ASPECTS TOTAL TRAINING
LTD

HEALTH AND SAFETY
POLICY MANUAL

APRIL 2025

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DOCUMENT STATUS

Issue No	Amendment – Update	Date	Next Review	Completed By
1	Initial issue	December 2019	December 2020	Truste Services
2	Annual review and update	November 2021	November 2022	Truste Services
3	Annual review and PPER22 addition	April 2022	April 2023	Truste Services
4	Change of company name	26/09/2022	April 2023	Truste Services
5	Annual review	April 2023	April 2024	Truste Services
6	Annual review	April 2024	April 2025	Truste Services
7	Annual review	April 2025	April 2026	Truste Services

The Owner of this policy is responsible for updating all non-legislative and regulatory sections.

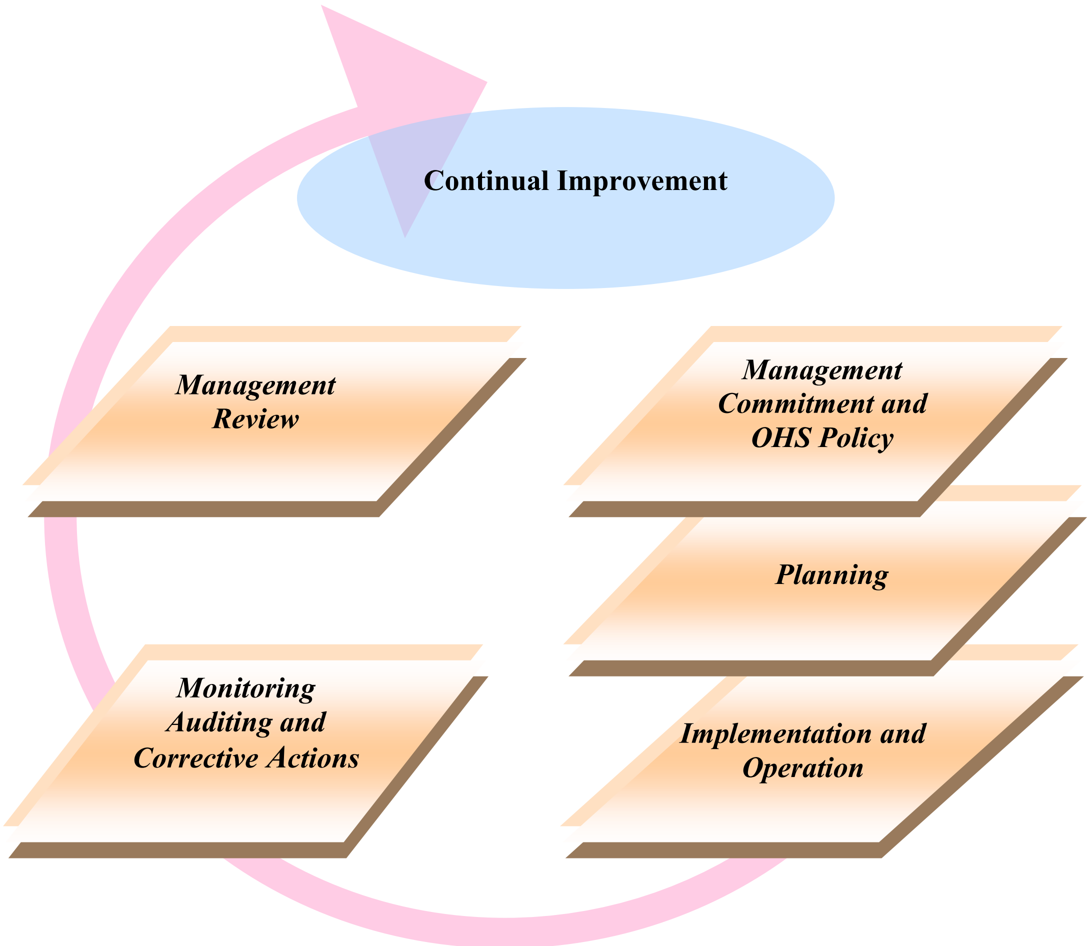
CONTENTS

1. HEALTH & SAFETY MANAGEMENT SYSTEM

The Managing Director accepts that he is ultimately responsible for the actions of the Company under his control. However, he clearly cannot be responsible for every aspect of Health and Safety but must delegate these duties to others within the Company. The organisation chart shows the basic structure of the Company and outlines the way in which this is delegated to the senior staff together with their areas of responsibility.

In accordance with the requirements of the Management of Health & Safety at Work Regulations, the Company feels it does not have an employee with adequate knowledge and experience to fulfil the role of Health and Safety Adviser and so it has appointed external Advisers to this function. The Advisers are Truste Services Ltd Tel : 07791 301 502

With regard to driving Health and Safety forward, there must be strong commitment from the Directors and senior managers. The Managing Director has shown this commitment in the Company's Health & Safety policy statement. The following diagram illustrates the basic building blocks of a progressive Health and Safety management system. The Company's procedures are based on this accepted model.



