



HEALTH & SAFETY POLICY

Version 1 01/08/2023

Next Review 01/08/2024

ELA HEALTH & SAFETY POLICY



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Health & Safety Policy

Health and Safety Policy Statement

Our policy is to provide and maintain safe and healthy environment, working conditions, equipment, and safe systems of works in our workplace. It is also our policy to provide adequate control of the health and safety risks arising from our work activities. We will ensure safe handling and use of substances. We will also provide such information, training, and supervision, as is needed for this purpose. We also acknowledge responsibility for the health and safety of other persons who may be affected by our work and activities.

It is also our policy to consult with our employees on matters affecting their health and safety, and it is our policy to prevent accidents and cases of work-related ill health.

The allocation for safety matters and the arrangements that we will make to implement the policy are set out below. The policy will be kept up to date, particularly as the business changes in nature and size. To ensure this, our policy will be reviewed annually.

(1) Management responsibilities

The Managing Director has overall responsibility for health and safety in the Company, including provision for sufficient time, money & resources to ensure relevant standards are met. The MD is responsible for ensuring that all matters relating to health and safety are addressed within the Company and that the policy is kept up to date and reviewed regularly. They are also responsible for the implementation of the Health and Safety Policy, the co-ordination of the undertaking of risk assessments, and the implementation and monitoring of any controls which are imposed because of the risk assessments.

The MD and site representatives have day to-day responsibility for ensuring that the health and safety policy is put into practice and that any controls are put into practice or are carried out. The following people have responsibility for ensuring health and safety standards are maintained / improved in the following areas:

Name	Area of Responsibility
Ali Khan	Overall responsibility of H&S



(2) All employees

Have the responsibility to co-operate with the Company to achieve a safe and healthy workplace and to take reasonable care of themselves and others and not to interfere with anything provided to safeguard their health and safety. An employee has a responsibility to let the MD know if there is a matter relating to health and safety that should be brought to their attention for action.

(3) Health & Safety Advisor / Workplace Safety Advisor

The MD is responsible for health and safety matters and will be available to advise on health and safety matters.

(4) Health & Safety Representative

The following people are the Site Health and Safety Representatives:

Name	Site
The MD (Ali Khan)	Suite 104, Meadlake Place, Thorpe Lea Road, Egham, Surrey, TW20 8HE

The Site Safety Representative will ensure that all safety procedures are adhered to and will report areas of noncompliance to the MD.

(5) Implementation of Policy

The MD will ensure that all employees have access to the Health and Safety Policy that is located in all site offices (if other sites are used) and in the policy file on the company server in the company office. Each employee will be given access to a copy of the general policy on commencement of his or her employment. Induction records will ensure that all employees are given access to a copy of the Health and Safety Policy and will keep and maintain records that all workers have received access to a copy of the policy.

All staff are required to sign the policy log to confirm they have read and understood their role and responsibility in implementing the policy. All learners are required to complete a check list which is then signed and dated to demonstrate their understanding and commitment to the policy.



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This Policy will be promoted by:

- ★ Providing mandatory training on Health and Safety to learners as part of their induction.
- ★ Discussing and monitoring Health and Safety concerns/topics as part of learner progress reviews which take place no later than every 12 weeks.
- ★ Our Designated Safeguarding Officer providing timely updates when there is a legislation change or current affairs issue is relevant to our stakeholders.
- ★ Recording an electronic version of our Health and Safety Policy on the company server, which is accessible 24 hours a day, 7 days a week.
- ★ Sharing the Policy with learners and employers at the start of the learner's qualification.
- ★ Communicating the contact details of the Designated Safeguarding Officer out to all learners and employers and there is also a link on the company emails which learners can access to report a Health and Safety concern.

(6) Consultation with Employees

The MD is the Employee Representative on Health and Safety matters. Health and safety will be included at team meetings to ensure all staff have access to discussion and consultation.

(7) Risk Assessments

Risk assessments will be undertaken for work activities and systems annually. The results of the risk assessments will be recorded in writing, safety procedures produced and implemented to ensure adequate levels of health safety and welfare. Risk assessments are to be reviewed annually to ensure that they are still appropriate to the tasks covered. They will also be reviewed when new equipment is installed, when a new system of work is set up or when the business changes premises.

The MD shall be responsible for undertaking the company risk assessments as required by the Management of Health and Safety at Work Regulations 1999. The results of any risk assessment shall be recorded and kept at head office. Action required to remove or control the risks identified will be approved by The MD who will be responsible for ensuring that any required action is implemented. Assessments will be reviewed every year or when the work activity changes, whichever is soonest.



