



Health and Safety Policy

POLICY STATEMENT

Peterborough Skills Academy is committed to ensuring the health, safety and wellbeing of all of its staff and learners and recognises that we have a responsibility to lead by example in meeting our health and safety responsibilities. We accept in full the duties imposed by the primary legislation of the Health & Safety at Work Act 1974 and will comply to the best of our ability with both the intent and detail of the Act and also all other relevant health and safety legislation.

Peterborough Skills Academy wants to develop a culture of proactive sensible risk management that meets defined health and safety standards and ensures compliance with regulatory and contractual requirements. A culture where health, safety and wellbeing are valued can only be realised with the co-operation of all management, staff and learners.

Peterborough Skills Academy understands that our staff and our learners are our most valued resource and as a result their health, safety and wellbeing are of extreme importance to us. We want all staff and learners to achieve their potential in an environment where positive wellbeing is the expectation for all, producing staff and learners who flourish by being safe, healthy, confident, risk aware, emotionally resilient and personally fulfilled.

The Directors are committed to achieving so far as is reasonably practicable, the best standards of health, safety and welfare for all staff, learners, visitors, contractors and anyone else who may be affected by our activities and encourage the development of a work environment that sees all staff and learners take a positive interest in their own and others health, safety and wellbeing.

ORGANISATION

The Management of Peterborough Skills Academy accepts overall responsibility for Health and Safety under the guidance of the appointed competent person who is our consultant, David Hickman.

Under sections 7 and 8 of the Act, employees have a responsibility to perform their tasks in such a manner that they create no unnecessary risk to themselves or others when carrying out their tasks. It is therefore the responsibility of each employee to declare any medical condition or disability that may involve risk to themselves or others when carrying out his or her tasks.

It is also the responsibility of each employee **NOT** to undertake tasks or use equipment for which they have not been trained and assessed as competent.

The premises and equipment will be maintained in a safe condition, and it is the duty of all employees to report any defects to their line manager immediately.

Any employee who is involved in an accident at work **must** report the accident in accordance with company procedures. All accidents, incidents and near misses will be investigated with a view to determining the cause and preventing a recurrence.

RESPONSIBILITIES

MANAGEMENT

- Ensure all requirements of Health & Safety Policies and Procedures are carried out
- Ensure regular reviews of effectiveness of Health and Safety policies and procedures are undertaken and recorded
- Ensure employees are competently trained to carry out their duties within a safe working environment

COMPETENT HEALTH & SAFETY PERSON

- Investigate causes of any accidents and prepare reports as required
- Provide safety advice as required
- Consult with management on Health and Safety issues
- Ensure all equipment and machinery is maintained in a safe condition
- Assist with all training of staff in Health & Safety issues
- Carry out risk assessment of workplace and maintain records of inspections
- Liaise with appropriate Health & Safety services and be responsible for ensuring any directions given are carried out
- Represent the Company in all matters concerning Health & Safety
- Be responsible for ensuring correct Health & Safety records are maintained for all subcontractors to ensure their compliance with current legislation
- Be responsible for managing and reviewing process and promote best practice in accordance with the Skills Funding Agency requirements and any other associated legislative requirements
- Liaise with the Directors regarding any health & safety issues identified within external employer's premises
- Ensure individual employee Health and Safety responsibilities are accepted and adhered to
- Ensure that safe working practices are developed, implemented and maintained

ASSESSORS & TUTORS

- Be fully knowledgeable of the contents of all Health and Safety policies and procedures
- Be responsible for ensuring that Learner Health & Safety is continually monitored through the Assessment Plan and Review Document
- Ensure all learners receive Health & Safety information, advice, guidance and where necessary training in general and specific Health & Safety matters appropriate to their role

Director of Training

- Be fully knowledgeable of the contents of all Health & Safety Policies and procedures
- Be responsible for ensuring that learners are given an effective induction which includes general and specific health and safety information, advice and guidance

SITE MANAGER

- Be fully knowledgeable of the contents of all Health & Safety Policies and procedures
- Ensure fire extinguishers are correctly maintained and serviced and records kept up to date
- Ensure fire alarms are regularly checked and records kept up to date
- Ensure fire drills are carried out regularly and records kept up to date

EMPLOYEES

- Be fully knowledgeable of the contents of all Health & Safety Policies and procedures
- Carry out all operations and work in the prescribed safe manner
- Develop a personal concern for the safety of themselves and others
- Advise new employees of the hazards involved in the work
- Ensure all accidents / incidents are recorded in the accident book
- Co-operate with the company with regard to any legal duty placed upon it to comply with Health & Safety law

