

Health & Safety at Work Act 1974
Health & Safety Policy of

MWMAC Ltd.

**Unit 4 East St Enterprise Park
Rhayader
Powys
LD6 5ER**

**Company registered in Wales No. 04121684
Registered Office: Cross Chambers Newtown. Powys.**

**SECTION A
GENERAL STATEMENT OF POLICY**

The Company accepts without reservation it's legal and moral obligations under the Health & Safety at Work Act 1974, and the Management of Health & Safety at Work Regulations 1992, and all pertinent legislation in pursuit of these obligations. Every effort will be made to ensure so far as is reasonable practicable the health and safety and welfare of all employees, instructors, assessors, trainees and helpers, and to provide such information, training and supervision as needed for this purpose. The allocation of duties for safety matters and the particular arrangements which we will make to implement the policy are set out below. The policy will be reviewed and revised regularly, particularly as the business changes in nature and size.

V.A. S. R. Hughes
Signed:
.....Anne Hughes Director
Date:1st June 2016.....
Review Date:.....June 2017...

RESPONSIBILITIES

1. Overall and final responsibility for health and safety in the Company is that of:

Mr Chris Hughes –Director- Safety Manager

2. The responsibility for the policy being carried out during a training/assessment session, or on a day to day basis will be delegated to:

The Director - Mrs Anne Hughes

The Business Manager – Victoria Laurie

And the Instructor/Assessor running the events

3. All trainees/ employees have a responsibility to co-operate with their instructor, and course organiser to achieve a healthy and safe workplace, and to take reasonable care of themselves and others.

4. Whenever an employee or trainee notices a health and safety problem which they are not able to put right they must straight away tell the appropriate person named above, or tell a safety representative on site if there is one.

SECTION B

GENERAL ARRANGEMENTS

ACCIDENTS

First aid box is in: **1. Main Office at Unit 4 Rhayader, Coed Pwllacca Training room and at Dolobran Hall**

2 Carried to all training courses by instructor/course Organiser

Trained first aider:

Mr Chris Hughes

Mrs V Laurie

All office staff are trained in EFAW

All Instructors/Assessors used, whilst off site.

Person for reporting accidents is:

Rhayader: Mrs V Laurie

Off site; The Instructor/ Assessor

Accident book is in the: ***Main Office at Rhayader or if accident is off site the accident book relating to the venue of the training course.***

All trainees are reminded that all accidents incurred whilst on training courses must be reported, this is a legal obligation, and as such must be strictly adhered and enforced.

MONITORING

Health & safety will be monitored through spot check visits off site, and by investigating incidents. Health & Safety will be tabled as an agenda item on monthly management meetings
Overall responsibility for monitoring the above will fall to: **Chris Hughes**

GENERAL FIRE SAFETY

To comply with the Regulatory Reform (Fire Safety) Order 2005 which came into effect in October 2006 Mwmac will provide the following:-

Fire Management: The site Manager on all sites will be responsible for carrying out a site fire risk assessment and implementing and maintaining a fire management plan. *See appendix 1*

Escape routes: ***Clear and signposted fire doors, and checked regularly***

Fire extinguishers: ***Placed in vehicles and in workshop where courses are Run. Placed in Training rooms and offices at both sites.***

Fire extinguishers are maintained by K&D Fire Protection and is maintained every 12 months. Training given to staff in the use of fire extinguishers.

Fire Alarm: No formal installation- *Instructions on the action to be taken in the event of a fire are highlighted to all trainees at the start of each course and all trainees are required to make themselves familiar with these procedures.*

Emergency procedures and evacuation will be tested and monitored annually.

ADVICE AND CONSULTANCY

Local inspector`s office and telephone number: **AREA OFFICE**
Brunel House
2 Fitzalan Road
Cardiff
CF2 1SH

CONSULTATION WITH EMPLOYEES

Consultation with employees is done through an agenda item at regular team meetings. Urgent issues are to be brought to the site Managers immediately

**The Health & Safety Law Poster is displayed in the MAIN Offices.
Health & safety advice is available from Chris Hughes & Victoria Laurie**

HEALTH & SAFETY RISKS ARISING FROM WORK ACTIVITIES

Risk Assessment will be undertaken by;

- 1 Site Manager for sites- **Victoria Laurie & Chris Hughes**
2. Instructors and Assessors off site.

The Findings of the Risk assessment will be:-

1. Recorded on a standard form and returned to the main office following each course. *Appendix 2*
2. Any matters arising from the forms will be discussed at Management meetings.
3. Action to remove/ control risks will be approved by the Site Safety Officers **Victoria Laurie**. Follow up and monitoring will be the responsibility of the Safety Manager – **Chris Hughes**.

