



TRAINING FOR
ELECTRICIANS LTD



HEALTH AND SAFETY POLICY

Commitment to Safety, Wellbeing and
Compliance

2025



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1. Statement of Intent

Training for Electricians Ltd recognizes that ensuring the health, safety and welfare of staff, learners, contractors, and visitors is essential to the success of the organization.

We are committed to:

- a) Providing a safe and healthy training and working environment.
 - b) Preventing accidents and work-related ill-health.
 - c) Meeting all legal responsibilities under UK health and safety legislation.
 - d) Assessing and controlling risks from all activities carried out on site or off-site in training.
 - e) Ensuring safe working methods and safe equipment.
 - f) Providing information, instruction, training, and supervision for staff and learners.
 - g) Consulting with employees and learners on health and safety matters.
 - h) Monitoring and reviewing arrangements to ensure effectiveness.
 - i) Setting clear objectives to foster a culture of continuous improvement.
 - j) Providing suitable welfare facilities.
 - k) Ensuring adequate resources are allocated to maintain high standards of health and safety.
- This policy applies to all activities at *Training for Electricians Ltd* and will be reviewed annually.

Organizational / Individual Responsibilities

Overall and Final Responsibility for Health and Safety

Stuart Gallagher – Managing Director

Responsibilities of the Directors

- Ensure the Health and Safety Policy is implemented across the organisation.
- Provide adequate resources to allow the policy and risk assessments to be effective.
- Appoint competent persons to support the Company in meeting health and safety law requirements, in line with the Management of Health and Safety at Work Regulations 1999.
- Positively promote health and safety in all activities undertaken by the Company.
- Engage in the assessment of risks and monitor the effectiveness of control measures.
- Ensure any changes to training facilities, equipment or premises are fully assessed for health and safety impact before implementation.
- Monitor accidents and near misses, ensure investigations take place, and that corrective action is implemented.
- Take appropriate action when statutory or Company safety standards are breached.

Responsibilities of the Centre Manager

- Lead and positively promote health and safety in all training centre activities.
- Ensure staff and learners implement the control measures identified by risk assessments.
- Maintain day-to-day responsibility for the health, safety and welfare of employees, learners, contractors and visitors.
- Conduct routine site safety checks and audits.
- Ensure all staff and learners receive adequate health and safety information, instruction and supervision.
- Investigate health and safety risks within the centre and ensure corrective action is taken.
- Make health and safety information available to staff and learners at all times.
- Monitor incidents and near misses, investigate them, and implement corrective measures.
- Ensure first aid, fire safety and other emergency arrangements are in place and that trained personnel are available.
- Liaise with the Company's competent health and safety advisor as required.

Responsibilities of Employees

All employees of *Training for Electricians Ltd* must:

Take reasonable care of their own health and safety and that of others.

Follow all safety rules and procedures at all times.

Not misuse or interfere with anything provided to safeguard health and safety.

Only operate equipment they are trained and authorised to use.

Keep tools and equipment in good condition.

Co-operate with management on all health and safety matters.

Report all accidents, incidents, hazards or unsafe practices immediately.

Attend health and safety training as required.

Be aware of fire and emergency procedures.

Wear personal protective equipment (PPE) when instructed or when required by the activity.

Report defects in equipment or facilities to the Centre Manager immediately.

⚠ Non-compliance with this Health and Safety Policy or associated procedures may result in disciplinary action, up to and including dismissal.

Competent Person

In compliance with Regulation 7 of the Management of Health and Safety at Work Regulations 1999, *Training for Electricians Ltd* engages the services of Citation Ltd as its competent health and safety advisor.

Citation Ltd supports the Company by:

- Assisting with policy and procedure development.
- Helping identify risks and hazards associated with training activities.
- Supporting the production of risk assessments and safe systems of work.
- Monitoring effectiveness of health and safety systems through audits and investigations.

Arrangements For Implementation

Employer's Liability Insurance

The Managing Director of *Training for Electricians Ltd* is responsible for ensuring that the organization maintains valid and adequate Employer's Liability Insurance, with cover of at least £5 million, in line with legal requirements.

A copy of the current insurance certificate will be clearly displayed within the training centre where it can be easily accessed by staff and visitors. Where appropriate, it may also be shared electronically with employees.