LEARNERS

- To be fully knowledgeable of the Health & Safety policies and procedures, including accident and emergency procedures, both within Peterborough Skills Academy and individual workplaces

- To abide by all Health & Safety instructions given in the training centre and in the workplace
- To only undertake tasks for which they have been suitably instructed and trained

ORGANISATION

COMPETENCE

The Directors have ultimate responsibility for Health & Safety and also for ensuring that there are adequate resources for the implementation of the Policy. David Hickman is the named competent person for Health & Safety to assist the organisation with the implementation of the Policy.

The Policy, organisation and arrangements will be reviewed at least annually. Inspections and reviews of premises and equipment are carried out at regular intervals. Findings from these reviews, including any changes that result, will be communicated to employees both formally and informally including the use of staff meetings and direct communication.

All staff are recruited with the necessary skills, expertise and qualifications to enable them to carry out their duties. All staff are given regular Health & Safety Information, Advice and Guidance. In addition, assessors, who are responsible for assessing the learners Health and Safety knowledge on employer's premises, are professionally qualified in their occupational area.

There are first aiders at each training centre to administer first aid. First aid boxes are also available within each training centre. The Operations Manager and indeed all staff update CPD on an ongoing basis. The HSE website is accessed and the HSE e-Bulletin is received via e-mail. Any new, updated or relevant information is then communicated to employees via specific training and awareness sessions. Employers are contacted both formally and informally to raise awareness of new information and learners receive ongoing information from their allocated assessor.

CONTROL

The Directors have overall responsibility for Health & Safety within the organisation as detailed above.

David Hickman (Consultant) is responsible for the annual self-assessment report, which includes assessment of Health and Safety, and has gained the Nebosh general certificate.

New employees are given an induction covering both generic and specific health, safety and welfare issues. All employees are required to attend training. Training provides information, advice and guidance on significant health, safety and welfare issues relevant to their employment and role. The health and safety policy is also brought to the attention of employees during the induction process. The policy is used as an additional source of IAG to develop knowledge and understanding of significant and specific health and safety issues which may arise.

All SFA funded providers are required to provide a safe, healthy and supportive environment and comply with the SFA funding terms and conditions. The terms and conditions generally require providers to adopt recruitment processes that comply with the law and ensure that young and vulnerable learners are adequately safeguarded. To assist in complying with this requirement, the Company ensures that all legislative requirements relating to safeguarding are complied with. This includes carrying out Enhanced Disclosure and Barring Service (DBS) checks for all employees who are in regulated activity. Further and more specific information can be found within the Safeguarding Policy.

The main places and placements in which learning activity takes place:

All learning areas are subjected to rigorous checks at the time of registering their business. Reports produced are used to assist in determining the suitability of employer's premises. These reports form part of the monitoring and review of employers in line with SFA guidance. In addition to the above regular reviews carried out by assessors and documented within the assessment plan & review document.

CO-OPERATION

There is a strong commitment to Health & Safety from the Management of Peterborough Skills Academy. All policies and procedures are communicated to all employees via team meetings and training sessions. All policies are available, and employees are encouraged to read and understand their content. All employees are encouraged to discuss Health & Safety both formally and informally and there are a number of platforms available to them to do so including: Induction, Standardisation Meetings, One to One reviews with line managers and Tutor Meetings.

COMMUNICATION

A copy of the health and safety policy statement is displayed in all buildings and all learners and employees are guided to and made aware of this as part of their induction.

All learners receive a "Learner Handbook" at their induction and it details their responsibilities in relation to Health and Safety. The booklet also provides a guide to the key issues relating to Health and Safety in the workplace. Once the Learner has had sufficient time to digest the contents of the Handbook, signatures are obtained as proof of their understanding of the content.

All Health and Safety documentation is assigned a document reference number and confirmed as a controlled document and stored electronically for ease of access.

A copy of the 'Certificate of Employers Liability Insurance' is displayed at each office and a Health & Safety Law poster is displayed at each site.

Employers are kept aware of Health & Safety matters through regular visits by assessors and by regular communication and updates from the Operations Manager.

The Fire Evacuation Procedure, Accident Procedure and First Aid Procedure are discussed at employee and learner inductions and within the learner handbook and updated information is provided and displayed on notice boards where required.