TRAINING

Training will be given to employees, Assessors and instructors to ensure that they carry out their health and safety responsibilities efficiently.

Person responsible for organising training: *Victoria Laurie*

Special training required: All instructors will be required to hold a current first aid certificate, and must have done risk assessment training. All assessors must be registered and verified as appropriate with the respective awarding body. CPD training for the Organiser will be contracted with Lantra /NPTC & CPCS.

All Instructors will be required to hold the respective qualifications as laid down by the awarding bodies for the training and assessment that they are carrying out. All Instructors and Assessors will be expected to keep a CPD file monitoring ongoing training and updates as appropriate.

Whilst on site the instructor must have access to a mobile phone or radio, or be permitted access to the nearest landline telephone.

INDUCTION Training will be provided for all staff and trainees at the start of their employment or training course/ assessment process.

Job specific training will be the responsibility of the Manager in charge of each site. No one will be asked to perform a task, or operate a machine for which they have not been trained.

Training records will be kept at the Main site office at Coed Pwllacca. In many instances the records will be kept electronically, as well as paper - based.

Training will be identified arranged and monitored by the site Managers. Training Needs for employees and Instructors and Assessors will be an agenda item at all management meetings.

CONTRACTORS AND VISITORS

Contractors

All work to be carried out on a training site will be done outside the times when the course is expected to run. If this is not possible the course Organiser and Instructor need to be aware of the following arrangements:

1. Correct order arrangements beforehand with the contractor defining the scope and duration of work to be carried out, the number of contractors staff to be involved, and the appropriate tools and equipment adequate to perform their duty.
2. The exact nature of the work and any hazardous operations.
3. The need to shut off or protect water and electrical services, gas lines etc.
4. The need to remove company staff or property from working areas during such operations.
5. The need to provide safety equipment, fire extinguishers etc.
6. Security arrangements if contractors are not under company supervision.
7. Company rules on safe practices must be notified to contractors and obeyed by them.
8. Contractors shall employ on site only such persons as are skilled, experienced and careful in the performance of their trades and duties.

The contractor is responsible for:

1. The adequacy and safe condition of all their structures equipment and tools used by them in the execution of their work.
2. Ensuring that all tools loaned by the Company are safe and adequate for the work to be carried out.

Visitors

Persons other than Trainees and instructors and duly authorised verifiers or course monitors company employees are not permitted on training sites unless duly authorised and accompanied at all times by a member of staff. Visitors must observe safety regulations in force for the work area they visit.

REFUELLING POLICY

Good practice

Storage

Store all fuels where any spills will be contained. This should be within an impermeable bund, or secondary containment system (SCS).

The SCS should be able to hold:

- at least 110% of the container's capacity, or
- if there is more than one container within the bund at least 110% of the volume of the largest tank, or
- 25% of the total volume of fuel likely to be stored, whichever is the greater.

Inspect bunds regularly and remove any rainwater. If the water is contaminated it may be necessary to deal with it as hazardous/special waste.

Locate storage tanks as far away as possible from drains and watercourses.

Regularly maintain all plant, pipework and other infrastructure. Install leak detection devices in storage tanks and bunds. Regularly test **any** underground pipework for leaks.

Lock fuel storage tanks when they are not in use, to prevent unauthorised access and reduce the risk of vandalism.

Delivery of fuels

Supervise all fuel deliveries to your sites. Clearly label all tanks with their contents and storage capacity. This will reduce the risk of overfilling and spills. Use drip trays for all equipment and when refilling storage tanks.

Refuelling areas

Supervise all refuelling operations and only refuel in a contained area away from watercourses or surface water drains.

Isolate surface water run-off from refuelling areas from general yard drainage. Drain this run-off to the foul sewer via an oil separator, or an alternative treatment system. Make sure that there is an up-to-date and accurate site drainage plan available at all times. This will locate all the drains and sewers in and around your site, and show where they lead. When making a discharge to a drain or sewer, always check you are connecting to the correct system. Only clean, uncontaminated surface water should be discharged to the surface water drainage system. Paint the drainage system manhole covers, gullies and grills on your site in the recognised colour-coding system: blue for surface water drains, red for foul water drains. This will help you identify where any spills will end up.

Spills

Have a **pollution incident response procedure** for dealing with spills. Make sure that all staff are familiar with this. Ensure that there is adsorbent materials and other containment equipment suitable for the type and quantity of fuel stored and used on-site.

Train all staff in what to do in the event of a spill, and how to use any spill equipment.