Although there is no legal requirement to keep expired certificates, *Training for Electricians Ltd* will, wherever possible, maintain a complete record of previous Employer's Liability Insurance documentation for reference and compliance purposes.

Health and Safety Management Systems

Training for Electricians Ltd uses a structured approach to managing health and safety across the training centre. All accident and incident records, risk assessments, due diligence evidence, and health and safety policy documentation are securely maintained and regularly reviewed to ensure compliance.

Equipment safety is closely monitored, with scheduled checks carried out in line with legislation and manufacturer guidance. Staff training records are also managed systematically, including induction training, refresher sessions, and any specialist instruction required to support safe working practices.

Risk Assessment

In accordance with the Management of Health and Safety at Work Regulations 1999, *Training for Electricians Ltd* ensures that risk assessments are completed for all activities which may pose a hazard to staff, learners, or visitors. These assessments follow the recognised five-step approach:

- Identifying hazards.
- Deciding who may be harmed and how.
- Evaluating risks and deciding on control measures.
- Recording findings and implementing controls.
- Reviewing and updating the assessment when necessary.

Risk assessments are reviewed regularly to confirm their effectiveness and updated whenever work practices, equipment, or training activities change. Where a risk cannot be reduced to an acceptable level, the findings will be escalated to the Managing Director, who will ensure that further action is taken.

Accident and Injury Reporting Procedures

Training for Electricians Ltd is committed to preventing accidents, incidents, and ill health for all staff, learners, and visitors. While every effort will be made to eliminate risks, procedures are in place to ensure that any accidents, near misses, or unsafe occurrences are properly recorded, reported, and investigated.

- All accidents, incidents, and near misses must be reported immediately to the designated First Aider or Manager.
- Details should be documented on the official accident/incident report form as soon as reasonably practicable after the event.
- Records will be kept securely in accordance with data protection requirements.
- Where necessary, incidents will be reported under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013.
- All incidents will be reviewed to identify root causes and implement corrective actions. This process forms an essential part of improving safe working practices and raising awareness among staff and learners.

Alcohol and Drugs Policy

The misuse of alcohol or drugs poses a serious risk to health, safety, and the reputation of the training centre. For this reason:

- Consumption of alcohol or non-prescribed drugs is strictly prohibited on the premises.
- Employees, learners, and visitors must not be under the influence of alcohol or drugs while on site.
- Anyone prescribed medication or managing a medical condition that may affect their ability to work safely must inform their line manager immediately.
- Any individual suspected of being under the influence of alcohol or drugs will be asked to leave the premises. Employees may also face disciplinary action.

Consultation with Employees

Training for Electricians Ltd recognizes that effective health and safety management relies on open communication and active involvement from all staff. We are committed to fostering a culture where employees feel confident to raise concerns, suggest improvements, and report hazards without hesitation.

Employees are encouraged to report any health and safety concerns directly to their Line Manager or the Managing Director.

If required, a Health and Safety Committee will be established to provide a structured forum for consultation and review.

Regular staff meetings and training sessions will include opportunities for health and safety discussions.

All policies, procedures, and risk assessments will be made available to staff, ensuring transparency and access to important information.

We believe that employee involvement is essential to maintaining a safe and healthy training environment for staff, learners, and visitors.

Data Protection and Record Keeping

Training for Electricians Ltd is committed to protecting the privacy of all employees, learners, and visitors. All personal data is handled in compliance with the Data Protection Act 2018 and UK GDPR.

- Records will be stored securely, whether electronic or paper-based, to prevent unauthorised access.
- Information will only be retained for as long as necessary and used strictly for legitimate business, safeguarding, or compliance purposes.
- Access to personal information is limited to authorised staff with a clear business need.
- All staff are required to follow confidentiality and data protection guidelines at all times.

By maintaining robust systems, we ensure that the integrity, confidentiality, and security of records are protected.

