

Introduction

RRR Consulting Ltd consider the health, safety and welfare of all employees, trainees, and customers to be of primary importance to the well-being of the business. It is our continuing aim to make the Company a safe and healthy place in which to work and be trained.

To achieve this, we must all take ownership of an active Health & Safety policy designed to achieve: -

- A safe and healthy environment for all employees and trainees.
- The prevention of accidents involving personal injury and occupational related diseases. •
- The prevention of incidents causing plant damage, dangerous occurrences etc.
- The co-ordinated interpretation and implementation of statutory and other requirements to achieve good practices recognised by the industry.
- Reducing Hazards and Risks
- The undertaking of any tests, examinations, samples, and records as are necessary to monitor the working environment and equipment supplied.

Duty of Care

It is my duty to ensure that as Director, I take ownership of health, safety and welfare matters and that the Company provide safe systems of work, training, and a safe working environment within the sphere of our business.

In its commitment to prevent injury and ill health to employees, learners, contractors, and others affected by day-to-day operations, and in striving for continual improvement of the Health and Safety Management System, RRR Consulting Ltd continuously assess our practices to meet the requirements of industry best-practice.

Reporting and Escalation

All employees and trainees can address safety problems and health related matters with myself or with Mr Stuart Hamilton, designated 'Head of Medical and Rescue' for RRR Consulting Ltd. The Management team recognise the need to conduct the business in a manner that is in line with current legislation and codes of practice and will ensure that appropriate arrangements are in place to comply with all legislative duties and any other requirements.

Equally, it is the duty of each employee (including subcontractors) to assist the organisation in the attainment of its Health and Safety objectives. The organisation expects employees to take reasonable care of their own health, safety, and welfare and that of others who may be affected by their actions.

Acceptance and Application

To ensure commitment to this Policy, all employees (including subcontractors) sign a declaration to confirm they have received a copy of and have read & understood the policy.

RRR Consulting Ltd.'s current health and safety objectives are:

Health & Safety Policy: January 2024

1. Maintain Accreditation with our awarding bodies and partners, including the Institute of Occupational Health and Safety (IOSH).
2. Conduct a regular review of safety, resources, and policies at a Senior Leadership level.
3. Conduct mental health awareness training for staff and learners.
4. Refresh and maintain team training to ensure this remains current and up to date.
5. Conduct team briefings, debriefs and toolbox talks prior to and after each event.

We will promote to this policy by:

- Issuing a copy of this Policy to all staff, learners, and contractors
- Ensuring it is readily accessible via our website – <https://rrrltd.co.uk/policies>
- Including Health and Safety as a standard agenda item at all training and events we run
- Communicating all changes/updates to the policy via email

Document prepared by Neil McDonagh (Director)

Signed:

January 2024

INTRODUCTION

Section 2 (3) of the Health & Safety at Work Act 1974 states:

"Except in such cases as may be prescribed, it shall be the duty of every employer to prepare and as often as may be appropriate revise a written statement of his general policy with respect to the health and safety at work of his employees and the organisation and arrangements for the time being in force for carrying out that policy, and to bring the statement and any revision of it to the notice of his employees". (Please see para 10). Regulation 4 of the **Management of Health and Safety at Work Regulations** restates the above requirements as part of a company management system.

Regulation 3 (1) of the Management Regulations requires every employer to make a suitable and sufficient assessment of:

- a) Risks to the health and safety of his employees whilst they are at work; and
- b) The risks to the health and safety of persons not in his employment arising out of or in connection with the conduct by him of his undertaking.

New Regulations also require:

- i) The employer to designate competent personnel to take charge of health and safety activities or to use outside agencies.
- ii) The employer to provide for first-aid, fire, and emergency arrangements.
- iii) The employer to provide information and training for employees and to consult worker's representatives on health and safety matters and
- iv) Employees to take care of their own and others safety and to co-operate with their employer.

NOTE

The Health & Safety (Training for Employment) Regulations extend the Health and Safety at Work Act to cover people provided with "relevant training" which is defined as "work experience" provided pursuant to a training course or programme, or training for employment, or both" i.e., all people receiving training or work experience from an employer in the workplace are deemed to be employees for the purposes of health and safety legislation.

