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Health & Safety Policy

Objectives

Firebrand Training Ltd understands the effectiveness of target setting objectives to achieve high standards of health and safety.

Our objectives consist of the following:

- To provide adequate control of the health and safety risks arising from our work activities
- To consult with our employees and delegates on matters affecting their health and safety
- To provide and maintain safe plant and equipment
- To ensure safe handling and use of substances
- To provide information, instruction, training and supervision for employees and delegates
- To ensure all employees are competent to do their tasks, and give them adequate training
- To prevent accidents and cases of work-related ill health by ensuring a safe system of work
- To maintain safe and healthy working conditions and to review and revise this policy as necessary at regular intervals
- To establish emergency procedures in the event of an evacuation.

Health and Safety Statement

It is the recognised policy of Firebrand Training Ltd to comply with the Health & Safety at Work etc. Act 1974 (and Regulations made under it) and to maintain safe and healthy conditions within the working environment.

Our policy is to exceed the minimum requirements required by law and, where possible, Firebrand Training Ltd will provide resources to meet our commitment.

Firebrand Training Ltd will, so far as is reasonably practicable:

- Reduce, monitor, and review risks to employees, delegates, visitors, members of the public, contractors and anyone who may be affected by our business activities
- Provide and maintain systems of work, which are safe, and without risk to health
- Provide and maintain arrangements for the safe transportation, storage, use and handling of articles and substances
- Provide employees and delegates with the information, training, instruction, and supervision necessary to carry out their role in a safe manner, and to secure their health & safety at work and that of others who may be affected by their acts
- Keep the workplace safe and ensure that means of access and egress are safe and without risk to health
- Carry out health surveillance, where required

- Ensure that all machinery, plant, and equipment is maintained in accordance with Regulations and withdrawn from use if unsafe
- Consult and communicate with employees and delegates on matters affecting their health, safety, and welfare at work

In return, Firebrand Training expects employees at all levels to exceed their minimum legal duties, including offering their full co-operation and compliance with policies and procedures created in the interests of health & safety (inclusive of safeguarding and welfare of staff and stakeholders, namely apprentices and their employers).

Firebrand Training expects employees and delegates to take care of their own health & safety and that of others, from within Firebrand Training or outside, who may be affected by their acts. Employees and delegates are not to interfere with, misuse or wilfully damage, anything provided in the interests of health & safety.

This policy will be reviewed annually, or on significant changes within the business. Firebrand Training Ltd will make any changes known to employees and delegates.



Authorised Signature:

Gordon MacLeod, Group Finance Director/Company Secretary

Responsibilities

Introduction

Under the Health & Safety at Work etc. Act 1974, Firebrand Training recognises and acknowledges full responsibility to ensuring the health and safety of its employees and others affected by its activities. Responsibility generally for health and safety is that of each other and the maintenance of a safe working environment is dependent upon all employees having a clear understanding of their roles and responsibilities.

Within Firebrand Training (here after referred to as 'Firebrand Training') ultimate responsibility for health and safety is that of the Managing Director. Primarily, the Managing Director has the responsibility to steer forward the health and safety policy to ensure that employees and delegates and managers are afforded suitable and sufficient resources to work in accordance with the demands of current health and safety legislation to provide a safe environment for fellow employees and visitors alike.

Accountability

- The Managing Director of Firebrand Training has overall responsibility for the health and safety within Firebrand Training, in particular for:
- Ensuring that adequate resources are available to implement the health and safety of the policy
- Ensuring health and safety performances are regularly reviewed at board level
- Monitoring and reviewing the effectiveness of the health and safety policy should new hazards develop or changes in work activities take place

Firebrand Training Centre Manager Wyboston Lakes

The Firebrand Training Centre Manager Wyboston Lakes is currently responsible for the day-to-day development and implementation of health and safety at the Operations Centre Wyboston Lakes. In addition, this Firebrand Training Centre Manager at Wyboston Lakes should