Dealing with Pandemics (Including COVID-19)

In the event of a pandemic or other public health emergency, *Training for Electricians Ltd* will take all reasonable steps to safeguard staff, learners, and visitors. Measures may include:

1. Following current UK Government and Public Health England guidance.
2. Undertaking and regularly reviewing risk assessments specific to the training centre.
3. Carrying out compliance checks to ensure risk control measures are effective.
4. Implementing screening or reporting procedures for staff returning to work after illness.
5. Providing clear health and safety information to all staff and learners, including infection control and social distancing measures.
6. Displaying official safety posters and information in prominent areas.
7. Ensuring suitable equipment, cleaning materials, and PPE are available where required.
8. Offering information and training in accessible formats, such as posters, briefings, and online learning.
9. Reviewing procedures promptly in line with updated Government or HSE guidance.

These arrangements will be adapted to the scale and nature of the health risk, with the priority always being the safety and wellbeing of staff and learners.

Disciplinary Procedure

Training for Electricians Ltd takes health and safety compliance extremely seriously. Where there are instances of non-compliance with Health and Safety Regulations or unsafe practice, the matter will be investigated thoroughly.

- The Directors will review all available information and take appropriate corrective action to ensure controls are put in place and that employees are made aware of any situations causing concern.
- Employees will always be given the opportunity to explain their actions and to improve their behaviour or practice.
- If issues persist, more formal measures will be applied to safeguard the health, safety and welfare of staff, learners, visitors, and others affected by unsafe conduct.

If *Training for Electricians Ltd* is dissatisfied with an employee's performance or behavior on health and safety grounds, a formal meeting will be arranged. The employee has the right to be accompanied by a fellow employee or trade union representative.

After consideration of the evidence, appropriate action will be taken. This may include:

- Verbal warning
- Written warning
- Suspension
- Dismissal (in the most serious cases)

All disciplinary actions will be recorded, and records will be retained in line with legal and procedural requirements. Records will also be available for appeals or legal proceedings arising from health and safety non-compliance.

Serious breaches of health and safety that may result in immediate suspension pending investigation include, but are not limited to:

- Working in a way that disregards safety controls to the extent that the action is life-threatening to themselves, colleagues, or third parties.
- Malicious misuse of or damage to safety equipment, including PPE, first aid equipment, welfare facilities, safety notices or protective systems.
- Being under the influence of alcohol or non-prescribed drugs while on duty.

Display of Statutory Information

Training for Electricians Ltd will ensure that all statutory health and safety notices are displayed in a clear and accessible manner within the training centre. These notices will be kept up to date and positioned where all staff and learners can easily see them.

Display Screen Equipment (DSE)

Training for Electricians Ltd will assess and control risks associated with the use of Display Screen Equipment (DSE) in accordance with the Health and Safety (Display Screen Equipment) Regulations 1992.

- Workstation assessments will be completed for employees who are defined as habitual users of DSE.
- Training and guidance on safe workstation use, ergonomics, and posture will be provided.
- Employees classified as habitual DSE users are entitled to free eye tests and, where necessary, corrective appliances (such as glasses) required for work purposes.

These measures are in place to reduce the risk of eye strain, musculoskeletal issues, and other health problems associated with long-term DSE use.

Electrical Safety

Training for Electricians Ltd is committed to ensuring that all electrical systems, installations, and equipment are maintained to the highest safety standards, in line with the Electricity at Work Regulations 1989.

- All fixed electrical installations will be inspected and tested at least every five years by a qualified electrician.
- Portable appliances that are not double-insulated will be subject to regular Portable Appliance Testing (PAT), with clear labelling to confirm they are safe for use.
- Staff must carry out a visual inspection of electrical equipment before use and report any faults or damage immediately.
- No employee should attempt to repair or modify electrical equipment unless they are authorised and competent to do so.

- Records of all electrical maintenance, testing, and inspections will be securely maintained.
- Work on electrical systems will not take place until equipment has been properly isolated and disconnected from the power supply.
- Only trained or qualified staff are permitted to carry out work on electrical installations or equipment.

These procedures ensure that both staff and learners are protected from the risk of electric shock, fire, and other hazards associated with electricity.

Employees and Learners at Special Risk

Training for Electricians Ltd recognizes that some individuals may, at certain times, be at an increased risk of harm or ill-health due to personal circumstances.

