



National Training Centre Health and Safety Policy

Purpose of the policy

TICA takes health and safety issues seriously and is committed to protecting the health and safety of its staff, apprentices and learners and all those affected by its business activities and attending its premises. This policy is intended to help TICA achieve this by clarifying who is responsible for health and safety matters and what those responsibilities are.

This is a statement of policy only. This policy may be amended at any time by TICA in its absolute discretion. TICA will review this policy annually to ensure it is achieving its aims effectively.

Who is responsible for workplace health and safety?

Achieving a healthy and safe workplace and training centre is a collective task shared between TICA, staff, apprentices and learners. This policy and the rules contained in it apply to all the staff of TICA, irrespective of seniority, tenure and working hours, including all employees, directors and officers, consultants and contractors, casual or agency staff, apprentices, learners, homeworkers and fixed-term staff. Specific responsibilities of staff are set out in the section headed "Responsibilities of all staff" below.

TICA responsibilities

TICA takes responsibility for:

- Taking reasonable steps to safeguard the health and safety of staff, apprentices, learners, people affected by TICA's business activities and people visiting its premises
- Identifying health and safety risks and finding ways to manage or overcome them
- Providing a safe and healthy place of work and training, and safe entry and exit arrangements, including during an emergency situation
- Providing and maintaining safe working areas, equipment, systems and, where necessary appropriate protective clothing
- Providing safe arrangements for the use, handling and storage of articles and substances
- Providing adequate information, instruction, training and supervision to enable all staff, apprentices and learners to do their work/training safely, to avoid hazards and to contribute positively to their own health and safety at work. TICA will give you the opportunity to ask questions and advise who best to contact in respect of those questions, if you are unsure about how to safely carry out your work



Ensuring any health and safety representatives receive appropriate training to carry out their functions effectively

Providing a health and safety induction and appropriate safety training to your role/activity, including:

- Site Induction, including Fire Evacuation instruction
- Manual handling
- Control of substances hazardous to health (COSHH)
- Working at height
- Asbestos awareness
- The use of personal protective equipment (PPE)
- The use of machinery in the training centre

Promoting effective communication between staff, apprentices and learners concerning health and safety matters and will consult directly on issues relating to health and safety

Regularly monitoring and reviewing the management of health and safety at work, making any necessary changes and bringing those to the attention of staff, apprentices and learners.

The CEO of TICA has overall responsibility for health and safety and has appointed Citation as the Health & Safety consultant with day-to-day responsibility for managing all health and safety matters.

Any concerns about health and safety matters should be notified to Citation.

Responsibilities of all staff, apprentices and learners

General responsibilities

All staff, apprentices and learners 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 Citation and TICA to enable compliance with health and safety duties and requirements

Comply with any health and safety instructions and rules, including instructions 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 / training areas tidy and hazard free

Report all health and safety concerns to Citation promptly, including any potential risk, hazard or malfunction of equipment, however minor or trivial it may seem

Co-operate in TICA's investigation of any incident or accident which either has led to injury or which could have led to injury, in TICAs opinion.



All staff, apprentice and learner responsibilities relating to equipment

All staff, apprentices and learners must:

- Use equipment as directed by any instructions given by representatives of management or contained in any written or operating manual or instructions for use and relevant training
- Report any fault with, damage to or concern about any equipment (including health and safety equipment) to TICA Curriculum Manager
- Ensure that health and safety equipment is not interfered with
- Not attempt to repair equipment unless suitably trained and authorised.

All staff, apprentice and learner responsibilities relating to accidents and first aid

All staff must:

- Promptly record any accident at work or during training involving personal injury, however trivial, in the Accident Book and cooperate in any associated investigation
- Familiarise themselves with the details of first aid facilities and trained first aiders, which are displayed in the Reception area of TICA and available from Jenny Rush
- If an accident occurs, contact a trained first aider
- The CEO is responsible for investigating any injuries or work-related disease, preparing and keeping accident records, and for submitting reports under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR), where required.

All staff, apprentice and learner responsibilities relating to emergency evacuation and fire

All staff must:

- Familiarise themselves with the instructions about what to do if there is a fire which are displayed in training rooms, staff rooms and communal areas and are available from Jenny Rush
- 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 instructions of fire wardens if there is a fire, suspected fire or fire alarm (or a practice drill for any of these scenarios)
- Co-operate in fire drills and take them seriously (ensuring that any visitors to the building do the same), fire drills will be held at least once every 12 months
- Ensure that fire exits, fire notices and/or emergency exit signs are not obstructed or hidden at any time
- Notify the CEO immediately of any circumstances (for example, impaired mobility) which might hinder or delay evacuation in a fire. This will allow the CEO to discuss a personal evacuation plan for you, which will be shared with the fire wardens and colleagues working near to you



On discovering a fire, all staff must:

Immediately trigger the nearest fire alarm and, if time permits, call 999 and notify the location of the fire

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 to collect personal belongings

Remain out of the building until notified by a fire warden that it is safe to re-enter.

Citation is responsible for ensuring fire risk assessments take place and changes made where required, and for making sure there are regular checks of fire extinguishers, fire alarms, escape routes, signage and emergency lighting.

Risk assessments, hazardous substances, display screen equipment and manual handling

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

The use of hazardous substances at work will be avoided where possible and less hazardous alternatives will be used where available. Training on the control of substances hazardous to health (COSHH) will be provided where required.

Personal Protective Equipment (PPE) is provided where risks cannot be otherwise effectively controlled. Apprentices are provided with overalls, Cut5 safety gloves, safety glasses, dust masks, hard hats and other specialist safety equipment required on a case by case basis.

Staff, apprentices and learners, who use a computer for prolonged periods of time should try, where possible to organise short breaks every few hours away from the computer screen. Staff may request a workstation assessment and/or an eye test by



an optician by contacting Jenny Rush who will then provide you with more details and make arrangements if you would like to proceed. Guidance on the use of display screen equipment can also be obtained from Citation.

Guidance on manual handling (for example, lifting and carrying heavy objects) can be obtained from the Curriculum Manager and where necessary training will be provided by the Curriculum Manager, however TICA will try to minimise or avoid the need for manual handling where 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 TICA's disciplinary policy, up to and including immediate dismissal.