


Skills Construction Centre
Health and Safety Policy



Policy owned by: (Name and contact details)	Sonya Daley Sonya.daley@scc.com 01772 686868
Date Approved:	21/01/22
Review Frequency:	Annually
Next Review:	20/01/23
Responsibility for Review:	Health and Safety Lead with Sonya Daley
Any Associated Documentation, for Reference:	Safeguarding Policy Equality & Diversity Policy
Approved by:	Sonya Daley 

SECTION 1: General Statement of Policy

Company Policy

It is the policy of the Skills Construction Centre as far as reasonably practicable, to provide and maintain the safe and health working conditions, equipment and systems of work for all our employees, contractors, learners, Apprentices and the general public affected by our activities. We will provide such information and training as is needed for this purpose and accept responsibility for health and safety of other persons who may be affected by the Company's activities

Skills Construction Centre commits to conducting its business in a manner which reduces the risks to all who may be affected by its activities. To this end, we employ a fully trained Health and Safety Advisor, Steve Sielski to guide our policies and practices. Steve holds a higher-level NEBOSH qualification and is working towards a Level 6 Diploma in Occupational Health and Safety; he is a member of IOSH and regularly updates company procedures and guidelines based on their professional guidance in a constantly evolving environment and in consultation with the Director and relevant teams.

Skills Construction Centre has and will continue to implement appropriate preventative and protective measures following the identification of work-related hazards and the assessment of related risks and requires staff, Learners and Apprentices to attend induction and training programmes in order to meet our Health and Safety responsibilities and maintain a safe and healthy environment for all.

Specific responsibilities for health and safety matters the and the arrangements made to keep our staff, Learners and Apprentices safe and well are outlined below and in related health and safety documents. r

This policy will be reviewed and updated annually to reflect evolving internal and external changes and those to the nature and size of the business.

Company's responsibility

It is the duty of management to ensure the following:

- Providing and maintaining working practices and environments that are safe and do not constitute risk to health;
- Ensuring safety and absence of risks to health in connection with construction training, lifting and handling, storage and transport;
- Providing safety information, instruction, training and supervision;
- Maintaining all places of work in a safe condition;
- Providing and maintaining a safe working environment.

Employee responsibility

All paid and non-paid employees have a duty in law to act responsibly and to take reasonable care for the health and safety of both themselves, their peers and users of the Centre including learners and Apprentices. This duty can be carried out by:

- Working competently, with due care to health and safety
- Using Personal Protective Equipment (PPE) properly meeting statutory obligations;

- Always reporting dangerous situations and incidents that have led to accident . These must be recorded and reported to the Health and safety advisor and the Director.
- Undertake health and safety duties if requested to do so and appropriate to role and capabilities.

Responsibilities of Learners including those undertaking Apprenticeships:

- Undertake and complete Health and Safety Induction and all Health and Safety Training provided as mandatory to the Apprenticeship Standard or Training Course.
- Follow all safety rules and instructions issued by centre staff and line managers whilst in the workplace.
- Be responsible for safe actions and mindful of personal health & safety and that of those around them
- Comply with all centre health, safety and welfare rules and policy and those of their employer whilst in the workplace.
- Behave appropriately and safely in workshop environments using PPE as instructed and adhering to rules around safe storage of equipment and tools
- Report all incidents, accidents, or health and safety concerns to assessors or trainers and workplace provider.

Accidents

The Company is obliged by law to keep a record showing details of all accidents, which occur on the premises. Therefore, all accidents, however minor, to both employees and customers must be reported immediately. If any accidents are serious to warrant hospital treatment these must also be reported to the local authority. A RIDDOR form must be completed.

Security

Failure to set the alarm by the responsible person , may result in disciplinary action being taken.

Fire & Emergency

In the event of fire or emergency, all Centre users must observe the Centre evacuation procedures. All must make sure they are aware of positioning of first aid kit, emergency exits, assembly points and any other relevant information related to their safety. These details are covered in Induction, contained in the relevant handbooks and promoted around the Centre on Notice Boards and Digital displays. Further details are outlined later in this policy.