This may include:

- Medical conditions (temporary or long-term)
- Physical or learning disabilities
- Pregnancy, maternity, or postnatal needs
- Use of prescribed medication that could affect concentration, judgement, or physical ability
- Age or inexperience (particularly younger learners or apprentices)
- Additional learning needs or vulnerabilities

Responsibilities of Staff and Management

- Employees must inform their Line Manager if their personal circumstances change in a way that may affect their ability to work safely.
- Learners are encouraged to disclose any health needs, medical conditions, or additional support requirements during induction or at any point during their training.
- All disclosures will be treated sensitively and confidentially.

Commitment to Support

As an equal opportunities employer and training provider, *Training for Electricians Ltd* will:

- Make reasonable adjustments to work or learning arrangements, facilities, or equipment where needed.
- Carry out individual risk assessments where required (e.g., for pregnant employees or learners, or those with medical conditions).
- Ensure that staff are trained to recognise and respond appropriately to learners or colleagues at increased risk.
- Work in partnership with external agencies (e.g., occupational health, local authorities, or safeguarding services) where necessary to provide additional support.

Our aim is to ensure that all employees and learners can work and train in a safe, supportive, and inclusive environment, without being placed at unnecessary disadvantage or risk.

Environmental

It is the policy of the Company to help protect the environment in which we operate. The management will seek, so far as is reasonably practicable, to minimise the Company's effects on the environment by:

- Taking environmental issues into account when planning and conducting business activities.
- Complying with regulatory requirements and working with regulatory bodies.
- Providing environmentally friendly products where possible and informing customers and suppliers of our policy and aims.
- Seeking to control and reduce energy consumption, water usage, waste, noise, dust, light emissions and traffic movement.

Fire Safety

Training for Electricians Ltd will assess and control fire risks in line with the Regulatory Reform (Fire Safety) Order 2005.

- The training centre is equipped with appropriate firefighting equipment, detection systems, and alarms that are suitable for the premises and activities carried out.
- Emergency routes and exits will be kept clear, maintained in good condition, and regularly checked.
- All firefighting equipment will be routinely inspected, serviced, and recorded to ensure compliance.
- Fire safety checks form part of regular site audits, with managers responsible for monitoring compliance.
- An emergency fire evacuation plan is in place and displayed at key points within the building.

Fire Induction and Training

- All new employees and learners receive a fire safety induction, including the location of exits, alarms, and assembly points.
- Regular fire drills will be carried out to ensure staff and learners are confident in evacuation procedures.
- Fire Wardens will be appointed and trained where required.

Fire and Emergency Evacuation Procedure

In the event of a fire, alarm, or other emergency (such as a bomb threat):

1. All staff and learners must stop work immediately.
2. Leave personal belongings behind and proceed calmly to the nearest safe exit.
3. Move to the designated assembly point and await further instructions.
4. Fire Wardens and managers will check that evacuation has been completed safely.

No one should re-enter the building until confirmed safe by the Fire Service or the designated responsible person.

First Aid Arrangements

Training for Electricians Ltd acknowledges the importance of effective first aid arrangements to prevent minor injuries becoming serious.

- A suitably stocked first aid kit will be available at all times within the training centre.
- A nominated Appointed Person or First Aider will take responsibility for first aid arrangements.
- Employees and learners will be made aware of:
 - Accident and incident reporting procedures
 - Location of first aid kits and eye wash stations
 - Who the designated First Aiders are
- If an injury is serious, an ambulance will be called immediately.

First aid arrangements will be reviewed regularly to ensure they remain appropriate to the size and nature of the training centre.

Hand Tools

The safe use of hand tools is a shared responsibility between *Training for Electricians Ltd* and employees/learners.

- The company will provide safe and appropriate hand tools.
- Staff and learners are responsible for inspecting tools before each use and reporting any faults or damage.
- Damaged or defective tools must not be used and will be repaired or replaced.
- Tools must always be used for their intended purpose and handled safely to avoid injury.

Hazardous Substances (COSHH)

Training for Electricians Ltd recognizes its responsibility under the Control of Substances Hazardous to Health Regulations 2002 (COSHH) to protect staff, learners, and visitors from exposure to hazardous substances.

- All substances that could present a risk to health will be identified and assessed.
- Staff and learners who may be required to use such substances (e.g., cleaning materials, paints, or workshop chemicals) will be provided with clear instructions on their safe use.
- Appropriate Personal Protective Equipment (PPE) will be supplied where necessary, and supervisors will ensure that it is worn correctly.
- A COSHH Register will be maintained for any hazardous materials used or stored on site.