All staff are Health and Safety trained during their induction. The training covers a full breakdown of the Health and Safety Policy, including their associated roles and responsibilities to ensure it is effectively implemented. This includes display screen equipment, PPE, COSHH, PUWER, Risk assessment, near miss/accident reporting, RIDDOR etc. Refresher training takes place annually and safety briefings will occur before each training or event and will be followed up by a de-brief.

Training includes a full breakdown of this Health and Safety policy, including staff responsibilities to ensure it is effectively implemented. RRR Consulting Ltd is committed to the concept of the "safe learner" and makes every effort to translate the concept into practical applications for the learner.

This is achieved by focusing the effort in the "transfer" stage where information/training is being delivered to the learner. This is typically with the tutors in the 'training centre'/location. Intervention

at this level is liable to have the most significant impact. The focus is on instilling in the individual learner a sense of responsibility for self, and others, and providing a supportive climate to encourage the appropriate development of the individual's skills.

Violence/Bullying /Abuse

The Health and Safety Executive's definition of work-related violence is 'any incident in which a person is abused, threatened or assaulted in circumstances relating to their work.' Any allegation will be thoroughly investigated by the Head of Medical and Organisational Director and where necessary the appropriate action taken.

Mental Health

The term 'mental health' describes a sense of well-being; the capacity to live in a resourceful and fulfilling manner and having the resilience to deal with the obstacles that life presents. For the purpose of these procedures the term 'mental health difficulties' refers to:

- Temporary debilitating mental health conditions or reactions which impact on a student's ability to fulfil their academic potential.
- Emerging mental health problems which may develop into conditions which require ongoing support or intervention.
- Severe or enduring mental ill health, which may be classified as a disability under Disability legislation.

There are a range of conditions which come under the umbrella term 'mental health difficulties,' including anxiety, depression, eating disorders, self-harm, bipolar mood disorder, psychosis, obsessive compulsive disorder and others as diagnosed by a relevant medical practitioner.

RRR Consulting Ltd seeks to provide holistic support to all our students in a way which reflects our values.

To help support the mental health of its students we are committed to providing:

- A supportive and non-discriminatory environment for all learners.
- A co-ordinated approach to training and raising awareness.
- Continuing development of policy and provision.
- A co-ordinated approach to the support of learners in the management of their studies throughout their time with us.

RESPONSIBILITIES

The Director has corporate responsibility for safety and occupational health and hence will ensure that an effective policy is maintained to prevent injuries, loss, or damage to property, of risks to persons, whether employed by RRR Consulting Ltd or not, but affected as a result of Company activities.

The Director will ensure that all employees and trainees fulfil their responsibilities and, as far as is reasonably practicable, ensure that no impediment exists to prevent the fulfilment of this obligation.

He will also initiate actions to ensure the elimination or reduction of risks to safety and health.

In its commitment to prevent injury and ill health to employees, contractors and others affected by day-to-day operations, and in striving for continual improvement, RRR Consulting Ltd sets annual targets against which its performance is monitored.

DESIGNATED COMPETENT PERSON

The Director will appoint a 'Competent Person' who will be responsible for developing, communicating, and implementing a cost effective, strategic safety programme for the Company as a whole.

This will be done through liaison with the 'Head of Medical and Rescue' who will ensure that the Company has, at all times, the capability, and resources to operate safely. The designated 'Competent Person' will co-ordinate activities relating to safety at all work locations within the Company and monitor standards achieved by regularly auditing for safe systems of work and recording the results of such audits.

Until notified otherwise, the Director will be the holder of the post of "Health and Safety Officer."

In the absence of the Director the next senior staff member will assume overall responsibility for Health and Safety matters. General Health and Safety information can be sourced at www.hse.gov.uk.

1. TUTORS/INSTRUCTORS

Every Tutor and/or Instructor has the responsibility for their own safety and occupational health as well as that of the trainees for whom they are responsible and for the safety and loss prevention activities relating to all facilities entrusted to their care as laid down in their job description.