SECTION 2: Responsibilities

The Centre Director holds ultimate responsibility for health and safety with delegation of duty to managerial employees and the Health and safety Advisor. Those named are fully aware of their duties, details of which are included in their job description.

1. Overall Responsibility

Name: Sonya Daley
Status: Director
Location: Skills Construction Centre, Selby Mills, Selby Industrial Estate, Richard Street, Kirkham

2. Centre Responsibility

Premises: Selby Mills, Selby Mills Industrial Estate, Richard Street,
Name: Lorraine Grainger
Status: Training Centre Manager
Location: As above

3. Deputy and Advisor

Name: Steve Sielski (NEBOSH/IOSH)
Status: Health & Safety Advisor
Location: As above

4. Employees, Learners and Apprentices should report risks to health and safety, incidents and accidents immediately to the appropriate person named above.

5. Person responsible for Health and Safety training

Name: Lorraine Grainger/Steve Sielski
Status: Training Centre Manager / Health & Safety Advisor
Location: As Above

6. Person responsible for investigating accidents, incidents and dangerous situations

Name: Sonya Daley
Status: Director
Location: As above

SECTION 3: Medical Facilities

First Aid must be available at all times that employees, Learners and Apprentices are on-site whether working at the Centre or another premises. Employees, Learners and Apprentices must be made aware of the provision, and records must be kept of treatment administered whether for illness or accident.

Full Workplace Risk Assessments are undertaken where Learners or Apprentices are training with employers. These form part of initial Agreements between the Company and the employer with responsibilities agreed and documented.

The Company will provide training and continued CPD and refresher courses for the appropriate number of First-Aiders to accommodate volumes of employees and Centre Users. These will be the first point of call where accident or sudden illness occurs.

First-Aid will be administered and documented fully by trained First-Aiders within First-Aid regulations to employees, Learners and Apprentices where accident or sudden illness occurs and to support prior to Emergency Services being called where necessary.

The details below are promoted around the Centre and provided in digital and paper Staff and Learner/Apprentice Handbooks.

MAIN OFFICE

1. **First-Aiders**
Name : Lorraine Grainger
2. **First Aid Box/First Aid Room Is located at:**
Location: Main Office, near entrance to workshop
3. **The Accident Book is located at:**
Location: Main Office, Stationery Cupboard

WORKSHOP 1

4. **First-Aiders**
Names: Peter Byrne, Charlie Winyard, James Barry, Carl Ashurst
5. **First Aid Box/First Aid Room Is located at:**
Location: Student Canteen, Outside Toilets
6. **The Accident Book is located at:**
Location: Student Canteen

WORKSHOP 2

7. **First-Aiders**
Names: John Shipman, James Barry, Carl Ashurst
8. **First Aid Box/First Aid Room Is located at:**
Location: Aside Staff Canteen
9. **The Accident Book is located at:**
Location: Aside Staff Canteen

SECTION 4: Emergency Services

- | | |
|---|---|
| <p>1 Nearest Hospital with a Casualty Department
Name: Royal Preston Hospital
Address: Sharoe Green Lane, Preston
Telephone Number: 01772 716565</p> | <p>4 Electricity
Name: Haven Power Ltd
Address: Drax power Station, North Yorkshire, YO8 8PH
Telephone Number: 01473632650</p> |
| <p>2 Police Station
Name: Kirkham Police Station
Address: 13-17 Freckleton Road, Kirkham
Telephone Number: 01772 682677</p> | <p>5 Water
Name: United Utilities
Address: PO Box 450, Warrington, WA
Telephone Number: 0854 746 2200</p> |
| <p>3 Fire Station
Name: Wesham Fire Station
Address: Fleetwood Road, Wesham, PR4 3BY
Telephone Number: 01772 682245</p> | <p>6 ESFA Apprenticeship contact details

Business Operations Service Desk
email: SDE.servicedesk@education.gov.uk
Telephone Number 0370 2640001</p> |

SECTION 5: Fire Safety

Fully serviceable Fire Safety equipment and detailed staff training is in place and complies with UK Fire Service Guidance. Fire Exits and Fire Assembly point are clearly marked and notices promoting these area around the Centre.