2. HEALTH AND SAFETY POLICY STATEMENT

It is the policy of Aspects Total Training Ltd, approved by its directors that operations carried out by the Company are in accordance with the requirements of the Health and Safety at Work Act 1974, both in the spirit of the act and its legal obligations. The Company accepts its responsibilities towards its employees and any other person who may be affected by the work undertaken by the Company.

The Company will ensure the work under its control is carried out in such a way as to minimise the risk to the Health & Safety of its employees and any other person who could be affected. It is the company policy that the health and safety of the workforce will not be compromised in order to achieve other targets and objectives.

Michelle McFall has been nominated as the Director responsible for implementing this Policy and his duties, and that of other Directors, senior managers and all employees are detailed in the Company's Safety manual.

All managers shall familiarise themselves with their duties as detailed in the Health & Safety Manual, and all employees have a part to play if high standards are to be achieved and maintained.

The Company requests that all employees take a pro-active role in improving Health & Safety performance and encourages suggestions on how methods of work can be improved. The duty of employees is explained in the Company's Safety manual and at the Health & Safety induction talk on first joining the Company. This will be reinforced through general Health & Safety awareness training courses when the Company's working procedures and the contents of the Company's Health & Safety manual will be brought to the attention of the employee.

The Company will provide safe plant, equipment and tools that conform to EC, BS and other relevant standards and that safe systems of work are in place and followed. With regard to the safe handling of substances the Company has COSHH procedures and a COSHH Manual in place to ensure safe practices when handling hazardous substances. In this way the Company will ensure that they will provide a safe place of work and a safe working environment for its employees and ensure that other persons are not adversely affected by the Company's work.

These safe systems of work are underpinned by a strong commitment to training and the Company will review staff training needs on an annual basis. Michelle McFall will ensure a suitable budget is allowed for employee training and retraining.

The operation of this Policy will be monitored by Michelle McFall assisted by Truste Services Ltd, Health & Safety Advisers. Truste Services Ltd is available to advise all employees on matters relating to Health and Safety.

This statement is to be displayed in a prominent position at all work locations and sites. A copy of the Company's Health & Safety Manual with full details of the organisation and arrangements for implementing the Policy will also be available at each work location and site, for reference by any employee.

This Policy Statement and the Health & Safety Manual will be reviewed by Michelle McFall on an annual basis and updated as either legislation changes or working practices change.

Signed: .... Michelle McFall ....Dated : ...... 1st April 2025
Michelle McFall

3. SMOKING POLICY

2007 saw the introduction of legislation which resulted in all enclosed workplaces become completely smoke-free. These measures are intended to protect everyone from the harmful effects of second-hand smoke when out at work or leisure, as well as providing smokers with an environment where it is easier to give up. This policy now includes the use of ‘vaping’ products, which are to be treated in the same way as tobacco products.

Breathing in second-hand smoke leads to a 24% increased risk of contracting lung cancer in non-smokers and 23% to 25% increased risk of heart disease in smokers and non-smokers respectively. Additionally, it can lead to cause or trigger asthma as well as many other illnesses and minor conditions.

It is the policy of Aspects Total Training Ltd to protect everyone against the effects of second-hand smoke; promote health in the workforce and to provide support, information and encouragement to those people who would like to stop smoking. Therefore, it is Aspects Total Training Ltd policy that all enclosed or substantially enclosed workplaces will be smoke-free and the use of any tobacco products will be prohibited.

Section 2(2)(e) of the Health and Safety at Work Act 1974 places a duty on employers to provide a working environment for employees that is: “safe, without risks to health, and adequate as regards facilities and arrangements for their welfare at work”.

Michelle McFall has been nominated as the Director with responsibility for the implementation of this policy; he will be responsible for the provision of advice on suitable outside agencies and counsellors. Michelle McFall will also be responsible for ensuring the compliance of any such training programme/initiative advised or implemented by external councillors, advisors or agencies.

3.1 Smoking Policy on Company Premises

This policy is written with everybody’s best interests in mind. The right of people to breathe clean air prevails over the right of the smoker to smoke and/or vape. With this in mind, the following principles are to be observed by all employees and contractors:

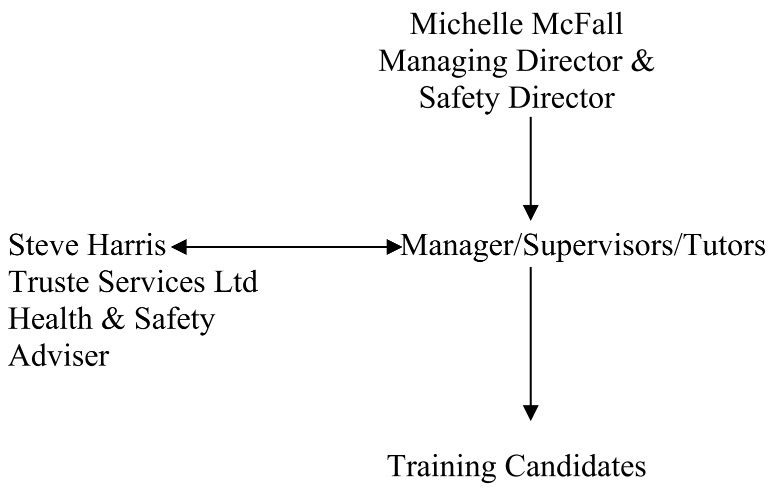
- Smoking is not permitted on any part of the premises or grounds, including offices, corridors, toilets, temporary cabins and car parks.
- Smoking is strictly forbidden in all premises; fixed or temporary where food is prepared or consumed. Food preparation also includes beverages and any other liquid refreshment.
- Smoking is permitted at specifically designated areas identified by “SMOKING PERMITTED IN THIS LOCATION” signs. Where necessary a separate vaping shelter will be provided.
- Smoking whilst on at work will only be allowed during break periods that are of equal length for smokers, vapers and non-smokers.
- Management will allow smokers to have reasonable breaks provided these do not prevent them from satisfactorily carrying out their responsibilities and work duties, and that there is no significant loss in productivity. Time taken on smoking breaks will have to be made up, for example at the beginning or the end of the day.

- Work time must be made up for smoking breaks if the time taken exceeds the time taken in breaks by the non-smokers.
- Smokers and vapers are requested not to smoke immediately outside any work entrance. This also applies to part-time or temporary staff, visitors, and contractors.
- Signs will be displayed where necessary to inform visitors of the smoking arrangements and there will be no ashtrays or cigarette litter inside the building.

3.2 Enforcement of the Policy

In the unlikely event of an employee not respecting the Policy, their manager will attempt to resolve the situation informally in the first instance. Ultimately, repeated breaches of the policy will result in disciplinary procedures. This policy also applies to vaping products.

4. ORGANISATION CHART



5. DUTIES & RESPONSIBILITIES

5.1 Duties of the Managing Director

The Managing Director is responsible for:

- Allocating adequate resources to Health and Safety issues so that all staff know what is required of them under this Policy.
- Ensuring that she is aware of the current standards with regard to Health and Safety issues which may affect the Company.
- Continually reaffirming the Company's commitment to Health and Safety issues through her everyday role within the Company and the interaction with other Company Directors and staff.
- Providing a Company statement on any issue of Health and Safety which requires a formal statement.
- Having regular meetings with the Directors and senior managers allocated responsibility for Health and Safety together with the appointed external Advisers with a view to reviewing performance in the last period, setting objectives for the next period, and receiving feedback in general on Health and Safety issues.

5.2 Duties of Other Directors

Directors should implement the policy by:

- Ensuring that the H&S Regulations are followed, and the necessary risk assessments and safe systems of work are produced and brought to the attention of the relevant people.
- Ensuring staff at all levels receive appropriate training.
- Monitoring Health and Safety performance, actioning of Health & Safety Adviser's reports, and audits.
- Holding regular meetings with employees and other site operatives to receive comments and suggestions on ways in which Health & Safety performance can be improved.
- Setting a good personal example and having adequate knowledge of Health and Safety legislation relating to the Company's work.

5.3 Duties of Instructors and Centre Manager

The duties of the centre manager or person in control of the task or activity are to:

- Understand the Company's Health and Safety Policy and ensure that it is brought to the attention of all employees, particularly new starters, through induction talks if necessary.
- Have adequate knowledge of and observe the requirements of the applicable regulations and other legislation and codes of practice; ensuring that all statutory requirements and records are maintained and that persons under his/her control are adequately trained to enable them to carry out their duties.
- Ensure that the necessary risk assessments have been carried out and recorded and that detailed method statements adopting the "best working practice" approach is used for high risk activities.
- Ensure that adequate arrangements are made with regard to fire precautions, first aid equipment trained first aiders or appointed persons, and that procedures to be followed in an emergency are all in place.
- Carry out (or arrange for others to carry out) site induction talks for new arrivals and course attendees to the facility.
- Ensure that any accident/incident is reported in accordance with Company Policy and the necessary procedures are followed.

5.4 Duties of the Company's Health & Safety Advisers

The duties of the Company's Health and Safety Advisers are:

- To keep themselves up to date with current legislation and best working methods and to disseminate this information throughout the Company. When requested they must be prepared to assist management in whatever way they can with regard to Health and Safety.
- To encourage a pro-active approach to Health and Safety matters and a positive attitude to risk management functions.
- When requested they should carry out regular inspections and report on their findings and they should assist the Centre Manager by advising on working methods and training requirements. They should be available, when requested, to attend review meetings.
- They should when requested assist the Safety Director, to submit a formal report at the prescribed intervals, commenting on the performance of the previous period and assist in setting objectives for the next period.
- If, in their opinion they are confronted with a risk of imminent danger to life, then they should take whatever action they consider necessary and report the occurrence and action taken to the Centre Manager, and if need be, the Safety Director.