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(8) Accidents, First Aid and near misses (reportable under RIDDOR)

The First Aid Box is kept in reception at Head Office. Ali Khan is the First Aider and is responsible for ensuring that the First Aid Boxes are kept fully stocked and equipped. All injuries, incidents, and dangerous occurrences at work involving employees or members of the public must be reported and recorded in the Accident Book which is kept at reception at Head Office.

The following must be reported under RIDDOR UK

- ★ Deaths- (Reported immediately) 0845 300 99 23 UK.
- ★ Major injuries to be (reported immediately) 0845 300 99 23 UK **Reportable major injuries are:**
- ★ Fracture, other than to fingers, thumbs, and toes.
- ★ Amputation.
- ★ Dislocation of the shoulder, hip, knee, or spine.
- ★ Loss of sight (temporary or permanent).
- ★ Chemical or hot metal burn to the eye or any penetrating injury to the eye.
- ★ Injury resulting from an electric shock or electrical burn leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours.
- ★ Any other injury: leading to hypothermia, heat-induced illness, or unconsciousness; or requiring resuscitation; or requiring admittance to hospital for more than 24 hours.
- ★ Unconsciousness caused by asphyxia or exposure to harmful substance or biological agent.
- ★ Acute illness requiring medical treatment, or loss of consciousness arising from absorption of any substance by inhalation, ingestion or through the skin.
- ★ Acute illness requiring medical treatment where there is reason to believe that this resulted from exposure to a biological agent or its toxins or infected material.

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- ★ over-7-day injuries – where an employee or self-employed person is away from work or unable to perform their normal work duties for more than 7 consecutive days.
- ★ injuries to members of the public or people not at work where they are taken from the scene of an accident to hospital.
- ★ some work-related diseases.
- ★ dangerous occurrences – where something happens that does not result in an injury but could have done.

RIDDOR applies to all work activities but not all incidents are reportable. If someone has had an accident in a work situation where you are in charge, and you are unsure whether to report it just call the Incident Contact Centre (ICC) on 0845 300 99 23.

The form to use is F2508 available from HSE:

[hELA://www.hse.gov.uk/riddor/report.htm](https://www.hse.gov.uk/riddor/report.htm)

By law, workplace accidents must be reported to the Health and Safety Authority, as soon as possible. The MD is responsible for investigating any incidents, injuries or dangerous occurrences and is also responsible for advising Management and staff of any measures that need to be put in place to minimise the risk of any incidents reoccurring. The MD is responsible for acting on investigation findings to prevent a recurrence.

(8A) Health Surveillance

Health Surveillance is required for the following jobs:

- ★ Driving

Arrangements will be made by notification from DVLA of medical due. Records will be kept at Head Office by The MD and has copies of Licence, MOT, and Insurance.

(9) Emergency Procedures – Fire and Evacuation

The MD is responsible for ensuring that the Fire Risk Assessment is undertaken and implemented. This is in accordance with landlord instruction sites. Escape routes are checked by the site representative in consultation with the MD on a regular basis. Fire extinguishers are maintained and checked by an appointed supplier, every year. Emergency evacuations will be held every year.

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(10) Safe Equipment

The MD is responsible for identifying all equipment needing maintenance. They are responsible for ensuring effective maintenance procedures are drawn up and is also responsible for ensuring that all identified maintenance is implemented and that the record of any inspection, servicing or maintenance of equipment is recorded and that records are maintained. Any problems found with equipment should be reported to The MD. The MD will check that new equipment meets health and safety standards before it is purchased.

The MD is responsible for ensuring that employees are given adequate information, instruction, and training in relation to the use of equipment and is also responsible for ensuring that records of any information, instruction and training are kept and maintained where necessary.

(11) Safe Handling and Use of Substances (COSHH) Chemicals or Substances Hazardous to Health

The MD will be responsible for identifying all substances that need a COSHH assessment. The MD will be responsible for undertaking COSHH assessments and for ensuring that records are kept and maintained where necessary and will be responsible for ensuring that all actions identified in the assessments are implemented.

The MD will be responsible for ensuring that all relevant employees are informed about the COSHH assessments and will check that new substances can be used safely before they are purchased. The MD will ensure that assessments are reviewed every year or when the work activity changes, whichever occurs soonest.

