

HEALTH & SAFETY POLICY

The management of Scott Fraser Training Ltd is aware of the importance of controlling and monitoring Health & Safety at work, and is fully aware of its responsibilities as an employer to provide a safe working environment for its employees and learners.

The Company will also co-operate with its clients' requirements, taking care while working on site to ensure that members of the public and other contractors are not put at risk by the work it is conducting.

The Company will take all reasonable steps to meet its Health & Safety obligations under both the Health & Safety at Work Act 1974 and the Management of Health & Safety at Work Regulations 1999, which includes providing:

- safe equipment and working methods
- systems for the safe transporting, storage, handling and use of dangerous materials
- emergency procedures
- systems to meet fire regulations
- personal protective equipment
- risk assessment (including fire risk)
- training in all the above

The arrangements for staff training, staff welfare and communication/consultation with staff are detailed below. Staff training will be given to staff relevant to their responsibilities in accordance with the Management of Health & Safety at Work Regulations. Training will be provided for the following situations:

- induction training for new employees (Health & Safety Awareness, Company procedures)
- the introduction or modification of new/existing machinery or technology
- a change in employee position/work activity or responsibility

Training is also specifically provided for work with use of PPE, manual handling and hazardous substances, where necessary. Any training provided by the Company will be formally recorded. A programme of refresher training will be undertaken to keep employees up to date with legislation and industry best practice.

Staff / learner welfare facilities will be provided to ensure they are suitable and sufficient for all sites and they follow the Approved Codes of Practice outlined in the relevant regulations. As a minimum, the following requirements will be adhered to

- toilet/washing facilities accessible on site

- eating/resting facilities accessible on site

Staff will be kept informed of new legislation, change in policy, and changes to working practices and internal health & safety matters, through the use of internal memos, email and meetings.

Employees should ensure that:

- They act with due care for the health and safety of themselves, other workers and the general public
- They report practices which may lead to the breakdown of safety
- Maintenance to machinery or electrical appliances is carried out by authorised personnel
- They notify their line manager of any accident
- They have completed / agreed a risk assessment
- Machinery and equipment is used following industry best practice/ manufacturer's guidelines

Reviewed January 2020