- Ensure those employees, delegates (both commercial and apprenticeship), contractors and visitors are aware of procedures, designed to protect their health and safety. In the case of contractors an exchange of information takes place pertinent to health and safety of each issue presented by on-going work activities
- Establish clear channels of communication to ensure consultation with employees and delegates (both commercial and apprenticeship) takes place either directly or through established recognised channels
- Establish that all equipment and resources are suitable for the task and are kept in good working order
- Provide for adequate training, information, instruction, and supervision to ensure that work is conducted safely and without risk to health or safety
- Take immediate action to ensure investigation and rectification of any risks to health and safety arising from work activities
- Bring to the prompt attention of senior management any health and safety issues that arise from time to time
- Ensure that all cases of occupationally related disease, uncontrolled exposure to a health risk and 'near misses' are properly recorded and where appropriate reported to the Health and Safety Executive under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995) and as such, an immediate investigation be carried out to determine causal factors
- Maintain a safe workplace including safe access to and egress from the workplace at all times giving allowances for suitable facilities to cater for disabled persons easy access and egress from the premises
- Ensure arrangements are made in the case of fire precautions, bomb threats and potential gas explosions
- Ensure that stress levels in the workplace is reduced so far, as is reasonably practicable and appropriate control measures are in place
- Implement first aid measures to ensure that qualified first aiders/appointed persons are available and appropriate first aid is available
- Ensure that risk assessments required under current health and safety law are undertaken and reviewed in light of changes in activity or the introduction of

a new hazard into the workplace. Where hazards are identified by such assessments, necessary action is taken to remove that hazard so far as is reasonably practicable and employees informed accordingly;

- Ensure that new employees are adequately inducted before commencing any work activities on health and safety applicable to their working environment.
- Throughout the duration of the pandemic, inclusive of any regional or national guidance Firebrand Training will continue to adhere to these arrangements:
 - Staff, visitors, and delegates are required to complete a LFT (Lateral Flow Test) upon arrival or share evidence of a negative test being completed inside 24 hours of the time of arrival at the centre.
 - Facemasks are required to be worn in communal areas inclusive of restaurants, break-out areas, training rooms and areas in-between.
 - Seating is arranged so as to ensure safe distancing is maintained.
 - Hand sanitizer is provided in all training rooms and communal areas.

Employees

The employees are the foundations of Firebrand Training. It is their responsibility to co-operate with instructions given by the managers. Through clear channels of communication from senior management, they must recognise the benefits of Firebrand Training policy and procedures and undertake their duties in a safe and responsible manner without placing each other and non-employees and delegates (both commercial and apprenticeship) at risk from their work activities.

- Taking reasonable care for their own health and safety
- Considering the health and safety of other persons who may be affected by their acts or omissions
- Working in accordance with information, instruction, supervision and training provided
- Refraining from intentionally misusing or recklessly interfering with anything that has been provided for health and safety reasons
- Reporting any defective substances or equipment and shortcomings in the existing safety arrangements, to the Firebrand Training Centre Manager Wyboston Lakes without delay
- Not undertaking tasks for which training, information, supervision, or instruction has not been provided

Apprentices & Privately Funded Apprentices

- Complete 'FDOL' (First Day of Learning) webinar as an introduction to the learning programme, associated expectations and communication routes, inclusive of those pertaining to health, safety, and welfare.
- Fulfil first learning activity using OneFile VLE course on Health, Safety and Welfare within 2 weeks from the start of learning.
- Complete a Starter Participation Checklist at first intervention with Firebrand Training Learning Mentor on the apprentice(s) normal place of work. This activity outlines the Health and Safety induction completed with the

employer and requires the apprentice(s) participating in 'Safe Learning Environment' check with the Firebrand Training Learning Mentor.

- Commit to answering honestly, on all occasions, the following questions during the Learning & Assessment Review:
 - I feel safe in learning and in work
 - I am treated fairly in learning and in work
- Attend the pre-course orientation presentation at each and every instance of training at the residential training centre (Wyboston Lakes). Covering actions on identifying hazards and/or risks, escalating concerns, reporting issues, expected conduct on-site and apprentice safety within the training centre complex. * (THIS ACTIVITY ALSO CORRESPONDS TO COMMERCIAL DELEGATES AND INCLUDES A 'COVID-SAFE' BRIEFING)
- Apprentices are required to adhere to the Residential Training Code of Conduct. (Apprentices under 18 have parent/guardian visibility of the code of conduct through the on-boarding declaration documentation)

Apprenticeship Code of Conduct on Residential Learning Programmes:

IMPORTANT - STAY SAFE AT WYBOSTON

We're pleased to welcome you to the training centre. To help you keep safe, alert and ready to do your best during your course, it's important your behaviour CLICKS:

Curfew - You must be back on site by 11pm. We strongly suggest you return to your room by this time, so you can rest and prepare for next day's learning.