5.5 Duties of Office Manager

The duties of the office manager or office supervisor are to:

- Understand the Company's Health and Safety Policy and to ensure that it is brought to the attention of all employees, particularly new employees and temporary employees, through induction talks.
- Have adequate knowledge of the Health & Safety at Work Act and that persons under their control are adequately trained to enable them to carry out their duties.
- Ensure that adequate arrangements are made with regard to fire precautions, first aid equipment, trained first aiders or appointed persons, and that the procedures to be followed in an emergency are all in place.
- Ensure that adequate arrangements are made for employees using VDU equipment with regard to workstation, rest periods etc.
- Ensure that adequate arrangements are made for the provision for welfare facilities.
- Carry out (or arrange for others to carry out) induction talks for new employees or temporary employees.
- Ensure any accident/incident is reported in accordance with Company Policy.
- Set a good personal example at all times.

5.6 Duties of All Staff & Training Candidates

The Health & Safety at Work Act 1974 requires that all employees and self-employed persons should take reasonable care of themselves and others who may be affected by their acts or omissions, and to co-operate with the Company by observing the Company's procedures and so enable the Company to comply with its statutory duties.

In particular, all Staff can assist by:

- Taking a pro-active role in assessing the Company's Health & Safety performance and suggesting ways (via their manager) in which improvements can be made.
- Using of the appropriate protective equipment (i.e. head protection, eye protection, hearing protection, footwear etc.) as required for the job.
- Keeping personal tools and equipment in good condition.
- Reporting all defects in plant and equipment, together with any unsafe acts to their immediate supervisor.
- Not operating any plant or carrying out any task for which they have not been trained or are unfamiliar.
- It is important that all site staff and operatives feel capable of doing the task in which they are involved. If they have any doubt, they should inform their immediate supervisor.
- **CHANCES ARE NOT TO BE TAKEN.**

6. TRAINING

6.1 Employees

The Safety Director will carry out an annual review of Health & Safety training needs and will produce an annual training programme for all levels of staff. In carrying out the review, the Safety Director will pay particular attention to persons whose roles have changed, possibly due to a change in their scope of work, or possibly due to changes in legislation. Employees taking on additional responsibilities may need additional training. The training needs will be agreed by the Board and budgets allocated. The Safety Director and Health & Safety Adviser will monitor that the training schedule is completed.

6.2 Capabilities & Training

When the Company appoints an employee to a new position on initial recruitment, new appointment due to promotion or an interdepartmental move, due consideration will be given to the employee's own capabilities, both physical and mental.

All employees and sub-contractors shall be provided with adequate Health & Safety training where identified through risk assessment or upon the request of the person:

- On initial appointment.
- On being exposed to new or increased risks due to:
    - Transfer or new appointment or responsibilities within the Company.
    - The introduction of new equipment or a change in the use of equipment.
    - The introduction of new technology, working practices or legislation.
    - The introduction of a new system of work or changes to an existing system.

All training shall be repeated periodically to take into account, new guidance legislation, new or changes to risks to Health and Safety. All training shall take place during normal working hours and no additional costs shall be levied against employees for any Health & Safety training.

7. MONITORING AND REVIEW OF COMPANY'S SAFETY PERFORMANCE

The Safety Director, the Company Health & Safety Advisers and other staff nominated by the Safety Director will monitor the implementation of the Company's Health and Safety Policy and will review the Company's performance.

- Review of any significant accidents or incidents
- Review of any communications from HSE, clients or other parties
- Review of the last period's "Safety objectives".
- Review any new legislation, guidance notes, or HSE initiatives.
- Review the Company's Health and Safety Policy document and working procedures as appropriate.
- Review training requirements.
- Set Health and Safety objectives for the next period.

The Health & Safety Adviser will carry out routine audits, as instructed, to monitor working practices.

8. CONSULTATION WITH EMPLOYEES AND SUB-CONTRACTORS

8.1 Health & Safety Representatives

The Company recognises the benefits of employees having a significant input into the Company's Health & Safety procedures. They play a vital role in providing feedback on actual performance and identifying hazards that have previously been missed. Therefore, in all situations, trade union appointed, or Company appointed safety representatives will be encouraged to assist the Company to maintain a safe and healthy workplace. This will be achieved by:

- Recognising safety representatives appointed in accordance with the Safety Representatives & Safety Committee's Regulations 1977 and providing them with every assistance to fulfil this role; or
- Encouraging employees to fulfil the role of safety representative in accordance with the Health & Safety (Consultation with Employees) Regulations 1996.

On arrival all candidates and new employees will receive an induction talk, this induction will cover:

- The location rules and PPE requirements.
- Welfare facilities.
- First aid arrangements and emergency procedures.
- Relevant risk assessments and safe systems of work.
- Details of the Health and Safety Representatives and means of consultation.