(12) Personal Protective Equipment (PPE)

The MD will be responsible for ensuring that, where the need for PPE is identified, that it is suitable for the activity it is required for and that it is suitable for the individual using it. The MD will be responsible for ensuring that PPE is maintained, clean and that it is replaced when necessary. It is our company policy that all PPE is issued free of charge. The MD will be responsible for ensuring that PPE is suitably stored when it is not being used.

The MD will be responsible for giving training, information, and instruction to employees on the use of PPE and how to look after it and will also be responsible for keeping & maintaining records of the training, information and instruction given to employees.

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(13) Display Screen Equipment

The MD via site representative will be responsible for ensuring that display screen equipment workstations are assessed and will ensure that records of the assessments are kept and maintained. Action required in removing or controlling of the risks identified will be approved by the MD. Assessments will be reviewed every year, when the work activity changes, whenever you change location, or whichever is soonest.

The MD via site representative will be responsible for providing training and information for display screen equipment users and will keep records of any training and information that is provided.

It is this Company's policy to ensure that anyone using a display screen as a significant part of their everyday work is entitled to have appropriate eye and eyesight tests from an optician or doctor if they are needed for work, if requested by the employee.

(14) Electrical Equipment (Includes PAT Portable appliance testing)

It is the Company's policy to ensure that any electrical system at work is safe to use and properly maintained. The MD will be responsible for ensuring that all electrical installations and electrical equipment are regularly examined. The electrical installations will be examined on an on-going basis and records of any examinations or works carried out on the electrical installations will be kept and maintained by a qualified electrician.

Faulty equipment should be reported immediately to The MD via the site representative and labelled faulty and not used until it has been repaired. The MD will be responsible for ensuring that staff are given information or advice on what to do if they suspect that the electrical equipment or electrical system is unsafe.

They will also ensure that records of any advice or information given to staff are kept and maintained. Site representative via The MD will be responsible for keeping and maintaining records to show that any faults have been rectified.

(15) Welfare

It is the policy of the Company to provide enough clean toilets and wash basins with hot and cold running water, soap, and drying facilities for those expected to use them. The Company will provide drinking water and ensure that it is free from contamination, accessible by all employees, ensure that cups or a drinking fountain is provided and that taps, and containers are clearly and correctly labelled as potable drinking water.

The Company shall ensure that there is a suitable seating area for workers to use during breaks, that it is kept clean and stored where food will not get contaminated. It is the Company's policy to provide a working environment where people can work without



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being irritated by tobacco smoke. Any issues regarding toilet facilities, drinking water or other welfare facilities should be reported to The MD. It is the policy of the Company to ensure that traffic routes are kept in good repair and are free from obstruction. It is also the policy to the Company to take precautions to control the risks of slips and trips in the workplace. Any spill or contamination on floors should be notified immediately to the site representative and be dealt with quickly but employees should not put their own health and safety at risk.

The Company will ensure that lighting is suitable and sufficient to allow staff to work and move around safely. The Company and employees are all required to take reasonable steps to ensure that a place of work is kept free from foreseeable hazards. In particular, access and egress routes must be kept clear of obstructions. This includes ensuring fire exits and access routes are kept clear, cables do not trail across pedestrian routes and that obstacles are quickly removed. In addition, safety provisions such as fire doors should not be propped open, or fire extinguishers obstructed.

Smoking is strictly forbidden on the premises. Smoking is permitted away from the premises within the grounds and waste needs to be distributed in the smoking facilities provided.

(16) Driving at Work

It is the policy of this Company to ensure that staff who are required to drive as part of their work activities are competent to drive. Staff are responsible for daily checks and to ensure that the company vehicle is kept in good working order; staff are to report any defects or problems.

The MD will be responsible for ensuring that staff who are required to drive are competent to drive and will keep and maintain records on checks carried out on their driving licenses. All staff are responsible for ensuring that any vehicle accident is reported to The MD. It is the Company's policy to ensure that an employee using their own vehicle for the purpose of work must also have insurance that covers them for Business Use. The MD is responsible for ensuring that staff required to have insurance that covers them for Business Use and is also responsible for keeping and maintaining records of any such checks.

(17) Lone Workers

It is the policy of this Company that staff who work by themselves without close or direct supervision or those who have to visit other premises, should make sure their colleagues or manager know where they are going and when they will be back and should record their visit in their outlook diary.