Leaving at night - It is fine to visit other areas of the Wyboston complex after training ends (e.g. labs, gym). If you wish to leave the complex, you must sign out from hotel reception. We would strongly advise leaving the complex only when you have someone else to go with.

In again - We are responsible for your safety while you're training. When returning from outside the complex, you must sign in again at hotel reception so we know you're back.

Cyber-sensible - Remember this training is part of your job, and don't do anything online here that you wouldn't do while at work. Protect your personal information, set privacy settings you're comfortable with, and keep social media posts polite and professional.

Keep an eye out - As part of Prevent duty*, we aim to minimise all risks to your safety, including any possible threats from groups with extreme or radical views. If you are approached by any such group, or notice anything that would indicate their presence, please inform us on 07590350711

Someone to talk to - The most important thing for us is that you feel safe, comfortable and confident while at Wyboston. During your stay, if you feel unsafe or in need of help, at any time, please ring Paul (our Safeguarding** Manager) on 07590350711

*Prevent - Firebrand have a legal duty 'to have due regard to the need to prevent people falling into terrorism'. This means we need to identify any ways in which views leading to terrorism can be communicated to our trainees, make trainees aware how this could happen to them, and take appropriate action should we find this occurring.

**Safeguarding - Firebrand have a legal duty to ensure under-18s are protected from any type of harm or neglect so they can achieve their full potential while learning. This means making our staff and trainees aware of what constitutes a potential safeguarding concern, and how to report this to the designated staff so they can take appropriate action.

 **FIREBRAND** | Apprenticeships

Monitoring Apprentice Attendance

Apprentices are expected to achieve a maximum attendance level inclusive of the work-based learning and study days in order to satisfy the minimum 20% off-the-job requirement.

Frequent short-term absence / long term sick leave

Frequent and/or long absences from the apprenticeship can adversely affect progress on the apprenticeship and may result in an extension to the planned end date. Firebrand Training will monitor Apprentice absence and will review absences with Apprentices in the following circumstances:

- Three separate absences in the last six months,
- Five separate occasions in the last twelve months,
- Ten days of absence in a rolling twelve-month period or
- A pattern of absence which is a cause of concern
- A period of absence spanning 10 days or more

Notifying Firebrand of absence

The apprentice must obtain their employer's prior written permission as far in advance as possible for any absences not due to incapacity or injury.

If an apprentice is absent from Apprentice activities due to incapacity or injury, they must follow the below procedure:

- The apprentice must notify their employer and/or Learning Mentor, by telephone as soon as possible on the first day of absence. The Apprentice should make contact before the beginning of their planned session and if their Learning Mentor is not available initially then they should contact the Quality Team at Firebrand (Quality@firebrandtraining.com). A person may call on the apprentice's behalf but the apprentice must make contact with their employer and/or Learning Mentor as soon as this is possible.
- If an apprentice's absence delays the submission of set tasks in line with the qualification milestones, then arrangements should be made to complete it as soon as possible and reflected in the Progression Plan.
- If an apprentice is absent and subsequently unable to take an examination through illness, or their performance during examinations is adversely affected by illness, they should ideally request a doctor's medical certificate at the time of the planned examination, although there is no mandatory requirement to do so it is considered best practice. Apprentices have the right and ability to self-certify on any illness or injury sustained. The Apprentice must notify their Learning Mentor immediately, specifying the course and examination date and send the original medical certificate to the employer.
- Medical certificates do not exempt an Apprentice from completing examinations or equivalent assessments. It is essential that apprentices speak to their Learning Mentor for any special requirements relating to attendance and certification of absence.
- If an apprentice sustains a major injury, they should contact emergency services on 999.
- If a learner is ill or injured (minor or requiring non-urgent care) whilst on site at Wyboston Lakes, they should notify the hotel (The Willows) either at reception or through calling: 03337007667 and the training centre Safeguarding and Welfare Lead: 07590350711 or directly to the training centre reception or their instructor dependant on their location within the training centre. Dependent on the severity of the illness or injury and the ability to continue with learning the training centre Safeguarding and Welfare Lead will notify the parent/guarding (where under 18) or a nominated person (those 18+) where requested and in all instances the apprentices employer.

