

## **Cotswold Assessments**

### **Health & Safety Policy**

#### **General Statement of Policy**

Cotswold Assessments accepts, without reservation, its legal and moral obligations under the UK Health & Safety at Work Act 1974, and the UK Management of Health & Safety at Work Regulations 1992, and all pertinent legislation in pursuit of these obligations.

Every effort will be made to ensure, so far as is reasonable practicable, the health and safety and welfare of all employees, assessors, candidates and helpers, and to provide such information, training and supervision as needed for this purpose.

The allocation of duties for safety matters and the arrangements which we will make to implement the policy are set out below.

The policy will be reviewed and revised regularly, particularly as the business changes in nature and size.

#### **Responsibilities**

- Overall and final responsibility for Health & Safety in the Company is that of Mr Steve Hewitt, Director (Safety Manager).
- The responsibility for the policy being carried out during normal day to day running of the business, including during that of assessment events, will be the Safety Manager, and/or the Assessor running the event.
- All employees of the Business have a responsibility to cooperate with the Safety Manager to achieve a healthy and safe workplace, and to take reasonable care of themselves and others.
- All individuals undergoing assessments have a responsibility to cooperate with their assessor and/or event organiser to achieve a healthy and safe assessment environment and to take reasonable care of themselves and others.
- Whenever any individual on site (i.e. an employee, assessor, candidate, etc) notices a Health & Safety issue, which they are not able to put right themselves, straight away they must report to the appropriate responsible person, named above in bullet points 1 & 2.

#### **General Arrangements**

##### **Location of First Aid Box:**

1. A First Aid Kit, as appropriate to the activity, is taken to all assessments by the assessor.
2. All candidates are expected to bring a personal First Aid kit, in their kit bag, with them to the assessment.

##### **Trained First Aider's are:**

1. Mr Steve Hewitt, Director (Safety Manager)
2. All assessors running events

**Report all accidents and near misses to:**

1. Mr Steve Hewitt, Director (Safety Manager)
2. The assessor running the event; they will then report on to the Safety Manager

**Accident Book location:**

Cotswold Assessments Administration office, 3 Laertes Grove, Warwick, CV34 6EL, UK.

All candidates & assessors are reminded that all accidents or near misses incurred whilst on assessment events must be reported. All employees are reminded that all accidents incurred during day to day activities in the working environment must be reported. This is a legal obligation, and as such must be strictly adhered to and enforced.

**Monitoring**

Health and Safety will be monitored through spot check visits to assessment sites, and by investigating incidents as they occur. Health & Safety will be tabled as an agenda item for all management meetings.

Overall responsibility for monitoring will fall to the Safety Manager.

**General Fire Safety**

To comply with the UK Regulatory Reform (Fire Safety) Order 2005, which came into effect in October 2006, Cotswold Assessments will provide the following:

**Fire Management:**

The Safety Manager is responsible for carrying out an assessment site fire risk assessment and implementing and maintaining a fire management plan.

**Escape Routes:**

Assessors should check before each assessment event that the fire doors are clear and signposted.

**Fire Extinguishers:**

- All Assessors are expected to check that Fire Extinguishers are available and maintained in date when running assessments;
- Assessors must hold adequate Fire Safety CPD as appropriate.
- Training and Refresher Training is given to employees and assessors in the use of fire extinguishers.

**Fire Alarm:**

- Instructions on the action to be taken in the event of a fire are highlighted to all candidates at the start of each assessment and all candidates are required to make themselves familiar with these procedures.

## **Safe Handling and Use of Substances**

Cotswold Assessments is committed to adhere to the regulations as set down in the UK COSHH 2002 regulations.

Steve Hewitt, Safety Manager, will be responsible for identifying all substances which need a COSHH assessment, and for conducting the assessment.

The Safety Manager will be responsible for ensuring that all actions identified in COSHH assessments are implemented, and for ensuring that all relevant candidates and employees are informed about the COSHH assessments.

COSHH assessments will be reviewed every 12 months or when the work activity changes, whichever is sooner.

## **Consultation with assessors**

Consultation with assessors is done through an agenda item at regular assessor meetings. Urgent issues are to be reported to the Safety Manager immediately by the Technical Verifiers.

Health & Safety advice is available from the Safety Manager and Assessors.