In practice, the training centre has very limited use of hazardous substances. Most cleaning chemicals are managed by contract cleaners, who are responsible for storing them securely and maintaining their own COSHH records.

Where staff or learners are required to use substances or chemicals, the following rules apply:

- Substances must only be used in accordance with the manufacturer's instructions. If there is any uncertainty, staff/learners must seek guidance from their manager or trainer before use.
- PPE (such as gloves, masks, protective footwear, or eye protection) must be worn where identified by a COSHH assessment.
- Any spillages must be cleaned up promptly and in accordance with COSHH guidance, using appropriate materials and methods.
- All accidents, incidents, or exposures involving hazardous substances must be reported immediately to a manager.

By applying these measures, *Training for Electricians Ltd* ensures that the risks associated with hazardous substances remain minimal and controlled.

Information, Instruction, Training and Supervision

Training for Electricians Ltd is committed to ensuring that all employees and learners receive the information, instruction, training, and supervision necessary to work and study safely.

Staff Training and Guidance

All staff will receive a Health & Safety induction when joining the organization, covering emergency procedures, accident reporting, fire safety, first aid, and any workplace-specific hazards.

A Health & Safety Handbook will be provided, containing practical information about hazards, safe working practices, and control measures. Staff will be expected to read and confirm their understanding, and may complete a short knowledge check.

Training records will be kept for all staff, ensuring that mandatory training (including refreshers) is up to date.

Additional training sessions will be arranged where:

- New equipment, tools, or processes are introduced
- A change to health and safety procedures occurs
- A need is identified as part of professional development or performance monitoring

Learner Induction and Supervision

All learners will receive a centre induction, including key health and safety procedures, use of PPE, safe workshop practices, and rules of behaviour.

Learners will be supervised during all practical training activities to ensure compliance with safety standards.

Where learners require additional support (e.g., due to inexperience, health conditions, or identified risks), tailored supervision and guidance will be provided.

Ongoing Support

Risk assessments relevant to staff and learners will be accessible to ensure hazards are clearly understood and control measures followed.

Employees and learners are encouraged to raise any health and safety concerns with their line manager or trainer immediately.

Note to Staff and Learners

If you are asked to undertake a task which you feel you are not trained, competent, or confident to complete safely, you must stop immediately and report this to your manager or trainer. Work will not continue until appropriate instruction, supervision, or equipment is in place.

Lifting Operations and Lifting Equipment

Training for Electricians Ltd recognizes its duty under the Lifting Operations and Lifting Equipment Regulations (LOLER) 1998 to ensure all lifting operations are carried out safely and responsibly.

- All lifting operations will be carried out under the supervision of a competent person.
- Any lifting equipment used within the training centre (e.g., hoists, pulleys, or mechanical lifting aids) must be subject to regular inspections and hold up-to-date LOLER certification.
- Staff are only permitted to use lifting equipment if they have been trained, assessed as competent, and formally authorised.
- Learners will not operate lifting equipment unless it forms part of a supervised training activity and they have been given the appropriate instruction and PPE.
- Refresher training will be provided where poor practice has been observed, or where staff have not operated the equipment for a significant period.
- Unsafe, uncertified, or defective lifting equipment must not be used and must be reported immediately to management.

By following these measures, *Training for Electricians Ltd* ensures that lifting tasks are performed safely, reducing the risk of injury to staff, learners, and visitors.

Lone Working

Training for Electricians Ltd recognises that lone working can present specific risks to health, safety, and wellbeing. Lone working should be avoided wherever possible, but where it is unavoidable, clear procedures must be followed to ensure safety.

- Notification – Staff must inform a designated colleague or manager if they intend to work alone, including their location, planned activities, and expected finish time.
- Communication – A reliable method of contact (e.g., mobile phone, messaging, or check-in system) must be in place so that the lone worker can be monitored.
- Site Security – Staff working alone must ensure all external doors are securely locked while inside, and that an alternative exit route is available in case of emergency.