Report pollution incidents as soon as they happen to the **emergency hotline** on **0800 80 70 60**

HAZARDS AT WORK

Manual handling: Size up the load first, watch out for sharp edges. Make allowances for the bulk as well as the weight of a load. Get help if need be. Place your feet in such a manner as ensures proper balance thrust and control, and allow the knees to be bent. Proper hold and a straight lift is essential. To unload reverse the procedure. Manage work routines to prevent RSI

Noise: The company will follow the advise given in the “Noise at work regulations 2005, and will make every effort to ensure that no employee is subjected to equivalent sound levels of more than 85db (A). When levels reach 85db (A) ear protection will be given on request, ear protection zones designated, and every effort will be made to ensure that noise will be reduced at source.

Vibration: Control of vibration at work regs 2005 will be adhered to with particular respect to plant machinery and forest machinery.

Falls: Wear protective footwear. Watch out for obstacles that can trip you. Never jump from machinery or high places. When using a ladder make sure it is in good condition and is properly supported. Ensure that any temporary holes in the floor including inspection pits are properly guarded. Ensure that all platforms more than 1.5m above ground level are fenced, and all stairs have adequate hand rails. Prevent the opportunity for trips and slips wherever possible. Avoid using unlit areas.

Protective clothing /equipment: When necessary this will be communicated to the trainees prior to the course, and it is essential that accompanies them to the course. Trainees should ensure that the equipment fits comfortably, is properly adjusted and kept in good order.

Compressed air equipment: Avoid accidental injection, and horseplay involving people and compressed air equipment is strictly forbidden. Equipment will be checked regularly by a competent person. Store and label correctly.

Used engine oils: Prolonged contact with engine oil may cause dermatitis and other skin disorders, and so limit contact wherever possible.

Office: Check that all trip hazards are removed. Round off all rough edges on furniture. Use equipment provided, do not improvise. Do not overload filing cabinets, and do not pull out more than one draw at a time. Make sure that you are conversant with machinery before you start using it. Throw rubbish in the bin, and do not allow parcels or rubbish to be left near doorways.

Racking and alleyways: Storage areas will be checked regularly with heavy articles kept near the floor. Properly constructed secured racks will be used, and climbing on the racks is forbidden. Gangways paths roads etc should be clearly marked and kept clear, dry and not slippery. Floor load capacities should be posted in lofts. All areas around machinery will be clearly marked and only the appropriate personnel are to be permitted in the specified zones. This is particularly relevant to Gibb cranes and lorry hoists

Asbestos: Identify any asbestos in the premises. Avoid working with asbestos if possible, but if not, it must be done safely, and comply with the **Control of Asbestos work regs 2002**

Working at heights: Identify any risks from working at heights and comply with the regulations of 2005. Train all workers, and use appropriate well maintained and tested equipment. Are there alternative methods of work to avoid working at height, and if not are there measures in place to provide soft landings in case of falls.

Vehicles/plant in the workplace: Pedestrians must be separated from vehicle movements as much as possible. All training and movement areas are to be clearly marked. – see also section on machinery.

Pressure systems: MWMAC will adhere to the 2000 Pressure Safety Systems regulations. Competent persons- **Chris Hughes** will be responsible for carrying out risk assessment, design implementation, maintenance, and examination of pressure systems on site.

Working at Heights To help prevent falls from height, make sure you consider the risks to all your workers, the work is planned, organised and carried out by competent people and you follow the hierarchy for managing

ELECTRICAL EQUIPMENT

All equipment is to be designated for the environment in which it is to be used and suitably protected. All portable apparatus used in a course will be checked by the instructor and its condition recorded.

Electricity at work regs 1989

VISUAL DISPLAY UNITS

Visual Display Units: In response to the display screen equipment regulations which came into force on January 1st 1993 the employer will carryout the following procedures:

Interpret and define display screen users equipment and workstations within the company.

Perform suitable and sufficient analysis of workstations for the purpose of assessing the health and safety risks to which those persons are exposed.

To regularly review the assessment, and undertake to reduce any risks as quickly as possible.

The company shall plan the activities of the users at work in his undertaking that their daily work on display screen equipment is periodically interrupted by such breaks or changes of activity as reduce their workload at that equipment.

The company shall ensure that users at his/her request be provided with an appropriate eye and eyesight test, and such tests to be carried out by a competent person as soon as practicable after the requests.

ACCESS

It is the responsibility of the company to ensure that everyone can get to their place of work - and or their training site safely, and work there safely.

2. All access routes are to be in good condition and clearly marked.
3. Adequate lighting to be ensured.

WELFARE

1. It is the responsibility of the company to provide clean toilets, with washbasins with running water, soap & towels.
2. To provide drinking water.
3. To provide an area for workers to sit, make hot drinks and prepare food.