## **Health & Safety Risks Arising from Assessment Activities**

### **Risk Assessment will be undertaken by:**

1. Safety Manager
2. Assessors during assessment events

### **The findings of the Risk Assessment will be:**

1. Recorded on a standard Site-Specific Risk Assessment (SSRA) form by the assessor and returned to the main office following each assessment event.
2. Any matters arising from the Risk Assessments will be discussed at Management meetings
3. Action to remove/control risks will be approved by the Safety Officer.
4. Follow up and monitoring will be the responsibility of the Safety Manager.

## **Training**

Training will be given to employees and assessors to ensure that they carry out their own Health & Safety responsibility efficiently.

### **Person responsible for organising H&S Training:**

Steve Hewitt, Safety Manager is responsible for organising H&S Training.

### **Assessors:**

All Assessors will be required to hold a current First Aid certificate, and must have completed risk assessment training (this will be covered as part of the Cotswold Assessments Biennial

Standard Setting events). All Assessors must be approved and have their technical verification in date.

All Assessors will be required to hold the respective qualifications for the assessment that they are carrying out. All Assessors will be expected to keep their own CPD file monitoring ongoing training and updates as appropriate.

Whilst on site the Assessors must have access to a mobile phone (with signal) or radio, or be permitted access to the nearest landline telephone.

### **Employees:**

Training will be provided for all employees at the start of their employment; refresher training will be arranged as and when necessary by the Safety Manager.

All employees will be required to keep their own CPD records monitoring ongoing training and updates as appropriate.

### **Job Specific Training:**

No one will be asked to perform a task, or operate a machine, for which they have not been trained.

Training will be identified, arranged and monitored by the Safety Manager.

Training Needs for employees and Assessors will be an agenda item at all management meetings.

### **Visitors**

Persons other than employees, candidates, assessors, or technical verifiers are not permitted on active assessment sites, unless duly authorised to be there.

Authorised visitors are to be accompanied at all times by an employee, assessor, or technical verifier.

Authorised visitors must observe safety regulations in force for the work area they visit.

### **Hazards at Work**

#### **Manual handling:**

Size up the load first, watch out for sharp edges. Make allowances for the bulk as well as the weight of a load. Get help if need be. Place your feet in such a manner as ensures proper balance thrust and control and allow the knees to be bent. Proper hold and a straight lift is essential. To unload reverse the procedure. Manage work routines to prevent Repetitive Strain Injury (RSI).

#### **Noise:**

The company will follow the advice given in the UK "Noise at work regulations 2005", and will make every effort to ensure that no employee is subjected to equivalent sound levels of more than 85db(A). When levels reach 85db(A) ear protection will be given on request, ear

protection zones designated, and every effort will be made to ensure that noise will be reduced at source.

### **Falls:**

Wear protective footwear. Watch out for obstacles that can trip you. Never jump from machinery or high places. When using a ladder make sure it is in good condition and is properly supported; never use ladders alone. Ensure that any temporary holes in the floor including inspection pits are properly guarded. Ensure that all platforms more than 1.5m above ground level are fenced, and all stairs have adequate hand-rails. Prevent the opportunity for trips and slips wherever possible. Avoid using unlit areas.

### **Protective clothing /equipment:**

Candidates should ensure that the equipment fits comfortably, is properly adjusted and kept in good order. Assessors will be responsible for providing their own PPE and equipment. Staff members will be provided with appropriate PPE for the task at hand.

### **Compressed air equipment:**

Avoid accidental injection, and horseplay involving people and compressed air equipment is strictly forbidden. Equipment will be checked regularly by a competent person. Store and label correctly.

### **Office:**

Check that all trip hazards are removed. Round off all rough edges on furniture. Use equipment provided, do not improvise. Do not overload filing cabinets, and do not pull out more than one draw at a time. Make sure that you are conversant with machinery before you start using it.

### **Waste:**

Throw rubbish in the bin, and do not allow parcels or rubbish to be left near doorways.

### **Racking and alleyways:**

Storage areas will be checked regularly with heavy articles kept near the floor. Properly constructed secured racks will be used and climbing on the racks is forbidden. Gangways paths roads etc should be clearly marked and kept clear, dry and not slippery. Floor load capacities should be posted in lofts. All areas around machinery will be clearly marked and only the appropriate personnel are to be permitted in the specified zones.

### **Working at heights:**

Identify any risks from working at heights and comply with the UK "Working at Height" regulations 2005. Train all workers and use appropriate well maintained and tested equipment. Are there alternative methods of work to avoid working at height, and if not are there measures in place to provide soft landings in case of falls. To help prevent falls from height, make sure you consider the risks to all your workers, the work is planned, organised and carried out by competent people and you follow the hierarchy for managing.