Details are outlined below:

1. Facilities	First Floor	Ground Floor	2 nd Centre
Number/location of escape routes:	2	3	2
Number of fire extinguishers:	4	8	2
Number of fire alarms:	1	1	

Locations held in Health and Safety Folder

Checked by: Lorraine Grainger

Frequency: Monthly, Last Friday of the Month

2. Fire Marshalls

Name: Lorraine Grainger, Charlie Winyard

Status: Health and Safety

Location: Selby Mills, Selby Industrial Estate, Richard Street, Kirkham

3. Fire Drills

Frequency: TERMLY

Responsibility of: Lorraine Grainger

4. Rules/Procedure in the Event of a Fire

1. Raise the alarm

2. Designated Fire Persons should collect the Sign In Register if safe to do so

3. Follow the Fire Exit Signage

4. Leave the Building

5. Meet at the Fire Assembly point on the Visitors car park aside the front of the building

SECTION 6: Electrical Equipment

Simple common-sense rules will reduce the risk of injury or death from electrical shock. All electrical equipment will be treated with respect and checked regularly by an electrical professional.

Responsibility for Inspecting Electrical Equipment

Name/Electrical Contractor: RH Wells

Location/address: 11a Sedgewick Street Preston, PR1 1TP

Telephone Number: 01772 202102

Frequency of Inspections

Fixed equipment: Annually

Records Located at: Office Legal File

SECTION 7: Personal Protective Equipment

Personal Protective Equipment (PPE) will, be provided for staff, learners and apprentices in Workshop areas. Full instruction around this and safe storage of tools will be given at Induction and throughout programmes. Reminder notices in workshops will promote continued safe practice. Learners and apprentices will not be allowed into certain areas or to perform certain training activities without the appropriate PPE.

Person Responsible for Assessing and Issuing PPE:

Name: Lorraine Grainger / Individual Tutors

Status: Training Centre Manager / Tutors

Location: Selby Mills, Selby Industrial Estate, Richard Street, Kirkham

SECTION 8: Rules for Contractors and Visitors

1. Upon arrival visitors should sign the visitor's book at reception.
2. Visitors will be expected to comply with any workshop or in-Centre Health and Safety regulations
3. Visitors should be informed of the following:
 - a. Whether a fire drill is expected / scheduled during their visit.
 - b. What to do in the event of an unscheduled fire alarm, namely:
 - i. Procedures for leaving the building
 - ii. Nearest fire exit
 - iii. Fire assembly point

SECTION 9: Communication and Promotion of Health and Safety Information

This policy documents those persons with responsibility for Health and Safety and how they will manage health and safety concerns, accidents or ill-health of employees, learners and Apprentices.

Health and Safety information is communicated through the Staff Handbook and further promoted through awareness raising digital and paper communications and notices and posters all around the Centre and in training areas on-site. Health and Safety Compliance forms part of the contract between the company and employees and as the policy indicates, non-compliance is classed as a disciplinary matter.

Health and Safety information is communicated through the Apprentice/ Learner Handbook and further promoted through awareness raising digital and paper communications and notices and posters all around the Centre and in training areas on-site. Health and Safety Compliance forms part of the learning contract between the company and Apprentices and as the policy indicates, non-compliance is classed as a disciplinary matter.

These details are communicated, agreed and documented at induction for learners, apprentices and employees. Mandatory initial and refresher training is provided for all Centre users and employees through our Health & Safety Advisor, who holds Health and Safety NEBOSH certification and IOSH membership, working alongside experienced tutors. This is in the form of practical and online training.

For employees, additional training is tailored to staff roles with specific emphasis on those working directly with Learners/Apprentices in Construction workshops where use of PPE and tool-safety is a fundamental element. These staff will also undertake RoSPA, NEBOSH and COSHH training awards and will cascade this information to peers and learners further promoting detailed Health and Safety measures for Construction workers and Apprentices.

For Learners and Apprentices, Health and Safety modules take precedence over all other training, and these must be signed off at the start of programmes prior to continuing on programme. This supports compliance. Additional Health and Safety training leading to CSCS and RoSPA awards are offered, tailored to specific standards or qualifications and embedding Health and Safety into practical workplace situations.