



Health and Safety Policy

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Health and Safety Policy

Introduction

This policy sets out the way that Covert Group LTD will comply with the requirements of the Health and Safety at Work Act 1974 and the relevant statutory provisions.

Scope

This policy covers all employees and stakeholders of Covert Group LTD

Policy statement

Covert Group LTD is committed to ensuring, so far as is reasonably practicable, the personal safety of its employees.

Covert Group LTD acknowledges its responsibilities under the Health and Safety at Work Act 1974 which requires an employer to provide whatever information, instruction, training and supervision as is necessary to ensure, so far as is reasonably practicable, the health and safety at work of your employees. Furthermore, under the Management of Health and Safety at Work Regulations 1999, Covert Group LTD is required to identify situations where health and safety training is particularly important, e.g. when people start work, on exposure to new or increased risks or as a refresher update.

We shall ensure that all staff, students and visitors to our premises whether wholly owned, leased or hired for training courses shall be as far as is practicable, safe from first arriving on site to leaving the site.

Covert Group LTD will provide adequate resources to implement this policy and any supporting policies.

Covert Group LTD will establish and maintain a safe and healthy working environment and risk assessments shall be recorded and reviewed on a regular basis. The risk assessments shall cover:

- General risk assessments on premises, equipment, and work stations.
- Activity based risk assessments, on all training activities.
- Manual handling assessments on all lifting and handling associated tasks.
- Fire risk assessments.
- Individual risk assessments for any staff member of student who needs adaptations making to enable them to carry out the course or their employment.



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Duties (roles and responsibilities)

Managing Director

- Shall have overall responsibility for ensuring compliance with Health and Safety legislation
- Shall ensure that this policy is reviewed annually and in the light of any failure of the system and/or changes in statutory legislation
- Shall ensure that adequate resources are made available to implement the policy and carry out any remedial action or amendments to this policy

Management Team

Shall ensure the effective implementation of the Health and Safety Training policy in their directorate / region ensuring that their direct reports undertake the necessary training to effectively discharge their responsibilities and duties in line with current legislation.

Supervisors/Line Managers

Shall ensure the effective implementation of the Health and Safety Training policy in their directorate / region ensuring that their direct reports undertake the necessary training to effectively discharge their responsibilities and duties in line with current legislation.

Health and Safety Representative

Shall be responsible for maintaining their competencies and qualifications to be able to deliver the required Health and Safety Training.

Employees Responsibilities

- All employees have a responsibility to be familiar with the contents of this policy
- All employees have a responsibility to ensure that they regularly attend all necessary health and safety training provided by the organisation

Health and Safety Training Provision

Over 200 people are killed each year in accidents at work and over one million people are injured. Over two million suffer illnesses caused by, or made worse by, their work. Preventing accidents and ill health caused by work is a key priority for everyone at work.

The provision of health and safety information and training helps employees to:

- ensure you and other employees are not injured or made ill by their acts or omission
- develop a positive health and safety culture, where safe and healthy working becomes second nature to everyone;
- find out how the organisation and employees can manage health and safety better;



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- meet your legal duty to protect the health, safety and welfare of you and your colleagues

The delivery of effective training to employees:

- will contribute towards making you competent in health and safety
- can help avoid the distress that accidents and ill health cause

Training Commitment (Generic)

Covert Group LTD is committed to providing training to all its staff members in the following areas:

Site Orientation

All staff members will receive, on the first day of their employment or introduction to new premises, a full orientation of the premises ensuring that the following is included as a minimum:

- Actions to take in the event of an evacuation
- Where their designated assembly point(s) is/are location
- What the sites first aid arrangements are
- The location of their welfare facilities (toilets, canteen etc)
- The sites arrangements for smokers

Health and Safety Induction Checklist

All staff members will be expected to complete the Health and Safety Induction Checklist during their induction period to provide evidence of their competency. Once the checklist is completed and signed by the staff member this needs to be passed to their line manager for counter signing and retaining within their HR file

Health and Safety Overview

All staff members will receive, within their induction, a full overview of health and safety within the workplace ensuring that the following is included as a minimum:

- The Health and Safety at Work Act 1974, including the employers and employees' responsibilities under the Act
- The management of Health and Safety within Covert Group LTD nationally and regionally
- The management of Health and Safety within Covert Group LTD locally
- Reporting and accidents and incidents
- Manual Handling
- First Aid
- Overview of risk assessments
- Staff consultation



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This training will be provided as a one-off training session to staff members unless there is a change in legislation or the organisational approach.

Display Screen Equipment

All staff members will receive within their induction, an overview of the Health and Safety (Display Screen Equipment) Regulations 1992 (as amended in 2002) ensuring that the following is included as a minimum:

- The risks from Display Screen Equipment work
- The importance of good posture and changing position
- How to adjust furniture to help avoid risks
- How to organise the workplace to avoid awkward or frequently repeated stretching movements
- How to avoid reflections and glare on or around the screen
- How to adjust and clean the screen and mouse
- How to organise work for activity changes or breaks (if necessary)
- Who to contact for help and to report problems or symptoms
- How to access eye care support
- How to complete a Display Screen Equipment Self-Assessment Checklist

This training will be provided as a one-off training session to staff members unless there is a change in legislation or the organisational approach

Fire Awareness

All staff members will receive an awareness of fire precautions and the threat posed by fire and their responsibility in preventing an outbreak of fire, as required by The Regulatory Reform (Fire Safety) Order ensuring that the following is included as a minimum:

- How to identify how fires start and spread
- How to identify the fire hazards in their workplace/area and how best to reduce them
- How to identify and be able to use the correct fire extinguisher
- Understand the need for Means of Escape, Emergency Lighting, Fire Procedures Good Housekeeping and Fire Awareness

All staff will receive fire awareness training on an annual basis

Training Commitment (Specialist)

Manual Handling



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Any staff member that is required to undertake manual handling duties as part of their role which could pose a significant risk (ICT, Administration) will receive training as required by The Manual Handling Operations Regulations 1992 (as amended), ensuring that the following is included as a minimum:

- The manual handling regulations and specifically their personal responsibilities
- The causes and prevention of back pain and other musculoskeletal injuries
- The key principles of good body movement and manual handling techniques applicable to their workplace requirements
- The procedure for identifying and assessing key factors that increase the risk of a manual handling injury in their variety of manual handling activities/situations
- How to identify when to request a more detailed manual handling risk assessment

First Aid

Nominated staff members will receive training as required by The Health and Safety (First Aid) Regulations 1981 ensuring that the following is included as a minimum:

- How to resuscitate and care of an unconscious casualty
- How to treat and control of bleeding and shock
- What the legal considerations of first aid in the workplace
- How to transport casualties
- How to treat bones, muscles and joints
- How to undertake suitable and sufficient simple record keeping
- What the personal hygiene in treating wounds
- How to communicate and delegate in an emergency

All staff members who are trained as First Aiders will be required to undertake annual refresher training to maintain their competency and certification in line with current legislative requirements First Aid training will be sourced externally and delivered by an approved training provider

First Aid (Appointed Persons)

Nominated staff members will receive training as required by The Health and Safety (First Aid) Regulations 1981 ensuring that the following is included as a minimum:

- Understand the role of the first aider including reference to the use of available equipment and the need for reporting incidents and actions



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- Understand the importance of basic hygiene in first aid procedures
- Assess the situation and circumstances in order to act safely, promptly and effectively in an emergency
- Administer first aid to a casualty who is unconscious and/or in seizure
- Administer cardiopulmonary resuscitation
- Administer first aid to a casualty who is wounded or bleeding and/or in shock
- Administer first aid to a casualty who is choking
- Provide appropriate first aid for minor injuries

All staff members who are trained as Appointed Persons will be required to undertake annual refresher training to maintain their competency and certification in line with current legislative requirements.

Fire Marshal

Nominated staff members will receive training as required by The Regulatory Reform (Fire Safety) Order ensuring that the following is included as a minimum:

- How to identify how fires start and spread
- How to state the classes of fire
- How to identify and be able to use the correct fire extinguisher
- How to understand the need for correct fire evacuation procedure
- How to carry out record keeping

Nominated staff will receive fire awareness warden/marshal training on an annual basis.

Health and Safety Representative(s)

The nominated staff member(s) will be trained as Health and Safety Representative(s) for the purpose of delivering Health and Safety Training to other staff members, which will include the generic health and safety training. The Health and Safety Representative(s) will be provided with training from an accredited external training provider to obtain the appropriate qualifications to ensure sufficient knowledge to be able to deliver the training on the required elements.

Training Commitment (Managers)

Executive Directors/Senior Managers

Executive Directors/Senior Managers will receive training in their duties and responsibilities required by law for Health and Safety within the workplace ensuring that the following is included as a minimum:

- The business drivers for improving health & safety standards in the workplace



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- The legal system in the UK as it applies to health & safety at work and particularly in relation to workplace litigation
- The legal duties for employers and employees under the Health and Safety at Work etc Act 1974
- The main requirements for employers and employees under the Management of Health & Safety at Work Regulations 1999
- The range of important legal requirements for all organisations
- The range of initiatives which can be introduced into the workplace to develop best practice

Executive Directors and Senior Managers training will be sourced externally and delivered by an approved training provider.

Departmental Managers/Line Managers

Departmental Managers will receive training in their duties and responsibilities required by law for Health and Safety within the workplace ensuring that the following is included as a minimum:

- The legal system in the UK as it applies to health & safety at work and particularly in relation to workplace litigation
- The legal duties for employers and employees under the Health and Safety at Work Act 1974
- The main requirements for employers and employees under the Management of Health & Safety at Work Regulations 1999
- The process for identifying and reducing workplace hazards, such as slips trips and falls, manual handling
- Risk Assessment
- Accident and incident investigation
- Fire
- Display Screen Equipment
- First Aid
- RIDDOR

Review arrangements

Procedural documents will be reviewed annually by the procedural document owner. However, a review earlier than this may be prompted by factors including:

- Legislative or regulatory changes
- Structural or role changes
- Operational or technological changes
- Changes in the evidence-base
- Organisational learning
- Audits and reviews of the effectiveness of the policy



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Training / support

All staff will receive awareness of this policy through their Health and Safety induction, should anyone require support, advice or guidance on any element outlines in this policy they should speak to their supervisor or line manager

Covert Group LTD will review its Health and Safety Policy every two years. The following opportunities are taken to invite feedback from staff, clients and students:

- Recruitment and Selection
- Initial Assessment
- Induction
- Assessment and Planning
- Learner Reviews
- Internal Verification
- External Verification
- Examinations
- Exit Interviews

Signed:

Director: Johnson Edman

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