- Personal Safety – Extra caution should be taken when leaving the premises. Staff should check surroundings before exiting and ensure doors are securely locked behind them. If there are any concerns about suspicious behaviour or unauthorised access attempts, staff must call the police immediately.
- Restricted Activities – Lone workers must not enter confined spaces, operate lifting equipment, carry out electrical installation work, or undertake any hazardous tasks without support.

By following these procedures, *Training for Electricians Ltd* ensures that lone working is managed responsibly and that risks are reduced to the lowest practicable level.

Managing Contractors

Training for Electricians Ltd is committed to ensuring that all contractors working on our premises do so safely and in line with health and safety legislation.

- Competency Checks – Before engaging a contractor, their competency will be verified. This includes checking qualifications, professional memberships, relevant experience, and evidence of current insurance.
- High-Risk Works – Contractors undertaking higher-risk activities (such as work at height, electrical modifications, demolition, or structural works) must provide a risk assessment and method statement (RAMS) before starting. This documentation must clearly set out:
 - The hazards associated with the work
 - The risks and how they will be managed
 - The control measures in place to ensure safety
 - A step-by-step description of how the task will be completed safely
- Permit to Work – For high-risk activities, a permit-to-work system will be used. Work may not begin until the permit has been authorised, and a record maintained.
- Site Induction and Rules – All contractors will be briefed on relevant site risks (e.g., asbestos, live electrics) and informed of our site rules, emergency arrangements, and welfare facilities before commencing work.

Supervision and Compliance, A designated *Training for Electricians Ltd* supervisor will monitor the contractor's activities to ensure they are being carried out in accordance with the agreed method statement. Unsafe practices will not be tolerated, and any work that poses a risk to staff, learners, or visitors will be stopped immediately.

By following these arrangements, *Training for Electricians Ltd* ensures that contractor activities are well managed and that risks are minimized for everyone on site.

Manual Handling & Lifting

Training for Electricians Ltd recognises that manual handling can present a significant risk of injury if not carried out safely. We are committed to reducing and, where possible, avoiding hazardous manual handling tasks by planning work carefully and providing appropriate equipment.

- Risk Assessment – Where manual handling is unavoidable, a manual handling risk assessment will be carried out to identify the level of risk and introduce safe systems of work.
- Training – All staff required to undertake manual handling will receive training covering:
 - The principles of safe lifting and handling
 - How to assess risks before lifting
 - Correct use of mechanical aids and handling equipment

- Health & Safety Handbook – Guidance on safe lifting techniques and manual handling procedures is also provided in the staff Health and Safety Handbook.

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Safe Practices and Precautions

- Use mechanical aids (e.g., trolleys, lifting equipment) wherever reasonably practicable instead of lifting manually.
- Always inspect loads before moving them to check for sharp edges, splinters, or wet/greasy surfaces.
- Gloves must be worn when handling loads with sharp or splintered edges, ensuring they are clean and provide a good grip.
- Ensure the route is clear of obstructions, trip hazards, or spillages before moving a load.
- Never attempt to lift or move a load that is too heavy or awkward to manage alone — follow instructions on packaging or request a two-person lift.
- When team lifting, one person should act as the coordinator to give clear instructions (e.g., “lift”, “lower”).
- When lifting from the ground:
 - Bend at the knees, not the back
 - Keep your back straight and the load close to your body
 - Straighten your legs to lift and reverse the process when lowering

By following these precautions, *Training for Electricians Ltd* ensures that the risk of manual handling injuries is minimized and that staff are confident in applying safe lifting techniques in the training centre environment.

Monitoring and Inspection

Training for Electricians Ltd is committed to maintaining a safe and healthy training environment through regular monitoring, inspection, and review of health and safety practices.

- Routine Inspections – Monthly Health and Safety inspections will be carried out by the designated Centre Manager or another responsible person. Findings will be recorded and any necessary actions will be reported to the Managing Director.
- Spot Checks – In addition to routine inspections, senior management may conduct unannounced spot checks to ensure standards are consistently maintained and that staff and learners are following safety procedures.
- External Audits – Independent audits may be arranged periodically to provide assurance that our health and safety arrangements are effective and compliant with current legislation.
- Policy Review – This Health and Safety Policy will be reviewed at least every two years, or sooner if there are significant changes to legislation, industry standards, or operational practices. Updates will be communicated to all staff.