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It is the Company's Policy to advise staff who work by themselves without close or direct supervision or those who have to visit other premises, to take a mobile phone. It is the Company's Policy to ensure that no staff member will work alone on any task that has been assessed as having any risks related to lone working. Where a risk is identified a lone worker, checklist must be completed.

(18) Information, Training and Supervision

The Health and Safety Law Poster is displayed in Reception at Head Office.
A Copy of the Company's Certificate of Employers and Public Liability Insurance will be displayed in the reception area. Health and Safety advice is available from: The MD.
Supervision of young workers / trainees will be arranged / undertaken / monitored by the appropriate Assessor.

Induction training will be provided for all employees by an appropriate line manager and a record of any training will be kept and maintained. The MD and site representatives are responsible for ensuring that employees of other Companies, Contractors or Visitors are given relevant health and safety information.

(19) Waste Management

ELA will undertake all efforts to ensure their compliance with environmental policy and obligations under the Act. All waste shall be disposed of in the most appropriate and environmentally sensitive way possible. If necessary, for compliance, suitably qualified specialist contractors shall be engaged for disposal.

Disposal of waste shall follow the waste management hierarchy below:

- ★ prevention
- ★ minimisation
- ★ recycling
- ★ treatment
- ★ energy recovery, volume reduction, and disposal.

Training and information shall be provided to employees so that they are aware of waste management procedures and able to carry them out safely.

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(20) Manual Handling

The company policy is to comply with current and future legislation under manual handling regulations. The musculoskeletal injuries caused by poor manual handling practices can be significantly reduced by taking appropriate measures to remove or reduce the risk of injury from manual handling operations by:

1. Avoiding manual handling, so far as reasonably practicable, by eliminating the need for the load to be moved or by use of mechanical devices.
2. Risk Assessment manual handling operations, taking into account the task, the load, working environment, results of other relevant risk assessments and individual capabilities. Risk assessments must be recorded and reviewed at least annually.
3. Use of mechanical devices provided for handling loads, for example trolleys, barrows, and chain hoists.
4. Providing suitable information, training and supervision to employees engaged in manual handling operations.

Employees have a duty to make full and proper use of any equipment or system of work provided by the company for the purposes of safer handling operations. They must also report any faulty equipment or unsafe system of work.

(21) Working at Height

The company policy is in accordance with the Work at height regulations 2005 and Work at Height Reducing the Risks. The company will comply with all current and future legislation. Work at height reduces the risks and includes work areas above and below ground that require access for works. (Staircases are not included). The company will ensure that all work at height is fully planned, and all risks associated with the work are assessed. All works will be carried out in a safe manner and any equipment selected for the task is suitable and in full working order.

To reduce risks the following can be used: -

- ★ Reduction in the height of the fall.
- ★ Notify appropriate colleagues in working area.



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(22) PUWER- Provision and Use of Work Equipment Regulations 1998

In general terms, the Regulations require that equipment provided for use at work is the following:

- ★ Suitable for the intended use
- ★ Safe for use, maintained in a safe condition and inspected to ensure this remains the case.
- ★ Used only by staff who have received adequate information, instruction, and training.
- ★ Accompanied by suitable safety measures, e.g., protective devices, markings, warnings.

Equipment covered by the regulations: -

Any equipment which is used by an employee at work is covered, for example hammers, knives, ladders, drills, circular saws, lifting equipment, dumper trucks and vehicles.

If employees provide their own equipment, it, too, will be covered by PUWER and they are to make sure it complies and is in safe working condition.

Employees must report any tools/equipment defects immediately, any tool or piece of equipment deemed unsafe is to be removed from the workplace.

All equipment that is hired must conform to the policy and regulations; competent persons are to inspect all hired equipment before use.

(23) Learner workplace H&S vetting and monitoring

All learners undertaking an Apprenticeship or Programme will be subject to a H&S workplace vetting assessment prior to enrolling onto the programme. Workplace vetting's are carried out in conjunction with the employer and cover all basic H&S requirements to keep learners safe at work. Additionally, H&S is covered at learners' induction via their learner's handbook and checked at monthly progress review visits.

Workplace H&S vetting's are risk banded according to the workplace sector risk and level of H&S compliance against the vetting form including checking that the employer has a valid ELI certificate.

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Dependent on the sector and risk vetting are monitored as follow:

High Risk – 3 Months

Medium Risk – 6 months

Low Risk – 12 months

Where workplace vetting checks identify the placement as non-compliant such as not having valid employer's liability insurance, learners are not enrolled until all risks are resolved and the placement re-vetted.

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