Safe Learning posters are displayed in all training centres. This poster provides the Learners with guidance on their rights and responsibilities and in particular, the forms of abuse (physical, sexual, psychological or emotional, financial, money or material, neglect and discrimination). If the abuse involves either of these people, they should speak with the Designated Person/s for Safeguarding.

For further information please view our safeguarding policy.

PLANNING & IMPLEMENTING

RISK ASSESSMENT

Risk Assessments are carried out at the Training Centres and the findings recorded on internal risk assessment documentation. All significant risks and control measures identified are discussed within training sessions and also communicated to employees during meetings or alternatively by memo, Company Reports, e-mail or one to one reviews.

Risk assessments are reviewed formally in accordance with the dates provided on the document index, however proactive reviews of these assessments ensure that they are updated and communicated as and when the need to arises. Risk Assessment is viewed as a live process – not a one off event.

RISK CONTROL

Accident and Incident Reporting and Investigation

Details of all work-related accidents should be recorded in the accident book. All accidents/incidents and near misses will be investigated by the Operations Manager. Investigations will be undertaken as soon as possible after an accident/incident. Deaths, major injuries, diseases and dangerous occurrences will be reported immediately under RIDDOR to the Enforcing Authority (HSE). In line with the change in legislation in April 2012 all injuries incurred in the workplace resulting in an absence of 7 or more days will be reported within 15 days to the HSE.

The Operations Manager or in their absence the Site Manager, takes responsibility for informing the Enforcing Authority of any accidents, diseases or dangerous occurrences within the RIDDOR guidelines.

COSHH

COSHH (Control Of Substances Hazardous to Health) relates to the reduction of exposure to substances that may be hazardous to health. Safety data sheets should be available for all substances where possible and where significant risks are identified, a specific COSHH Assessment will be completed.

Substances hazardous to health are eliminated where possible from the workplace.

Where they are not eliminated, substance exposure assessments and monitoring are carried out and control measures implemented.

Display Screen Equipment (DSE).

DSE risk assessments will be carried out on all workstations used by “users” within all our premises. The risk assessments will be in the form of a self-assessment. Should “users” be experiencing discomfort then they should advise the Operations Manager who can then advise appropriately.

Free eye tests are available to “users” as required by statute and also a contribution to the cost of appropriate spectacles where these have been found to be necessary by an optician.

Driving

Licence’s of drivers, MOT certificates and insurance will be examined at the time of appointment and we reserve the right to inspect these documents at random intervals. Enquiries will be made to determine, as far as practicable, the employee’s previous driving history. Drivers must notify their manager of any endorsements received and of any reason that could affect their driving ability.

Employees are responsible for ensuring their own vehicles are well maintained and serviced. They also need to ensure that any vehicles they drive for work are adequately insured for the purpose and maintained in a roadworthy condition. Employees are responsible for ensuring that they are fit to drive. If you are unable or advised not to drive for medical or other reasons, including excessive tiredness advise your line manager and do not drive.

Mobile phones are not to be used whilst driving. The Road Vehicles (Construction & Use) regulations 2003, prohibit the use of mobile phones whilst driving and recommend that you find a safe place to stop before using or answering a phone. If the driver is unable to answer their phone whilst driving, they should pull over at the next convenient and safe stopping point. Drivers should activate their voicemail to enable messages to be left for them when unable to answer their mobile phone.

Electrical Equipment

Portable appliances will be tested according to the risk they represent with portable hand tools able to be tested more frequently than computers for example. Once tested by the competent person, stickers will be attached to confirm the test date and that the equipment is safe to use. The fixed Electrical Installation will be tested and inspected every ten years, to ensure that it is safe and free from danger. Records are maintained by the Resources Manager.

Fire Safety

Fire Risk Assessments are carried out and reviewed regularly for all training centres and risks controlled accordingly. The fire risk assessment identifies where additional control measures may be required and the details of these are communicated to all relevant members of staff.

Fire extinguishers are situated around the premises and are serviced at appropriate intervals. The fire alarm is tested regularly in all locations and all records are maintained by the Site Manager.

Regular servicing and testing is carried out of our fire extinguishers and alarm systems.

Lone Working

Lone workers are defined by the HSE as “Those who work by themselves without close or direct supervision”. The principle of risk assessment will determine who is defined as being a lone worker, and the control measures that are required to minimise the risk of injury to the worker. It is inevitable due to the nature of our business and its operations that staff may find themselves working alone and it is important that staff follow all safety precautions to enable them to work alone safely.