At all times all employees and training candidates will be encouraged to continually liaise with the Centre Manager to assist in the identification of any Health and Safety hazard which has not previously been identified. In addition, the Company will encourage employees to take on the role of Safety Representative under the Health & Safety (Consultation with Employees) Regulations 1996 and the Company will offer them training and assistance to fulfil this role and to further enhance Health and Safety within the Company.

9. REPORTING OF ACCIDENTS & DANGEROUS OCCURRENCES

9.1 Data Protection Act

Accident reports are an item for consideration under the Data Protection Act. As such, any completed reports must be kept confidential and only seen by those persons authorised to do so. In practice this means that the old accident book has been replaced by an Accident Recording System which ensures compliance with these data protection requirements.

9.2 All Accidents and Incidents - Accident Record System and Form F2508

All accidents/incidents which occur on premises under the Company's control should be entered in the Accident Record System, no matter how trivial and irrespective of whether the injured person is an employee, self-employed, sub-contractor, authorised visitor or member of the public. Completed report forms must be filed in a secure and confidential location or sent to the designated person.

If as a result of an injury whilst at work the injured person requires medical treatment or cannot fulfil their normal duties, the incident may have to be reported to the appropriate enforcing authority as detailed below. The requirements for reporting injuries and incidents are also described in the following sections.

9.3 RIDDOR Reportable Accidents and Dangerous Occurrences

RIDDOR reportable accidents and dangerous occurrences can be reported to the HSE Reporting Centre primarily on-line using the HSE website, www.hse.gov.uk/riddor

9.4 Major or Fatal Accidents to Employees, Self Employed & Authorised Visitors

A major injury is defined as:

- fractures, other than to fingers, thumbs and toes
- amputations
- any injury likely to lead to permanent loss of sight or reduction in sight
- any crush injury to the head or torso causing damage to the brain or internal organs
- serious burns (including scalding) which:
- covers more than 10% of the body
- causes significant damage to the eyes, respiratory system or other vital organs
- any scalping requiring hospital treatment
- any loss of consciousness caused by head injury or asphyxia
- any other injury arising from working in an enclosed space which
- leads to hypothermia or heat-induced illness
- requires resuscitation or admittance to hospital for more than 24 hour

- If the injured person is employed by someone else, then it is the duty of the **employer** of the injured person to report the injury (which can be done to the HSE reporting centre as described above) but it is essential for the Company to be given a copy of the report so that the Company can be sure the accident has been reported.

9.5 Accidents to Employees Resulting in Absence from Work for 7 or More Days

Any accident to an employee which results in their necessary absence from work (or incapacity to work had they been required to work) for 7 or more days, but the degree of injuries is not contained in the major injury category listed above, the Centre Manager should:

- Enter the details in the Accident Record System and send the report to the nominated person at head office
- Report the incident to the RIDDOR reporting centre as detailed above **or clearly** request the Health & Safety Advisers to report the incident on your behalf.
- The Centre Manager must ensure the Safety Director is informed.

9.6 Industrial Diseases

There are a number of specified industrial diseases which must be reported to the Health and Safety Executive. If such a situation is suspected, the Safety Director and Health & Safety Advisers should be contacted, and the Company will be advised accordingly.

9.7 Dangerous Occurrences

There are a number of specified incidents which must be reported to the Health and Safety Executive "by the quickest practicable means." If an incident occurs which the Supervisor feels may be reportable, they should contact the Health & Safety Advisers who will advise accordingly. The duty to report dangerous occurrences lies with the person in control of the premises or site. Again, the Health & Safety Adviser will fully brief the Company on this.

9.8 Accident Investigation

In basic terms investigations will fall into 2 main categories:-

a. Minor incidents that do not require reporting to the enforcing authorities under RIDDOR and result in minor injuries that can be dealt with by the centre first aider will have an internal investigation carried out.

b. Injuries that require to be reported under RIDDOR, require hospital treatment or involve serious injury will be investigated by the company health and safety advisers.

10. FIRST AID AND WELFARE REQUIREMENTS

10.1 First Aid

In the offices, a first aid box, trained first aider and Accident Record System will all be provided. Notices will be posted giving information about these appointments and the location of the equipment. The office manager will be responsible for checking the availability and contents of the first aid box

10.2 Welfare Facilities

The following will be provided as minimum:

- A canteen, rest room or rest area, with facilities for warming food, boiling water for drinks.
- Facilities for storing clothing & PPE
- A toilet facility.
- Facilities for washing including soap, towels, running hot and cold or warm water, and a sink of sufficient size to enable people to thoroughly wash their hands and forearms.

All of the above facilities must be heated and provided with lighting as appropriate and kept in a clean and tidy condition.

11. FIRE PRECAUTIONS AND EMERGENCY PROCEDURES

11.1 General Operations

All potential fire hazards should be identified in the fire risk assessments and steps will be taken to eliminate or minimise these risks. A Fire Safety Plan will be produced by the Centre Manager to detail the number and location of fire points, call alarms, emergency exits and an assembly point.