Frequent Short Term Apprentice Absence Review

If an apprentice has a pattern of frequent short-term absence this will be reviewed with the individual by the Learning Mentor who will meet with the apprentice and in-work mentor to

- Discuss attendance levels
- Give the apprentice a period of time in which to improve their attendance before exploring a break from funded learning

The particular attendance requirements of each course may vary.

If attendance remains unsatisfactory, then we may at our discretion initiate a break in funded learning or withdrawal from the apprenticeship.

Long Term Apprentice Absence Review

We will treat all apprentice cases of ill health sympathetically. However, if an apprentice is absent from their course and/or apprentice activities by reason of incapacity or injury for a long period of time and are not likely to return in the near future then we may have to consider terminating the apprenticeship. Alternatively, a temporary withdrawal (BIL) may be sought for the instance of a long-term absence where the apprentice intends to return to learning in the foreseeable future and the employer will extend if required contractual arrangements supporting new planned end date. Where appropriate we will seek the advice of the in-work mentor before taking any action. This will enable us to fully consider the situation and will help us to reach a fair decision about whether or not it will be possible to continue the apprenticeship.

Risk Assessment

Under the Management of Health & Safety at Work Regulations 1999, Firebrand Training is committed to carry out risk assessments as required by the current legislation. It is the responsibility of the Managing Director to ensure that suitable and sufficient risk assessments are carried out.

The aim of Firebrand Training is to eliminate or reduce any risks from hazards identified by the risk assessments to a level acceptable. The finding of the risk assessments will be made available to all employees who will be advised accordingly of steps being taken to reduce any significant findings to as safe acceptable level. It is the responsibility of the Firebrand Operations Manager Wyboston Lakes to keep accurate records.

Where there has been a significant change to the matter to which the risk assessment applies or it is no longer valid, and then the risk assessment must be reviewed without delay.

Risks are assessed in the following way:

If unpredictable health and safety issues arise during the year, the Managing Director must assess the degree of risk, in deciding the necessary resources and actions to commit to addressing these issues.

It is the policy of Firebrand to require a thorough examination of health and safety performance against established standards in each department, **at least** annually. The technique to be adopted for such examinations will be the title of 'Safety Audit'. The Audit requires review of:

- standards laid down in the policy
- departmental guidelines
- relevant regulations
- environmental factors
- staff attitudes
- staff instructions
- methods of work

- contingency plans
- recording and provision of information about accidents and hazards and the assessment of risk.

The information obtained by the Safety Audit will be used to form the basis of the plan for the department for the following year.

The responsibility for ensuring that audit activity is carried out as part of this policy rests with the Managing Director and will be carried out by the site-specific Health and Safety Officers in conjunction with the Wyboston Lakes Operations Manager.

It is the management's responsibility to ensure that any deficiencies highlighted in the Safety Audit are dealt with as speedily as possible.

In addition to carrying out Safety Audits, it is the responsibility of the department manager to have checked, at least quarterly, all portable equipment, including electrical appliances, in their area, and to ensure that all problems are immediately dealt with.

Managers have a continual responsibility for the elimination of hazards in order to maintain a safe working environment and will also be expected to carry out regular risk assessments in line with the Health and Safety Executive Guidelines; that is follow the 5 steps:

1. Identify the hazards
2. Decide who might be harmed and how
3. Evaluate the Risks and decide on precautions
4. Record the findings and implement the precautions
5. Review the assessment and update when necessary

Firebrandwill support site specific Health and Safety Officers in carrying out their role and give all reasonable assistance. Health and Safety Officers will be encouraged to discuss specific health and safety issues with the relevant Head of Department. They may also formally report hazardous or unsafe circumstances to the Head of Department and will be formally notified of the remedial action taken or be given a reason why the action cannot be taken. All actions are documented on the risks and incidents log held on SharePoint within 'Quality Assurance'.

Key risks are those that are RAG rated as 'RED' and which have a direct impact on the safety of stakeholders, namely staff, commercial learners, apprentices, and visitors.

Training

Each employee will be provided with induction training, which includes health and safety, on their first morning of employment. This training will be conducted with the use of a checklist to ensure that all new employees are aware of health and safety issues.