Tutors and/or Instructors are responsible for developing suitable programmes to encourage safety awareness and ensuring compliance of all personnel, including on site contract personnel with Company safety principles, standards and policies as laid down by the Director and Head of Medical and Rescue. Specifically, they must ensure:

- i. That each trainee is given sufficient information at the start of any training course about company policies and housekeeping rules.
- ii. That each trainee is competently and adequately supervised and provided with experience and training necessary to undertake their appointed tasks safely.
- iii. That trainees in their charge are given sufficient time and resources to undertake practical tasks safely and efficiently.
- iv. That adequate, competent qualified supervision is provided for ALL jobs.
- v. That the procedure to be used for each task is adequately thought out, hazards identified, and appropriate safety precautions taken, and the procedure properly communicated to the operators;

- vi. That equipment and facilities are kept in a safe condition and any faults reported.
- vii. That equipment supplied to the trainees is properly selected, used, and maintained to allow safe completion of the work.
- viii. That all the above apply when personnel or trainees are working away from their normal place of work.

2. PERIPATETIC WORKERS

All company vehicles, which are used on company business, will be provided with portable first-aid kits. The vehicle user will be responsible for ensuring that the contents of each kit are replenished as soon as possible after use of items. Company vehicle users are reminded that, when visiting another company site, they are bound by the safety requirements existing at that site i.e. booking in and out, speed limits, parking restrictions, loading, and unloading of goods, emergency procedures, smoking etc. The 'Director' is responsible for the initial appraisal, on-going monitoring and visit recording of all placement providers.

3. FIRST AID

First-aiders are responsible for providing first aid to injured personnel until more medically qualified personnel arrive. In the event of any incident resulting in the necessity to provide 'first-aid', the Tutor/Instructor in charge should direct injured personnel to the trained first aiders. The Tutor/Instructor in charge will enter details of the treatment given and action taken in the Accident Book. The designated 'Competent Person' is responsible for the maintenance of first-aid boxes.

4. EMPLOYEES (to include trainees/learners)

Every employee has a continuing duty to exercise responsibility and to do everything reasonably practicable to prevent injury to themselves and others. Employees must always use appropriate safety clothing and equipment as recommended and provided by the management; they must report any accidents, incidents, near misses and/or potential safety hazards promptly to the Training Manager.

5. RISK ASSESSMENTS & COSHH RECORDS

Assessments of risks in each workstation/area will be conducted by nominated staff members who will submit their written reports to the Director for further discussion and the implementation of any necessary action. The designated 'Competent Person' will be specifically responsible for the recording of risks associated with hazardous substances.

6. TEAM MEETINGS

All team meetings will include 'Health and Safety and Welfare at Work' as an agenda item. Where necessary any member of staff should discuss important matters with Management without waiting for the next meeting. Learners should discuss any issues during their workplace review or urgent matters immediately with their tutor.

7. MANUAL HANDLING

Where possible lifting equipment should be used to facilitate lifting. Where this is not possible correct lifting techniques must be adopted. No one should attempt to lift anything, which is above his or her capabilities.

8. PERSONAL PROTECTIVE EQUIPMENT

Items of personal protective equipment (PPE) will be issued to staff and trainees as required to comply with the Personal Protective Equipment at Work Regulations 2002. PPE will be issued against a signature and the recipient of each item of PPE will be responsible for the correct use, care, storage, and maintenance of that item.

9. VEHICLES AND EQUIPMENT

The Director will ensure that arrangements are in place to comply with current legislation for the maintenance and inspection of vehicles and equipment. Appropriate training will take place with employees (including trainees/learners) before the use of work equipment. Vehicles and equipment will only be operated by Tutors/Instructors who are authorised to do so. Trainee operators must always be under supervision.

10. EMERGENCIES

RRR Consulting Ltd will provide and display a set of emergency procedures to be followed in the event of fire, hazardous substance spillage etc. The procedures contain specific details on many aspects of fire prevention and what to do in the event of a fire e.g. smoking in delegated areas only, raising the alarm, assembling at the designated area etc. Unless otherwise stated, the designated 'Competent Person' will act as 'Fire Marshall' and will be specifically responsible for the recording drills etc.

11. EXTERNAL CONTRACTOR

All external contractors will be questioned and briefed re our Company policies. Once it has been established that they are competent they will sign a disclaimer before carrying out any work.

12. POLICY REVIEW

This policy will be reviewed by the Director at least annually or when necessary to bring it into line with any new legislation. All such revisions will be communicated to staff and trainees.