Manual Handling

Manual Handling relates to reducing the risk of injury in lifting and handling operations. Where it is likely that an employee will have to carry loads as part of their employment, a risk assessment will be undertaken to establish whether further controls are required. Where possible the need for manual handling will be avoided with mechanical aids utilised where appropriate.

Personal Protective Equipment (PPE)

Where Personal Protective Equipment is considered necessary it will be provided free of charge with clear instructions for its use.

Safe Systems

Employers / work placements have their own procedures and safe systems of work applicable to their training occupation which are brought to the attention of the Learners during workplace induction. Learners also have to be observed following and adhering to these procedures and safe systems in order to obtain units within their NVQ/Apprenticeship.

Training

Training is included on an ongoing basis, with training needs regularly identified. A basic induction will be given to employees on their first day of employment and this will be formally recorded.

Employees will be given relevant information on risk and on preventative and protective measures, to ensure their own safety and the safety of others. The information provided will be pitched and appropriate according to the training, knowledge and experience of the employee.

Workplace Inspections

Workplace Inspections will be undertaken at regular intervals to identify any unsafe conditions or unsafe acts within the workplace. Remedial actions will be allocated to relevant personnel

for completion within set timescales and the progress of completion monitored by the Operations Manager

PERFORMANCE & STANDARDS

To ensure we are able to evaluate the Policy and the arrangements, we have set some performance measures.

- All learners attend induction prior to starting their training programme
- All learners should complete a workplace induction booklet covering H&S within six weeks of starting their training programme
- Assessors check learner knowledge and understanding of H&S at the first review (within 6 weeks of start) by ensuring the workplace induction booklet has been completed satisfactorily. Learners knowledge of health & safety is assessed regularly throughout the training programme and documented on the assessment plan
- Employers are subject to review based on a proportionate risk-based approach and in accordance with the SFA Guidance to ensure the workplace is and continues to be a safe and suitable environment for the learner.
- An annual insurance review and general health and safety review will be undertaken with all employers and these details will be updated onto our employer database
- External and regulatory sources of IAG are used to assist in determining the suitability of employers and workplaces. (For example CQC reports, OFSTED reports). These are used to assist in making an informed judgement on the suitability of a particular employer

EMERGENCY PLANNING

There is a Fire Evacuation Procedure and a Fire Risk Assessment for all locations. Employees and learners are made aware of the Fire Evacuation Procedures at induction, through the displaying of notices and by fire evacuation drills. Assessors check that learners are aware of their work placement / employers arrangements during their first review.

Fire Evacuation drills are carried out at least annually and fire alarms are tested on a monthly basis. Records of all evacuations and alarm tests are kept in the Fire Alarm Log Book.

There are emergency procedures in the event of a gas leak, power failure and bomb threat for all locations.

There is an Accident Reporting Procedure and a sufficient numbers of employees trained in First Aid and these are brought to the attention of learners and employees at induction. The First Aid is kept in the kitchen in all our locations. The site manager checks that the First Aid Box is replenished when items have been used. The accident books are kept in the Administration Offices and individual accident records are retained by the Operations Manager. All learners and staff are informed of this during induction.

The Operations Manager identifies the fire precautions, accident procedure and the first-aid provisions in employer premises via formal and informal Employer reviews. All learners are informed of the workplace procedure through the workplace induction.

There is an Accident Reporting Procedure which must be followed by all employees, learners, work placements / employers and visitors. All employees and learners are informed about the importance of this procedure from the outset.

Learner Health & Safety is monitored at each review where specific questions are asked in relation to accidents and Health & Safety arrangements. Evidence is recorded on the Assessment Plan and Review Document.

The Operations Manager is the nominated person to keep a record of accidents and diseases and to report them when necessary.