Through this proactive monitoring and inspection process, *Training for Electricians Ltd* ensures that health and safety remains an integral part of everyday operations and that risks are effectively identified, controlled, and reduced.

New and Expectant Mothers

At *Training for Electricians Ltd*, we recognize our responsibility to safeguard the health, safety, and welfare of new and expectant mothers in the workplace. Once we have been notified in writing that an employee is pregnant, breastfeeding, or has recently given birth, a specific risk assessment will be carried out.

The assessment will consider the individual’s normal duties, the training environment, and any potential hazards that may impact her wellbeing or that of the child.

Adjustments may include, but are not limited to:

- Allowing frequent breaks and ensuring appropriate seating is available.
- Prohibiting heavy lifting or strenuous manual handling.
- Reducing working hours or shifts where necessary.
- Providing suitable protective clothing, particularly in colder or outdoor environments.
- Reviewing COSHH assessments to ensure no harmful exposure to chemicals or hazardous substances.

If risks cannot be eliminated through reasonable adjustments, the following steps will be taken:

1. Adjust working conditions and/or hours to remove or minimise risk.
2. Offer suitable alternative work where available.
3. Provide paid suspension from work if neither of the above options are practical or sufficient to safeguard the employee and child.

This ensures compliance with health and safety legislation and demonstrates our commitment to supporting staff during pregnancy and early parenthood.

Permits to Work

Certain high-risk activities, such as working at height, hot works, electrical work, asbestos-related activities, or alterations to plant and equipment, must not be undertaken without a valid Permit to Work.

- A Permit to Work form must be completed before the task begins by the person requesting the work. Copies will be provided to both the contractor and the responsible manager.
- The permit will only be issued by a competent person appointed by Training for Electricians Ltd, who will verify that all control measures and safety requirements are in place.
- Work must not commence until the permit has been formally authorised.
- Once the task is complete, the nominated competent person will sign off the permit, confirming that the work has been completed safely and that the area is safe to reoccupy.

This system ensures that higher-risk activities are carefully controlled, properly documented, and carried out in a manner that protects staff, learners, contractors, and visitors.

Personal Protective Equipment (PPE)

Training for Electricians Ltd recognises that Personal Protective Equipment (PPE) is the last line of defence within the hierarchy of risk controls. Wherever possible, risks will first be eliminated, substituted, or controlled through engineering and administrative measures. PPE will only be used where risks cannot be adequately controlled by other means, or where it is required to provide additional protection.

We are committed to ensuring that:

- Risk assessments identify when PPE is necessary, and that the type of PPE provided is suitable for the specific hazard.
- PPE is maintained, cleaned, and replaced as necessary to ensure it remains effective.
- Appropriate storage facilities are provided so PPE is kept in a safe, clean, and serviceable condition when not in use.
- All staff and learners receive training and instruction on the correct use, limitations, and care of their PPE.
- Supervisors monitor the use and condition of PPE to ensure compliance and safety.

Examples of PPE likely to be used at the training centre include:

- Protective safety footwear (steel toe caps / anti-slip soles).
- High visibility vests or jackets.
- Safety helmets / hard hats (with or without chin straps).
- Safety gloves (including cut-resistant or insulated gloves where appropriate).
- Dust masks / respirators.
- Safety goggles or glasses.
- Hearing protection, where noise levels may exceed safe limits.

Employees and learners will be consulted when selecting PPE to ensure it is fit for purpose, comfortable, and practical. All staff are required to sign a PPE issue record upon receipt.

All PPE is provided free of charge and remains the property of Training for Electricians Ltd.

Employees and learners are expected to:

- Wear PPE whenever instructed or when conditions require it.
- Take reasonable care of issued PPE.
- Report any damage, defects, or loss immediately so that replacements can be provided.

Failure to wear PPE when required may result in disciplinary action, as the safety of all individuals within the training centre is a shared responsibility.

Provision and Use of Work Equipment

Training for Electricians Ltd complies with the Provision and Use of Work Equipment Regulations 1998 (PUWER). We ensure that all tools, machinery, and equipment used in the training centre are:

- Safe and suitable for the purpose intended.
- Regularly inspected and maintained in safe working order.
- Only used by authorised, competent staff and learners who have received the appropriate instruction.