11.2 Specific Emergency Arrangements

Where through a specific risk assessment, detailed emergency arrangements are required from professional bodies within the industry or local emergency services.

The Centre Manager will liaise with the Safety Director to ensure the planned arrangements are suitable. Where required, detailed rescue procedures for work activities such as work at height and confined space shall be provided for by competent persons in the first instance by Aspects Total Training Ltd. Where it is identified through a risk assessment that more specialist advice or assistance is required, this will be done through direct contact with local external services ie first aid, emergency medical care and rescue work.

11.3 Maintenance of Fire Equipment

The Safety Director will ensure appropriate maintenance contracts are in place for the maintenance, testing and inspection of the various fire systems, alarms, call points, emergency lighting and fire extinguishers. They will also ensure fire/evacuation drills are carried out and any necessary records updated.

11.4 Training

The company will ensure that suitable fire training is to be provided and will conduct and annual review of requirements and provide the necessary training where required.

12. RISK ASSESSMENTS STRATEGY

Companies are required to carry out risk assessments of all company activities, to identify the risks to their employees, other work people and visitors or members of the public. As a result of this assessment, the risks can be categorised and the precautions that must be taken to control and minimise the risks can be evaluated. For high-risk situations, detailed safe systems of work will be required.

The Company's approach to risk assessments is as follows:

Model Assessments - in the following section are details of the significant risks which will be encountered on a typical construction project undertaken by the Company, together with details of the standard Company procedures for controlling these risks. These procedures must be followed and enforced by the Centre Manager.

Task Specific Risk Assessments - with each activity detailed specific risk assessments will be produced. At the start of new operations, the Centre Manager should:-

- Consult with the tutor and produce specific risk assessments for any areas identified to be a specific risk.
- Check any generic and existing risk assessments it intends to use and confirm that they are valid for this activity.
- Bring the significant risks and precautions to be taken to the attention of the relevant candidates and employees through the induction talks.

The Company Health & Safety Advisers will assist with risk assessments if required.

12.1 Risk Assessment in Practice

Aspects Total Training Ltd shall undertake to carry out suitable and sufficient assessments of the risks to the health and safety of its employees to which they are exposed to whilst at work and to the risks to the health and safety of persons who may be affected the Company's undertakings.

All assessments made shall be reviewed:

- At least on an annual basis.
- Where there is reason to suspect it is no longer valid.
- When there has been a significant change in the matters to which it relates.

All assessments will be carried out by a competent person or under the supervision of a competent person. For the risk assessment process, a competent person is a person with training, knowledge and experience of the work process, environment or condition being assessed.

When carrying out or reviewing risk assessments the following process is to be applied:

- Ensure that the risk assessment is specific to the work practice, project or operation for which it was submitted.

- Ensure that the author of the risk assessment is competent in the work practice/field for its intended use.

- All foreseeable hazards associated with the work practice should be listed in order of priority or severity of impact.

- Persons who could be directly or indirectly affected or impacted upon are to be identified.

- Existing control measures and their adequacy should be identified.

- What is the likelihood of these hazards impacting or affecting those identified at risk and the likely outcome.

- Additional control measures required reducing the likelihood of harm or the impact on those identified at risk and the timetable for implementation.

- Has the risk been reduced to an acceptable level?

- Person responsible for ensuring the control measures are in place has been identified.

- Method of informing those at risk.

- Systems and procedures are in place to ensure that the risk assessment is periodically reviewed to ensure the safe systems are adequate.

12.2 Risk Prevention

The Company understands its responsibilities and duties for providing a safe place of work, safe plant and equipment and a safe working environment. In order for this to be achieved, the Company has adopted the principles of risk and hazard prevention as laid down in schedule 1 of the Management of Health and Safety Regulations 1999

12.2.1 Risk Avoidance:

- By using less hazardous substances such as paints or acids (as metal cleansers).
- Employing modern plant and equipment which is better guarded.
- Having in place, a preventative maintenance programme to ensure operator safety, equipment reliability and cost savings.
- Reduce processes where the risk assessment has identified high-risk activities. Many materials are now delivered pre-cut by suppliers to reduce cutting and manual handling operations.

12.2.2 Risk Assessment & Control

- At source by engineering controls and by employing collective protective measures.
- Where practicable employ segregation to enclose the work process or operation.
- Employing fixed guards on all fixed plant where practicable.
- Employing processes to minimise the release, or to suppress or contain airborne hazards such as the use of mobile LEV for welding.
- Where practicable, employ plant and machinery which can be operated remotely or can be fed automatically.
- Always seek to employ collective rather than individual controls where practicable.

12.2.3 Risk Reduction:

- Developing, reviewing, and updating the Company's written safe systems of work for both workshop and construction site-based work processes.
- The use of personal protective clothing and equipment.

12.2.4 Employment of new Technologies:

- Where practicable, using new and updated plant, equipment and work practices in accordance with current knowledge, legislation and recognised industry standards.
- Provide suitable and appropriate training and instruction, according to the level of understanding, appointment and industry standards and legislation.