Where necessary, additional training will be provided by the employer in accordance with legislation and HSE recommendations.

Training/Delivery staff complete annually the following online module:
<https://alison.com/course/safety-and-health-in-the-technology-classroom-for-teachers>

Work Equipment

Firebrand Training is responsible for ensuring that all work equipment meets the requirements of the Provision and Use of Work Equipment Regulations 1998.

Only work equipment (including any Personal Protective Equipment) that achieves recognised safety standards should be used. Reference is commonly given to CE mark as a standard of compliance.

The use of work equipment must be in accordance with manufacturer's instructions. All work equipment must be subject to on-going inspection by the relevant manager and maintenance procedures implemented where necessary.

Defective equipment must be reported in the same way with a view to removing it from operation without delay. Instruction must be given by the relevant manager to ensure any defective equipment is no longer in operation by any delegate. The Firebrand Training Centre Manager Wyboston Lakes is responsible for ensuring that employees receive training in the use of work equipment and have health and safety information and written manufacturer's instructions available where appropriate.

Firebrand Training also recognises The Electricity at Work Regulations 1989. Electrical systems must, so far as is reasonably practicable, be constructed and maintained to be safe. It is the responsibility of the relevant manager to ensure the purchase of electrical appliances is safe and be satisfied the equipment is manufactured to current legal standards.

The Firebrand Training Centre Manager Wyboston Lakes is responsible for ensuring that all electrical systems and equipment are examined, inspected, and maintained by a competent engineer. The Technology Team Leader is responsible for the safety of assets at Head and for remote users. All records of inspection and testing must be kept in a safe place. It is the responsibility of the Firebrand Training Centre Manager Wyboston Lakes for ensuring that work activity, including the operation, use and maintenance of a system or any work near a system shall be carried out in a safe manner so as not to cause danger to employees and non-employee members.

Work on or near live exposed parts of equipment is not permitted, unless it is absolutely unavoidable and the following three conditions are satisfied:

- It is unreasonable in all circumstances for the system to be dead
- It is reasonable in all circumstances for the work to be carried out live
- Suitable precautions are taken to prevent injury

This Firebrand Training Centre Manager Wyboston Lakes should also ensure that Portable Appliance Testing is conducted on a regular basis as per the HSE guidelines and to ensure that the mains system is tested at least every 5 years.

Manual Handling

In order to meet the requirements of the Manual Handling Operations Regulations 1992, Firebrand Training understand the requirement to avoid hazardous manual handling operations so far, as is reasonably practicable.

Where this cannot be avoided, Firebrand Training acknowledges the need to undertake a risk assessment to reduce such risks to their lowest level so far, as is reasonably practicable. It will be the responsibility of the Firebrand Training Centre Manager Wyboston Lakes to ensure that such assessments are carried out on behalf of employees engaged in manual handling activities.

Should there be a significant change to the manual handling activities or if it is found that an employee is experiencing problems then the manual handling risk assessments will be reviewed accordingly.

Lifting Equipment (Mainly for receipt of deliveries)

Where Firebrand Training has lifting equipment, then the Firebrand Training Centre Manager Wyboston Lakes must ensure that this equipment is regularly maintained and serviced in accordance with the Lifting Operations and Lifting Equipment Regulations (LOLER) 1998.

Water

Water header tanks needs to be periodically checked to ensure they do not contain foreign bodies and that covers are securely in place to prevent contamination. The water quality in tanks should be tested annually to prevent the growth of micro-organisms.

Cold Water

The cold water supplies available need to be marked accordingly as 'Drinking Water' or 'Not Drinking Water'.

Legionnaire's Disease

For most water systems, routine inspection, and maintenance in line with HSE guidance, will usually be sufficient to ensure adequate control, provided of course, that appropriate remedial action is taken when necessary.

It is recommended that hot water should be stored at temperatures of at least 60°C, whilst cold water temperatures should be no greater than 20°C. Where a significant scalding risk has been identified because of the need to store hot water at 60°C, the use of thermostatic mixing valves to reduce water temperature, or wall mounted instantaneous water heaters with a thermostatic control need to be considered.

Firebrand Training will assure itself that they have met these requirements, where necessary, or they are carried out by a competent person.