### **Vehicles/plant in the workplace:**

Pedestrians must be separated from vehicle movements as much as possible.

### **Electrical Equipment:**

All equipment is to be designated for the environment in which it is to be used and suitably protected. All portable apparatus used during an event will be checked by the assessors and its condition recorded in accordance with the UK "Electricity at Work Regs" 1989.

### **Visual Display Units:**

In response to the UK "display screen equipment regulations" which came into force on January 1st 1993 the employer will carry out the following procedures:

- Interpret and define display screen user's equipment and workstations within the company.
- Perform suitable and sufficient analysis of workstations for the purpose of assessing the health and safety risks to which those persons are exposed.
- To regularly review the assessment and undertake to reduce any risks as quickly as possible.

The company shall plan the activities of the users at work with the undertaking that their daily work on display screen equipment is periodically interrupted by such breaks or changes of activity as reduce their workload at that equipment.

The company shall ensure that users at his/her request be provided with an appropriate eye and eyesight test, and such tests to be carried out by a competent person as soon as practicable after the requests.

### **Access to Assessment sites**

It is the responsibility of Cotswold Assessments to ensure that everyone can get to their place of work, or their assessment site, safely and work there safely:

- All access routes are to be in good condition and clearly marked
- Adequate lighting to be provided

### **Welfare of Employees & Others**

It is the responsibility of the company to provide:

- Clean toilets, with washbasins with running water, soap & towels.
- Drinking water.
- An area for workers to sit, make hot drinks and prepare food.
- Adequate heating or cooling systems as required

### **Machinery**

Cotswold Assessments will comply with the laws as set down in the UK "Provision and use of Work Equipment Regulations 1998", and "supply of Machinery" 1992 and amended 1994

#### Rules for use:

- Employees are not to use machinery unless authorised to do so, including Forklift trucks, Plant, office machinery and hand tools.
- Adequate training will be given for all users, and always select the right equipment for the job.
- Proper protection must be worn on specific machinery.
- All start and stop procedures must be known.
- Do not remove guards until the machine has been switched off, and only then for the purposes of cleaning, adjusting, or repair.
- Keep long hair and frayed clothing away from moving parts.
- Carryout routine daily maintenance checks. Make sure equipment is safe, through maintenance, inspection, and if appropriate thorough examination
- Keep areas around the machine clean tidy and free from obstruction.
- All monitoring and alarm systems will be tested regularly.
- Never exceed the safe working load of machines or tackle, and use only certified lifting equipment, particularly relevant to hoists, crane and ramps and ropes/lifting gear.
- Keep keys secure when machinery is not in use.
- Ensure that lifting equipment is examined and certified by a competent person where appropriate.
- Ensure that all new and second-hand plant and equipment meets health and safety standards before it is purchased.
- All examination reports to be kept
- The persons responsible for identifying all equipment /plant needing maintenance, drawing up and implementing maintenance procedures. Checking that all equipment meets health & safety standards, at Cotswold Assessments, will be the responsibility of the Safety Manager. Checking that all equipment meets health & safety standards, when on an assessment site, will be the responsibility of the Assessors before they begin the event.

#### Housekeeping and Premises

##### Company rules:

- Good housekeeping is part of responsible behaviour, and is the duty of every employee, candidate and assessor.
- All employees and assessors should remember that they are an ambassador of this company at all times, and therefore their appearance and that of their equipment must be orderly and presentable at all times.
- All waste is recycled accordingly where possible; placed in recycle bins, or general waste if non-recyclable, and disposed of by appropriate waste collections.
- Storage areas will be checked regularly, with heavy articles kept near the floor.
- Properly constructed secured racks will be used; climbing on the racks is forbidden.

#### Substance Misuse

There is a zero-tolerance attitude to Substance Misuse at Cotswold Assessments.

#### **Use of and/or intoxication by alcohol or drugs by Candidates is strictly forbidden.**

Any breach will result in removal from the assessment and must be reported immediately to Cotswold Assessments.



**Use of and/or intoxication by alcohol or drugs by Employees whilst at work is strictly forbidden.**

Any breach will result in immediate suspension until a full investigation has been completed by the Directors.

**Use of and/or intoxication by alcohol or drugs by Assessors during an event is strictly forbidden.**

Any breach will result in immediate suspension until a full investigation has been completed by the Directors.