MACHINERY

MWMAC will comply with the laws as set down in the Provision and use of Work Equipment Regulations 1998, LOLER1998 and supply of Machinery 1992 and amended 1994

Rules for use:

1. Employees are not to use machinery unless authorised to do so, including Forklift trucks, Plant, welders, chainsaws, office machinery and hand tools.
2. Adequate training will be given for all users, and always select the right equipment for the job.
3. Proper protection must be worn on specific machinery.
4. All start and stop procedures must be known.
5. Do not remove guards until the machine has been switched off, and only then for the purposes of cleaning, adjusting, or repair.
6. Keep cutting tools sharp.
7. Keep long hair and frayed clothing away from moving parts.
8. Carryout routine daily maintenance checks. Make sure equipment is safe, Through maintenance, inspection, and if appropriate thorough examination
9. Keep areas around the machine clean tidy and free from obstruction.
10. All monitoring and alarm systems will be tested regularly.
11. All abrasive wheels must be mounted by a competent person.
12. Never exceed the safe working load of machines or tackle, and use only certified lifting equipment, particularly relevant to hoists, crane and ramps and ropes/lifting gear.
13. Keep keys secure when machinery is not in use.
14. Ensure that lifting equipment is examined and certified by a competent person where appropriate.
15. Ensure that all new and second hand plant and equipment meets health and safety standards before it is purchased.

All examination reports to be kept

The persons responsible for identifying all equipment /plant needing maintenance, drawing up and implementing maintenance procedures. Checking that all equipment meets health & safety standards will be:-

Rhayader / Coed Pwllacca: Chris Hughes

OFF SITE: Instructors/ Assessors before they begin the course.

HOUSEKEEPING AND PREMISES

Company rules:

1. Good housekeeping is part of responsible behaviour, and is the duty of every trainee/instructor.
2. All Instructors should remember that they are an ambassador of this company at all times, and therefore their appearance and that of their machines must be orderly and presentable at all times.
3. Waste disposal - Placed in skips and disposed of by County Council, and private skip hire company.
4. Storage areas will be checked regularly, with heavy articles kept near the floor. Properly constructed secured racks will be used and climbing on the racks is forbidden.
5. All areas around machinery will be clearly marked and only the appropriate personnel are due to be permitted in the specified zones.
6. Inspection pits will be marked and covered over when not in use.

SUBSTANCE MISUSE

There is a zero tolerance attitude to Substance Misuse at MWMAC Ltd.

Use of and/or intoxication by alcohol or drugs by Trainees and Candidates is strictly forbidden. Any breach will result in removal from the course or assessment and must be reported immediately to the Centre.

Use of and/or intoxication by alcohol or drugs by Employees whilst at work is strictly forbidden. Any breach will result in immediate suspension until a full investigation has been completed by the Directors.

Use of and/or intoxication by alcohol or drugs by Instructors and Assessors during an event is strictly forbidden. Any breach will result in immediate suspension until a full investigation has been completed by the Directors.

SAFE HANDLING AND USE OF SUBSTANCES

Appendix 1 MWMAC Fire Management Plan

MWMAC are committed to adhere to the regulations as set down in COSHH 2002 regulations

Chris Hughes

Will be responsible for identifying all substances which need a COSHH assessment, and for conducting the assessment.

The above named personnel will be responsible for ensuring that all actions identified in assessments are implemented, and for ensuring that all relevant trainees and employees are informed about the COSHH assessments.

Assessments will be reviewed every 12 months or when the work activity changes, whichever is sooner.

Environmental: MWMAC will endeavour to minimise the impact on the environment and ask the assistance of their staff, candidates, and trainers & testers

Risk Assessment – Record of significant findings		
Risk assessment for Building:	Assessment undertaken by	
Location:	Date:	Completed by:
Sheet number Floor/area:	Signature:	
Use:		
Step 1 – Identify fire hazards		
Sources of ignition	Sources of fuel	Sources of oxygen
Step 2 – People at risk		
Step 3 – Evaluate, remove, reduce and protect from risk		

<p>(3.1) Evaluate the risk of the fire occurring</p> <p>(3.2) Evaluate the risk to people from a fire starting in the premises</p> <p>(3.3) Remove and reduce the hazards that may cause a fire</p> <p>(3.4) Remove and reduce the risks to people from a fire</p>		
Assessment review		
Assessment/review date	Completed by	Signature
Review outcome (where substantial changes have occurred a new record sheet should be used)		

Notes:

(1) The risk assessment record of significant findings should refer to other plans, records or other documents as necessary.

(2) The information in this record should assist you to develop an emergency plan; co-ordinate measures with other 'responsible persons' in the building; and to inform and train staff and inform other relevant persons.

Appendix 2 MWMAC risk assessment

See attached