MEASURING PERFORMANCE

WORKPLACE REVIEW / INSPECTION

If it has been deemed necessary, new work placements/employers undergo a formal review to check that the employer has satisfactory arrangements in place with regard to:

If it has been deemed necessary, new work placements /employers undergo a formal review to check that the employer has satisfactory arrangements in place with regard to:

- H&S Policy and arrangements
- Risk assessments and Control
- Accidents, Incidents and First Aid
- Supervision, Training, Information and Instruction
- Work Equipment and Machinery
- Personal Protective Equipment and Clothing
- Fire and Emergencies
- Insurance
- Registration with relevant bodies
- Safe and Healthy Working Environment
- General Health & Safety Management
- Management of Learner's/Young Person's Health & Safety

This is carried out in accordance with the Skills Funding Agency standards for learner health, safety and welfare. Reviews are undertaken using a proportionate approach and are dependent on a number of factors such as the level of risk, type of learning, kind of learner and the information available to us from other sources. For example, regulatory inspection reports from bodies such as OFSTED and the CQC will be used and H&S reviews which have

been undertaken by partner colleges and bodies will also be used to make an informed decision regarding an employer's suitability.

Employers are provided with regular updates, information, advice and guidance and various resources to assist them in managing all elements effectively.

Where it has been determined that improvements are required or that an employer does not meet the necessary standards, the employer is advised and provided with information, advice and guidance on how to meet the required standards. Any actions which have been set will be documented and followed up to confirm they have been completed.

There are written procedures for the vetting and monitoring of placement providers/ employers which are reviewed annually. As a minimum, the following applies:

- All placements are visited once every 10 weeks during which a visual Health and Safety check is carried out and the learner is asked to comment on the Health & Safety arrangements during the previous 10 weeks. Evidence is recorded on the Assessment Plan and Review Document.
- All learners receive an initial visit within the first six weeks to confirm work place inductions have taken place and that their Individual Learning Plans have been completed.
- Review forms are completed to confirm continued suitability; additional information is input on our employer database at regular intervals
- External and regulatory sources of IAG are used to assist in determining the suitability of employers and workplaces. (For example: CQC reports, OFSTED reports). These are used to assist in making an informed judgement on the suitability of a particular employer

Problems of a minor nature identified during monitoring visits are brought to the attention of the employer, recorded on the monitoring / review form and checked during the next visit to ensure compliance. Problems of a more serious nature would require immediate action to be taken or the learner / contract would be withdrawn followed by a letter confirming the reasons.

LEARNER MONITORING / REVIEWS

All learners receive a full induction at the outset of the training programme and a further induction on starting their work placement. Understanding of Health and Safety issues is tested after this induction period.

Each learner receives an occupation specific induction on joining their work placement / employer - which is checked by the Assessor during the first review. Health and safety is discussed with the learner at each review and items are recorded on the assessment Plan and Review Document (minimum three monthly).

REVIEW & AUDIT

ONGOING EFFECTIVENESS

Health & Safety Policies and Procedures (including Risk Assessments) will be reviewed at least annually by the Management team in consultation with other senior management. The findings will be communicated to all employees.

Health & Safety is discussed by all employees at regular meetings and any issues identified are actioned by the appropriate line manager in consultation with senior management.

All assessors will adopt an 'eyes and ears' approach to reviewing employer working practices and health and safety compliance. Problems of a minor nature identified during monitoring visits are brought to the attention of the placement provider, recorded on the Assessment Plan & Review Form and checked during the next visit to ensure compliance. Problems of a more serious nature would require immediate action to be taken or the learner / contract would be withdrawn followed by a letter confirming the reasons. To supplement the 'eyes and ears' approach, employers are reviewed to ensure continued compliance and improvement. We will review the findings of the employer reviews, which will feed into our annual evaluation of policies and procedures.

COMPLIANCE

The policy, organisation and arrangements will be reviewed from time to time according to current legislation, annually as a minimum. Inspections of premises and equipment are carried out as part of the annual Company Risk Assessment. Findings from these reviews, including any changes that result, will be discussed with other members of staff during regular staff meetings at which Health & Safety is an agenda item.

SELF ASSESSMENT & DEVELOPMENT PLANS

The results of the annual review of the Health & Safety Policies and Procedures will feed into the self-assessment process. Areas for improvement will be identified and included in the Development Plan.

RAISING STANDARDS

A Development Plan will be produced based on the findings of the Self-Assessment process. This plan will be monitored by the management team and discussed during staff meetings. The plan will be formally reviewed after six months, taking further action where necessary.

The Company is committed to further developing staff and learner awareness of Health & Safety through a number of different initiatives:

The Safe Learner Concept

The learner Health & Safety documentation will be reviewed to ensure compliance with the Skills Funding Agency (SFA) funding agreement.

The Management of Health & Safety

Peterborough Skills Academy employees will continue attending Health & Safety training sessions to enhance their knowledge. All staff will receive basic Health & Safety training. Where the need for specialist training in each occupational area has been identified, the use of specialist consultants will be utilised to achieve this goal.