Before any new or second-hand equipment is purchased, it will be checked to make sure it meets current health and safety standards.

All staff and learners will receive training on the correct and safe use of equipment. No one is permitted to use equipment outside of the manufacturer's guidelines or for tasks it is not designed for. Defective equipment must be reported immediately and removed from use until repaired or replaced.

Work equipment will be clearly marked with health and safety warnings where required, and all items must be properly stored when not in use.

The Managing Director is responsible for overseeing equipment maintenance, arranging inspections and ensuring that accurate records are kept.

Safety Signs

Training for Electricians Ltd follows the Health and Safety (Safety Signs and Signals) Regulations 1996. Safety signs will be displayed clearly wherever there is a need to warn of hazards, highlight safe routes, or provide important safety information.

Signs will:

- Be kept clean, visible, and well-maintained.
- Be removed when no longer relevant.

Site Traffic Management

Vehicle and pedestrian safety is taken seriously within our training centre. To minimise risks:

- Parking bays and walkways are clearly marked.
- Visitor and delivery parking areas are designated.

- Pedestrian routes are kept separate from vehicle areas wherever possible.
- A trained banks man may be used to guide vehicles into tight areas such as delivery bays

Smoking & Vaping

Smoking and vaping are **NOT** permitted anywhere inside Training for Electricians Ltd buildings or vehicles. These activities are only permitted in designated outdoor areas.

Temperature in the Workplace

We will provide a working environment that is reasonably comfortable, as required by the Workplace (Health, Safety and Welfare) Regulations 1992. Ventilation, heating, and cooling systems will be maintained to help regulate temperature, recognising that comfort can depend on humidity, airflow and other factors.

Violence and Aggression

Training for Electricians Ltd has a zero-tolerance policy towards violence, aggression, harassment, or threatening behaviour. We are committed to providing a safe environment for all staff, learners, and visitors.

- Staff who feel at risk should report concerns immediately.
- Anyone displaying threatening or aggressive behaviour will be asked to leave the premises calmly and firmly.
- Where necessary, the police will be called.
- Staff will never be expected to physically intervene.

Support will be provided to any member of staff or learner affected by aggressive incidents.

Working at Height

In line with the Work at Height Regulations 2005, *Training for Electricians Ltd* will:

- Avoid work at height wherever reasonably practicable.
- Provide safe equipment and measures where working at height is unavoidable.
- Use guardrails, barriers, toe boards or netting to prevent falls.
- Ensure safe access equipment is used, with training provided.

Employees and learners must:

- Use equipment properly and follow safety instructions.
- Report any damage or faults immediately.
- Never work at height without authorisation or supervision.

Ladders and Step Ladders

- All ladders and step ladders are inspected regularly, recorded, and marked safe to use.
- Defective ladders are removed from service.
- Only appropriate ladders (e.g. A-frame ladders with handrails, platform ladders with guardrails) may be used.
- Staff and learners must not overreach, must maintain three points of contact, and must never stand on furniture in place of ladders.

Working Hours

We comply with the Working Time Regulations, keeping accurate records of staff hours to ensure rest breaks, daily rest, and weekly limits are observed.

Workplace Facilities and Welfare

In line with the Workplace (Health, Safety and Welfare) Regulations 1992, *Training for Electricians Ltd* provides:

- Clean and maintained toilets and washing facilities.
- Rest areas with access to drinking water.
- Welfare facilities suitable for the number of staff and learners on site.

Workplace Stress

Training for Electricians Ltd recognises that stress can affect health, wellbeing, and performance. We aim to:

- Identify and reduce stress factors in the workplace through risk assessments.
- Manage workloads and hours to avoid excessive pressure.
- Provide training and support to staff and learners.
- Maintain a culture where bullying and harassment are not tolerated.
- Offer access to confidential support where needed.

Young Workers

Persons under the age of 18 years may be employed (or placed on work experience) but only after a risk assessment has been carried out to identify any potential risk to the young person in the place of work. Factors considered within the assessment are physical strength, possible smaller size, any health issues and any physical and learning difficulties. The assessment also takes into account their inexperience and lack of awareness.

Induction training is provided, and clear instructions on the tasks young people should not be involved in. At all times a young person will be adequately supervised and will be given the appropriate training before being asked to undertake any given task.