Wherever practicable the principals shall be applied in the following order of priority:

- **Risk Avoidance.**
- **Evaluation of risks which cannot be avoided.**
- **Addressing risks at source.**
- **Adapting the work to the individual.**
- **Employment of best technologies and industry work practices.**
- **Employment of none or less dangerous methods.**
- **Development and employment of workable and coherent safe systems of work.**
- **Giving priority to collective protective measures over individual measures.**
- **Providing suitable and appropriate instruction to employees.**

Aspects Total Training Ltd is committed to providing a safe place of work, safe plant, and equipment and to providing suitable and appropriate systems and procedures for all employees and persons who may be affected by their undertakings.

13. SIGNIFICANT RISKS & STANDARD COMPANY PROCEDURES

In the following sub-sections, are details of the Company's standard or model control measures for dealing with hazards which are commonly encountered on a day-to-day basis. The Centre Manager will follow and enforce these procedures unless there is a site-specific assessment detailing and enforcing more stringent control measures.

13.1 Manual Handling Operations

In carrying out the risk assessment, consideration will be given to the requirements of the Manual Handling Operation Regulations 1992. The Centre Manager will be responsible for conducting site specific manual handling assessments. Under these regulations, employers have a duty to prevent employees from handling loads which are likely to cause injury. This injury may be due to the weight of the load, but it is not sufficient just to think of manual handling hazards only as a function of weight. Other factors should be considered such as:

- The physical size of the load.
- The provision of carrying handles or lifting straps.
- The position of the centre of gravity within the load.
- Is the load rigid or will the load move? eg partially filled fluid containers.
- Is the load inert or is it a person or animal.
- Where is it being moved from and to where.
- If the load is being moved outside, consider weather conditions.
- Consider the ground conditions over which the load has to be moved etc.

In addition to the physical aspects of the load and the area in which it has to be moved, employers must also consider the physical attributes of the person actually doing the lifting and carrying. Every employee is an individual and employers must also consider this when assessing manual handling tasks.

The first step in carrying out the assessment is to eliminate the need to manually handle loads if this is possible. This means introducing mechanical ways of lifting and moving loads whenever practicable.
Employees are to be encouraged to highlight activities which involve manual handling operations which are likely to cause injury. In planning the work, the Supervisor will try to minimise the requirements for manual handling and ongoing training will be provided to employees to enable them to carry out their own assessments of the load before undertaking manual handling tasks and to enable them to lift using kinetic handling techniques as shown below.

13.2 Mobile Work Equipment & Vehicles

With the increasing volume of mobile plant and vehicles moving around the site, there has been an increase in the number of incidents associated with its use, including employees, other contractors' employees and members of the public being struck by passing plant or vehicles. Therefore, the site risk assessment should consider all aspects of site transport and mobile plant.

This assessment should also reflect the requirements of Provision & Use of Work Equipment Regulations 1998 (PUWER 98). These regulations require the assessor to consider the hazard of mobile equipment toppling, overturning, or being struck by falling material.

13.3 Noise Hazards

The Control of Noise at Work Regulations 2005 requires employers to reduce noise levels to as low as reasonably practicable. In addition to this global requirement, there are the following levels and limits:

The **lower exposure action values** are:

- A daily or weekly personal noise exposure of 80 dB (A-weighted).
- A peak sound pressure of 135 dB (C-weighted).

If an employee's exposure is below this level, employers should still try to reduce noise levels but there are no specified actions to complete.

If an employee is exposed to noise levels above the **lower exposure action level**, the employer must undertake a suitable and sufficient noise assessment of the person's workplace with a view to identifying ways and means of reducing that exposure. In undertaking such assessment, the employers should identify if the person's noise exposure is above the **Lower Exposure Action Value**, the **Upper Exposure Action Value** or above the **Exposure Limit Value**.

The **upper exposure action values** are:

- A daily or weekly personal noise exposure of 85 dB (A-weighted).
- A peak sound pressure of 137 dB (C-weighted).

If any employee is likely to be exposed to noise at or above an upper exposure action value, the employer shall reduce exposure to as low a level as is reasonably practicable by establishing and implementing a programme of organisational and technical measures, excluding the provision of personal hearing protectors, which is appropriate to the activity.

The **exposure limit values** are

- A daily or weekly personal noise exposure of 87 dB (A-weighted).
- A peak sound pressure of 140 dB (C-weighted).

In calculating this reading, this limit does take into account the protection provided by any hearing protection provided to the employee.

13.4 Personal Protective Equipment

It is Company policy that all site operatives under the Company's control will wear a safety helmet and safety footwear at all times whilst on site. In addition, items such as respirators, eye protection and safety harnesses and high visibility clothing etc, will also be used as indicated by the risk assessment or as instructed by the supervisor. Facilities will be provided for the storage and cleaning of such equipment. Under PPER 2022 employers' duties will now be extended to include limb(b) workers (those employed in a less formal manner).

