and safety assessments and statutory requirements are carried out for any sites.
- Ensure that employer premises and other training provider locations are correctly vetted.
- Ensure that the safety responsibilities of new staff are communicated to them as part of their induction.
- Ensure that this policy and any changes are communicated to all staff.

EMPLOYEES DUTIES

- Comply with statutory regulations and legislation.
- Comply with this policy and all other work-related procedures.
- Take reasonable care of themselves and anyone else who may be affected by their work.
- Use the correct equipment for the job and ensure that they are kept in good condition.
- Understand the emergency procedures (including sites you may be visiting).
- Follow the training you have been provided including any specific site guidelines.
- Wear relevant PPE where necessary.
- Complete an annual DSE assessment.
- Not to misuse or interfere with anything provided for their health and safety.
- Report any accidents, near misses or hazardous malfunctions.
- Do not undertake any task they have not been trained to do.
- Attend health and safety training.
- Keep welfare facilities clean and tidy.
- Maintain a clean desk policy.
- Keep walkways, office floors and doorways clear.
- Know the location of the first aid facilities and appointed person.

HEALTH, SAFETY & WELFARE OF LEARNERS

The Health, Safety and Welfare of our learners is at the centre of everything that we do. Each site we work on will have a Health, Safety and Welfare Vetting carried out annually and we will check that there is valid Employers Liability Insurance.

TACS will ensure:

- Each learner has completed a company induction.
- Each Learner has been provided and uses the correct PPE for the tasks undertaken.
- Each learner has suitable supervision.
- Is always safe during training and follows any health and safety policies or procedures.
- Any accidents, near misses or dangerous occurrences should be recorded on the Individual Learning Plan. These will be reported to the employer and the Head of Operations.
- Safeguarding will be discussed at each session and each learner is issued contact details of the TACS safeguarding champions.
- So far as is reasonably practicable, that all sites, work areas and work equipment are safe.
- Where additional support is required (based on specific risk assessment outcomes or educational care plan) this will be referred to Head of Operations or the Managing Director if not available.

ACCIDENTS OR ILL HEALTH OF LEARNERS

TACS learners are work based and therefore should report accidents or ill health in line with their Employers health and safety policy. We ask that in addition the learner also informs their trainer at the earliest possible convenience.

The trainer should establish the severity of the accident or ill health and record it on the learner ILP including the expected return to work if applicable and inform Head of Operations.

TACS will discuss with the employer and learner to establish any remedial actions and if a break in learning may be required.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

TACS will provide PPE where necessary this can include items such as safety helmets, gloves, eye protection, high-visibility clothing, safety footwear and safety harnesses, and Respiratory Protective Equipment (RPE).

All TACS staff should follow the site guidance for the wearing of PPE.

LONE WORKING

As part of your duties, you may be required to work alone. This means you may work without close or direct supervision; this could include being on a client's site or working from home.

TACS will take steps to ensure risks are removed or minimised wherever possible. This includes:

- Staff to keep their mobile phone charged and switched-on during work hours.
- Daily check in with the line manager via phone call or message.
- Calendars are shared with the line manager.
- Changes to any plans are communicated to the line manager.

MONITORING

The Managing Director will review all health and safety incidents and amend any plans. This will include:

- Monitoring risk assessment processes including the COVID Risk Assessment and Health, Safety & Welfare Vetting results.
- Routine inspections and testing.
- Report on significant initiatives, issues, or incidents.
- Analysis of accident/incident data and suspected work-related ill health.

REPORTING

For staff to raise a concern they should report it to the Head of Operations. The Head of Operations will then have the duty of care to act upon this concern and further report it to the managing director if they are unable to support the issue.

Staff should report any accidents, near misses and hazardous malfunctions to the Head of Operations. These should be recorded in the accident book.

REVIEW

This policy is reviewed annually.

Approved on: 11/10/2021

Approved by: Daniel Cooper, Managing Director

Signature:

A handwritten signature in black ink, appearing to be 'D Cooper', written over a horizontal line.