



## **HEALTH AND SAFETY POLICY**

### **Purpose of the Policy**

Hughes Driver Training Ltd takes health and safety issues seriously and is committed to protecting the health and safety of the staff, learners and all those affected by the business activities it undertakes and who attend the premises. This policy is intended to help Hughes Driver Training Ltd achieve this by clarifying who is responsible for health and safety matters and what those responsibilities are.

This policy may be amended at any time by Hughes Driver Training Ltd in its absolute discretion. Hughes Driver Training Ltd will review this policy at regular intervals to ensure that it is achieving its aims effectively.

### **Who is responsible for workplace health and safety?**

Achieving a healthy and safe workplace is a collective task shared between the employer and staff. This policy and the rules contained in it apply to all staff of Hughes Driver Training Ltd, irrespective of seniority, tenure and working hours, including all employees and management.

Specific responsibilities of staff are set out in the section headed 'Responsibilities of all staff' below.

### **Employer Responsibilities**

Hughes Driver Training Ltd is responsible for:

- Taking reasonable steps to safeguard the health and safety of staff, people affected by the employers business activities and of people visiting its premises including the learners.
- Identifying health and safety risks and finding ways to manage or overcome them.
- Providing a safe place of work and safe entry and exit arrangements, including during an emergency situation.
- Providing and maintaining safe working areas, equipment and systems and, where necessary, appropriate protective clothing.
- Providing safe arrangements for the use, handling, storage and transport of articles and substances.
- Providing adequate information, instruction, training and supervision to enable staff and learners to work/learn safely, to avoid hazards, and to contribute positively to their own health and safety at work and in the learning arena. Hughes Driver Training Ltd will give staff, learners and visitors the opportunity to ask questions and advise who best to contact in respect of these questions, if unsure about how to safely carry out tasks within the workplace / learning arena.
- Ensure any health and safety representatives receive appropriate training to carry out their functions effectively.

- Providing a health and safety induction and appropriate safety training.
- Promoting effective communication and consultation between the employer and staff concerning health and safety matters and will consult with staff directly relating to health and safety.
- If an epidemic or pandemic alert is issued, providing instructions, arrangements, and advice to staff as to the organisation of business operations and steps to be taken to minimise risk of infection.
- Regularly monitoring and reviewing the management of health and safety at work, making any necessary changes, and bringing those to the attention of all staff.

Any concerns about health and safety matters should be notified to Michael Hughes,(Director).

## **Responsibilities of staff**

### **General staff responsibilities**

All staff must:

- Take reasonable care for their own health and safety and that of others who may be affected by their acts or omissions.
- Co-operate with Hughes Driver Training Ltd to enable compliance with health and safety duties and requirements.
- Comply with any health and safety instructions and rules, including on the safe use of equipment.
- Keep health and safety issues in the front of their minds and take personal responsibility for the health and safety implications of their own acts and omissions.
- Keep the workplace tidy and hazard free.
- Report all health and safety concerns, via email, to Michael Hughes, (Director), promptly including potential risk, hazard, or malfunction of equipment, however minor or trivial it may seem.
- Co-operate in the employer's investigation of any incident or accident which either has led to injury or which could have led to injury, in the employer's opinion.

### **Staff responsibilities relating to equipment**

All staff must:

- Use equipment as directed by any instructions given by representatives of management or contained in any written operating manual or instructions for use and any relevant training.
- Report any fault with damage to or concern about any equipment or its use, via email, to Michael Hughes,(Director), who is responsible for maintenance and safety of equipment.
- Ensure that health and safety equipment is not interfered with.
- Not attempt to repair equipment unless suitably trained and authorised to do so.

### **Staff responsibilities relating to accidents and first aid**

All staff must:

- Promptly report any accident at work involving personal injury, however trivial, to the director, Michael Hughes, so that this can be recorded on the internal accident book (stored on the drive) and co-operate in any associated investigation. This must be sent via email.

- Familiarise themselves with the details of the first aid facilities and trained first aiders.
- If an accident occurs, request first aid assistance from one of the on site first aiders

Michael Hughes,(Director), is responsible for investigating any injuries to staff, learners, or visitors. They will prepare and keep accident records, and for submitting reports under the reporting of injuries, diseases, and dangerous occurrences regulations 2013 (RIDDOR) where required.

### **Staff responsibilities relating to emergency evacuation and fire**

All staff must:

- Familiarise themselves with the instructions about what to do in the event of a fire.
- Ensure they are aware of the location of fire extinguishers, fire exits, and alternative ways of leaving the building in an emergency.
- Comply with the instruction of fire wardens if there is a fire, suspected fire, or fire alarm.
- Co-operate in fire drills and take them seriously. Fire drills will be held at least once per year at head office.
- Ensure that fire exits, or fire notices or emergency exit signs are not obstructed or hidden at any time.
- Notify Michael Hughes,(Director), immediately of any circumstance which might hinder or delay an evacuation should there be a fire.

On discovering a fire, all staff must: (Also see Fire Safety Policy)

- Immediately trigger the nearest fire alarm.
- Attempt to tackle the fire ONLY if they have been trained or otherwise feel competent to do so. Nominated members of staff will be trained in the use of fire extinguishers.

On hearing the fire alarm all staff must:

- Remain calm and immediately evacuate the building, walking quickly without running, following any instructions of the fire wardens.
- Leave without stopping or going back to collect personal belongings.
- Remain out of the building until notified by a fire warden that it is safe to re-enter.
- Senior Leadership Team, or a nominated individual, are responsible for ensuring fire risk assessments take place, changes are made where required, and for making sure there are regular checks of the fire extinguishers, fire alarms, escape routes, signage and emergency lighting.

### **Risk assessments, display screen equipment and manual handling**

Risk assessments are simply a careful examination of what in the workplace could cause harm to people. Hughes Driver Training Ltd will assess any risk and consider measures to best minimise any risk. Hughes Driver Training Ltd will carry out general workplace risk assessments when required or as reasonably requested by staff. Managers must ensure that any necessary risk assessments take place and the resulting recommendations are implemented. Senior Leadership Team are responsible for workplace risk assessments and any measures to control risks.

Staff who use a computer for prolonged periods of time should try, where possible, to organise short breaks every few hours away from their computer screen, but may request a workstation assessment

and/or an eye test by an optician by contacting The Senior Leadership Team, who will provide more details should they be required.

Guidance on manual handling (for example, lifting and carrying heavy objects) can be obtained from Michael Hughes,(Director). Where necessary training will be provided by Hughes Driver Training Ltd, but they will try to minimise or avoid the need for manual handling if there is a risk of injury.

**Non-compliance with health and safety rules**

Any breach of health and safety rules or failure to comply with this policy will be taken very seriously and is likely to result in disciplinary action against the offender, in accordance with the disciplinary policy.

Reviewed By	Willow Jackman
Date Reviewed	11/2024
Next Review Date	11/2025
Version Number	1

Signed - Michael Hughes (Director)