Welfare

Housekeeping and Disposal of Waste

Firebrand Training recognises the requirements within the Workplace Health, Safety and Welfare Regulations 1992 with a view to ensuring that all furniture and fittings within Firebrand Training premises will be kept sufficiently clean and implementation of waste control will prevent accumulation of unwanted material. Disposal of materials must be carried out under the terms of the Environmental Protection Act 1990.

Reporting Health Problems (Employees)

It is the responsibility of each employee to report to their Line Manager any health problems that they may be suffering. Issues concerning health problems should be directed to the relevant manager, with positive action being taken to review the tasks given to that employee or delegate in order to remove any risks that are present.

Working Time Directive

Firebrand Training acknowledges the Working Time Directive Regulations 1998, under this regulation a limit is installed to ensure that an average weekly working time to 48 hours, unless agreement is made by the Apprentice/company in writing. A limit is placed upon night workers' average daily working time to 8 hours as such a requirement is laid in this piece of legislation to afford the opportunity to allow night workers a health assessment. Incorporated into the Working Time Directive Regulations 1998 is a minimum daily and weekly rest periods, rest breaks at work and paid annual leave.

Display Screen Equipment (DSE)

It is the responsibility of Firebrand Training to ensure a safe working environment exists for employees classified as users of display screen equipment (DSE).

Under the Health & Safety (Display Screen Equipment) Regulations 1992 as amended by the Health & Safety (Miscellaneous) Regulations 2002, a user is an employee who habitually uses display screen equipment as a significant part of their normal working day. All DSE shall be sited within a safe working environment. Under normal circumstances display screens will be sited as part of a complete workstation. As such the workstation will be designed to reduce the likelihood of injury.

Employees and delegates will be provided with adequate opportunities to allow them to take suitable breaks from their display screens, alternatively the work activities will be designed to allow the user a change of activity from the display screen.

Before any employee becomes a user of a display screen, Firebrand Training will allow them the opportunity to a free eye and eyesight test and this will be repeated on request by the user, in support of a medical certificate.

Where necessary, task specific spectacles will be provided free to the employee. Each workstation will be subject to a workstation assessment to assess the hazards and allow Firebrand Training to put forward appropriate controls. Such an assessment will be repeated when new hazards present themselves or a change in activity occurs, such as working from home due to Covid restrictions. A self-assessment form appears in Appendix A for employee use.

Covid-19 Safe Operations - See Wyboston Lakes Site Safety Plan, Covid-19 Policy and Risk Assessment

Incidents and First Aid

Injuries, Diseases and Dangerous Occurrences (Employees)

Under the Reporting of Accidents, Disease and Dangerous Occurrence Regulations 1995, all accident and near misses must be immediately reported to the relevant manager by means of a telephone call / direct contact followed by details of the accident in writing, inserted into the accident book. Under RIDDOR, reporting of injuries/diseases applicable to Firebrand Training include:

- Death or major injury
- Over three day injury - including acts of violence (is not major but results in the injured person being away from work or unable to do the full range of their normal duties for more than three days (including any days they would not normally be expected to work such as weekends, rest days or holidays) not counting the day of the injury itself.

Reportable major injuries are:

- Fracture other than to fingers, thumbs, or toes
- Amputation
- Dislocation of the shoulder, hip, knee, or spine
- Loss of sight (temp/perm)
- Chemical or hot metal burn to the eye or any penetrating injury to the eye
- Injury resulting from an electric shock or electrical burn leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours.
- Any other injury: leading to hypothermia, heat-induced illness, or unconsciousness; or requiring admittance to hospital for more than 24 hours
- Unconsciousness caused by asphyxia or exposure to a harmful substance or biological agent
- Acute illness requiring medical treatment, or loss of consciousness arising from absorption of any substance by inhalation, ingestion or through the skin
- Acute illness requiring medical treatment where there is reason to believe that this resulted from exposure to a biological agent or its toxins or infected material

Reportable diseases include:

- Certain poisons
- Some skin diseases such as occupational dermatitis skin cancer chrome ulcer.
- Musculoskeletal disorders
- Infections such as Leptospirosis, Hepatitis, Tuberculosis, Anthrax, Legionellosis and Tetanus

If a doctor notifies you that your employee or Apprentice suffers from a reportable work-related disease you must send a completed report form (F2508A) to the enforcing authority within 10 days to the Health and Safety Executive