Further information found at [Personal protective equipment (PPE) at work regulations from 6th April 2022 (hse.gov.uk)].

13.5 Small Power Tools and Hand Tools

Small power tools and hand tools are much abused items on a construction site. Accepting that by limiting power supplies to 110 volts, the risk of serious injury is drastically reduced. However, the inspection procedures still need to be adequate to identify faults on a reasonably regular basis. Accepting that users of the equipment should inspect the tools before each use, tools and equipment that are available for general use must be inspected in accordance with Company procedures. The HSE recommend a three-monthly inspection period as a realistic timescale for the visual inspection of items such as small power tools and portable power leads. At the same time, it would make sense to check tool boxes for the condition of hand tools, whether Company issued or not. Therefore, the Supervisor should implement such an inspection programme and record the results in an auditable format. The Centre Manager will ensure that any hired in equipment is supplied with inspection & maintenance records as required.

13.6 Vibration Hazards & Strategy to Prevent Hand Arm Vibration Syndrome

This guidance is based on Control of Vibration at Work Regulations 2005 and HSE guidance leaflets on this topic.

13.6.1 Vibration White Finger – The Hazards and Employees Strategy

What is Vibration White Finger? - Vibration White Finger (VWF) is the most common symptom of hand-arm vibration syndrome (HAVS). VWF is also known as 'dead hand' or dead finger and could affect those who regularly use high-vibration equipment.
It can damage blood vessels, reducing blood supply, and also nerves in the fingers, causing a permanent loss of feeling. The bones and muscles may also become damaged. It can cause loss of flexibility and strength of grip. It may be more difficult to work with hand-held tools or everyday items.

What are the Signs? - The symptoms of VWF are usually set off by cold. Early on they are mild. The first sign is often an occasional attack when the fingertips become white. If the person continues to work with vibrating tools, the affected area can get larger. During an attack there may also be numbness, or 'pins and needles', and an attack may end with the whiteness changing to a deep red flush which is often very painful.

What Causes the Problem? - Many common tools and processes produce high levels of vibration, such as pneumatic breakers and drills, pedestal grinders, power hammers, chainsaws, and riveting and chipping hammers. The risk depends on a number of things. The amount of vibration is important along with how long the tools are used the way in which they are used and the working conditions, such as posture and how cold it is. A simple rule is to regard any vibrating tool as suspect if it causes tingling or numbness in the fingers after about 5 to 10 minutes of continuous use.

14. CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH

The Control of Substances Hazardous to Health Regulations imposes a duty on every employer to identify all substances in use and to assess the risk to their employees (and others) from each substance, taking into account the manner in which it is being used and the quantities involved. "Substance Hazardous to Health" means any substance which is:

- Listed in the current 'CHIP' list and /or carrying a hazard warning symbol as shown below.
- A substance with a workplace exposure limit. These are listed in HSE document EH40 entitled 'Workplace Exposure Limits' (WEL).
- A biological agent. i.e., Leptospirosis
- Dust of any kind, when present in a substantial concentration.
- Any other substance which has comparable hazards to peoples' health.

There are other hazardous substances, but because they have legislation specifically covering their use, they are not covered by the COSHH Regulations. For example, asbestos and lead substances. For full details of COSHH procedures reference should be made to the COSHH manual. There is a brief synopsis of the action to be taken in the following sub sections.

14.1 Identification & Assessments

The risk associated with the use of the substance must be assessed by making a systematic review and asking:

- Which hazardous substance is being used? i.e., identify the hazardous substances.
- What quantities of substance are involved?
- What form is the substance in? i.e. liquid, dust, solid, vapour
- How can it harm someone? i.e., by inhalation, by skin contact, by absorption through the skin, by ingestion.
- Who could be exposed to the substance and for how long?
- Does the substance have to be used or can a non-hazardous or less hazardous substance be substituted?

In gathering this information reference may have to be made to the manufacturer's product data sheet **but** the data sheet **is** **not** a COSHH assessment. See the Company's COSHH manual for further details. Under no circumstances are hazardous substances to be used without a suitable assessment being conducted by a competent person.

14.2 Instructions and Training

The Company is responsible for ensuring employees are trained and properly instructed in the use of any hazardous substance and about the importance of using the washing facilities before consuming food or drink.

15. SELECTION OF SUB-CONTRACTORS

Any sub-contractor used by the Company to carry out repairs or upgrades to the training centre, must have been vetted and placed on a Company approved list. The Company uses an assessment proforma in the form of a self-audit questionnaire.

The questionnaire must be completed by the sub-contractor and returned to the office for approval to be granted. If it is considered appropriate a more in-depth Health & Safety audit may be carried out on the Company before granting approval.

16. COVID-19

The company will follow the guidelines as laid down by UK Government, Public Health England Health & Safety Executive and Construction Leadership Council.

- COVID-19 cases to be reported under RIDDOR where there is clear evidence the virus was contracted at the place of work.