The Safe, Healthy & Supportive Environment

Peterborough Skills Academy employees that have direct responsibility for learners will receive further training to assist them in identifying workplace hazards and the corrective action to be taken.

Learner workplace awareness will continue to be monitored by the assessors. The Assessment Plan and Review Form is used to record the learners understanding and knowledge of their workplace.

Statement of Intent

It is the policy of Peterborough Skills Academy to provide and maintain a safe and healthy environment at their premises for the management, employees, trainees, representatives of business associates, sub-contractors and members of legitimate business activities.

The procedures which accompany this policy statement are intended to achieve this aim in accordance with the requirements set out in Section 2 of the Health and Safety at Work Act 1974.

Employees are reminded that they, too, have obligations for the safety of one another, other persons and property. These obligations can be met only if they are prepared to:

- Carry out their jobs in a safe and proper manner
- Ensure that the Company's vehicles, customer's vehicles and others temporarily in our care are safe to be on the public roads
- Use the safety equipment and facilities provided by the Company
- The Directors are responsible for directing the Company Safety Policy, with advice from other senior Managers. They will be responsible for the safety in each department, identify precautions and procedures applicable and make sure it is brought to the notice of all staff
- They will make sure that all new staff are properly inducted into the Company and made aware of all the precautions and procedures applicable to their jobs necessary to protect health and safety of themselves, and other members of the staff, customers and the general public
- They will ensure that all staff safety training is properly programmed and recorded, and that no newly recruited member of the staff is permitted to work any kind of machinery in the office, workshop or elsewhere unless he or she has been properly and fully instructed in its use

- Ensure that all staff are aware of location of all firefighting equipment in the department and are practised in its effective use
- All toxic, high inflammable and corrosive products to be stored in specially designated areas. These areas to be clearly signed
- Public Reception areas to be kept clear of all stores and deliveries

By implementing the applicable requirements of the following Acts and Regulations:-

- Health and Safety law
- Fire Precautions (Workplace) Regulations
- The Highly Flammable Liquids & Liquefied Petroleum Gases Regulation
- The COSHH Regulations
- The Electricity at Work Regulations
- The Noise at Work Regulations
- The Pressure Systems & Transportable Gas Containers Regulations
- The Environmental Protection Act
- The Data Protection Act

PROTECTIVE CLOTHING

It is the policy of the Company to provide protective equipment in the form of hand cleanser, gloves, masks and goggles etc. and other aids to ensure the health and safety of employees who, for their own protection, should ensure that they are used for the purposes for which they are provided.

FIRE EXITS

These will be clearly marked and must not be obstructed nor locked at any time during working hours.

FIRE FIGHTING APPLIANCES/EQUIPMENT

These will be inspected and maintained by an authorised contractor at intervals of not more than 12 months. Between inspections, or, when the occasion arises, management will be responsible for ensuring that used fire extinguishers are replaced. Any damage found to any items or equipment is to be reported at once.

EQUIPMENT

Electrical and mechanical equipment in the workshops if found to be defective or unsafe must be withdrawn from service at once and is to remain so until repaired or replaced.

All hoists and associated equipment lifting equipment are to be inspected at least once in every six months.

All electrical contacts, switches and associated gear are to be inspected at least once in every twelve months.

All dust/fume extraction equipment is to be inspected at least once in every twelve months.

All grinding wheels are to be inspected by an authorised person at least once in every six months.

Spray Booth inspected every six months.

ACCIDENTS

In the event of an ACCIDENT you must notify the management. First Aid facilities are available in the Rest Room and Toilet Block.

WARNING

All members of the staff are reminded that the failure to observe ANY of the requirements of the Health and Safety at Work etc. Act 1974 or ANY DELIBERATE OBSTRUCTION OF ANY PART OF THE COMPANY SAFETY POLICY may result in their own prosecution and that the penalties for offenders can be very heavy indeed.

A copy of this Policy Statement will be communicated to all staff and a copy of the HSE publication Health & Safety Law, will be posted at all times on the workshop notice board.

This Policy Statement will be reviewed and amended as necessary in the event of changes in the activities of the Company and the possible introduction of new legislation, the requirements of which may be applicable to the Company's premises and activities.

In order to bring any amendments to the attention of employees, details will be posted on the Workshop notice board.