Death or major injury

- If there is an accident connected with work and;
- An Apprentice of Firebrand Training, or a self-employed person working on our premises is killed or suffers a major injury (including as a result of physical violence); or
- A member of the public is killed or taken to hospital
- The Relevant manager must notify the enforcing authority without delay (e.g. by telephone).
- Within 10 days the relevant manager must follow this up with a completed accident report form (F2508) and sent to the Health and Safety Executive. This may now be done online at www.riddor.gov.uk

First Aid

The Health and Safety (First Aid) Regulations 1981 require Firebrand Training to have facilities for the provision of first aid. This includes provision of an adequately stocked first aid box and the training of either a first aider or delegation of an appointed person.

In the event of a serious accident, injury, or ill health where admittance to an accident and emergency department is required, the ambulance service must be contacted by the most senior person on duty.

In doing so, the senior manager on duty must give details of the address of the incident, the nature of the injury and the name of the person injured.

It is the responsibility of the first aider to ensure that the first aid box is inspected monthly and replenished where necessary. The relevant manager takes the responsibility of keeping the list of appointed persons/first aiders up to date and ensuring that any such training records are made available. Employees will be informed of their nominated first aider/appointed person by means of names being displayed for viewing on the employee's notice board.

The accident book is located with the Firebrand Training Centre Manager Wyboston Lakes. The First Aid Box is located at the Firebrand Operations

Centre main reception. Where items have been used then the Firebrand Training Centre Manager Wyboston Lakes must be informed to ensure replacements are provided.

An example of a low-risk site's standard contents of the first aid box

- 20 individually wrapped sterile adhesive dressings (assorted size), appropriate to the type of work
- Two sterile pads
- Four individually wrapped triangular bandages (preferably sterile)
- Six safety pins
- Six medium-sized individually wrapped un-medicated wound dressings - approximately 18cm x 18cm
- One pair of disposable gloves

Control of Hazardous Substances

Under the Control of Substances Hazardous to Health 2002 all employees engaged in the use of hazardous substances will be provided with information, instruction, training, and supervision.

Wherever possible the use of any hazardous materials will be eliminated or substituted with a safer product. Chemicals approved by Firebrand Training will be supplied and used appropriately. All hazardous chemicals used within Firebrand Training will be subject to a suitable and sufficient risk assessment.

To accompany each chemical, it will be the responsibility of the Firebrand Training Centre Manager Wyboston Lakes to ensure that safety data sheets are made available from the cleaning contractor.

Where applicable, under no circumstances will employees using chemicals exceed maximum exposure limits (reference to safety data sheets). Adequate personal protective equipment and clothing will be made available to employees engaged in cleaning and employees will be instructed on the safe use of such equipment. All chemicals will be stored in line with the manufacturer's recommendations.

Control of Asbestos

The control of asbestos is a recognised essential aspect of health and safety that must be controlled. The statutory instrument requires Firebrand Training under relevant circumstances that may apply.

Where maintenance and repair obligations in respect of our premises by virtue of a contract or a tenancy or by virtue of ownership of the building, it is necessary for Firebrand Training to undertake a full asbestos survey with the intention of identifying the possible presence of asbestos in the fabric of the building.

Fire Safety Precautions

Under the Fire Precautions Act 1971 and the Fire Precautions (Workplace) (Amendments) Regulations 1999, Firebrand Training commits itself to ensuring that no person is placed at risk from the potential of a fire outbreak.

Fire risk assessment is undertaken, the purpose being to identify any possible hazards and removing them so far as is reasonably practicable. The Firebrand Training Centre Manager Wyboston Lakes is responsible for ensuring that employees and delegates are provided with suitable and sufficient information, training, and instructions to deal with the worst-case scenarios.

Such information, training and instruction will be passed down to employees and delegates. Fire drill and evacuation procedures will be clearly displayed in a prominent position giving full details of arranged fire drill assembly meeting points.

Wyboston Lakes (the Landlord) are responsible for the weekly fire alarm tests and the maintenance and servicing of the fire alarm system.

It is the responsibility of the site-specific Health and Safety officers to co-ordinate such fire drills in accordance with the building's Fire Certificate and the Landlord. Fire checks will be undertaken on a regular basis, forming an integrated part of health and safety checks. Fire extinguishers should be subject to regular inspection to ensure their reliability is maintained by a competent engineer. Fire safety signage must be clearly displayed to ensure all employees and delegates are directed towards a place of safety.

Only employees trained in the safe use of a fire extinguisher will be allowed to use them to extinguish a small fire e.g. waste bin fire. In the case of larger fires no attempt must be made to tackle it. All efforts must be given to ensuring a full evacuation. It is the responsibility of the relevant manager to ensure those visitors, contractors, employees and delegates are informed of the audible nature pertinent to the ringing of the fire bell in light of a possible evacuation.

Security and Personal Protection

Firebrand Training does not accept any form of violence in the workplace. Any act of violence against employees by others will not be tolerated and a route of formal prosecution will be followed should this be experienced. Violence amongst employees is not acceptable.

Stress is considered a serious threat to employees' health and company output. Stress levels will be monitored and any areas for concern will be managed by the relevant manager.

Vulnerable Employees Disability Access

Under the Disability Act 1995 s (6), where necessary *reasonable* adaptations will be made to Firebrand Training premises to allow access and/or availability for disabled persons.

Young People at Work (Firebrand Graduates)

It is recognised by Firebrand Training that employing persons under 18 years of age or training such persons carries with it additional risks and requires full commitment to the Young Persons at Work Regulations 1994. Where it is intended to employ a young person, the relevant manager will ensure that any risk assessments undertaken give sufficient consideration to the training of those young persons. It is recognised by Firebrand Training, that any young persons under the training of Firebrand Training is provided with extra supervision, instruction, training, and information to the safeguard their health and safety.

New and Expectant Mothers

The health and safety of new and expectant mothers at work is reflected in the Management of Health and Safety at Work Regulations 1999.

The phrase “new or expectant mother” is defined as an Apprentice who is pregnant, who has given birth within the previous six months, or is breastfeeding.

Firebrand Training recognises the fact that from time to time, employees employed by Firebrand Training apply to this criterion and therefore commits appropriate resources to ensure that no such member of employees is placed at risk once she has informed the Director, in writing of her condition, or Firebrand Training has been advised in writing that she has given birth within the previous six months or is breastfeeding.

As part of this process Firebrand Training will ensure a suitable and sufficient risk assessment be undertaken, where necessary to identify pertinent hazards e.g., chemical, physical or biological with a view to reducing those hazards so far as is reasonably practicable and where necessary installing appropriate control methods. Firebrand Training gives complete commitment to acting on the instruction of a registered medical practitioner or a registered midwife with a view to safeguarding the health and safety of the Apprentice.

Consultation

Under The Health and Safety Consultation with Employees and Delegates Regulations 1996, Firebrand Training accepts the responsibility of ensuring that clear channels of communication exist to ensure that employees are kept fully up to date with changing patterns of legislation. Information regarding health and safety will be cascaded to employees via e-mail and followed up using Yammer.

This process will afford employees the opportunity to express concerns or suggestions on issues affecting their wellbeing. In order to achieve this, the site-specific Health & Safety Officers will listen to the views and concerns of employees and ensure that positive action is taken to resolve health and safety matters as they arise from time to time.

Contractors

All contractors to the building must be adequately vetted by the relevant manager to ensure that they are competent to undertake the tasks that they are engaged in. Exchange of information between the contractor and Firebrand Training must take place beforehand to ensure that a safe working environment is maintained with a view to controlling any hazards caused.

It is the responsibility of the relevant manager to oversee that any contractor on site is working in accordance with safe working practices. To consolidate the above, a permit to work form will operate accompanied with a safe method statement. The latter provided by the contractor.

Firebrand Training acknowledges the responsibility under the Health and Safety at Work etc Act 1974 of visitors to its premises. It is therefore necessary to ensure that visitors are briefed by the relevant manager or where appropriate the receiving Apprentice with direction on the fire precautions and procedures.

Contract employees must:

- Taking reasonable care for their own health and safety
- Considering the health and safety of other persons who may be affected by their acts or omissions.
- Working in accordance with information, instruction, supervision, and training provided.
- Refraining from intentionally misusing or recklessly interfering with anything that has been provided for health and safety reasons.
- Reporting any defective substances or equipment and shortcomings in the existing safety arrangements, to the relevant manager without delay.
- Not undertaking tasks for which they are not competent.