

# HEALTH AND SAFETY POLICY AND PROCEDURE

Issued by *Gemma Kemp* Last Review: *November 2024* Review date: *November 2025*

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## Scope and purpose

Salutem Ltd accepts its duty to provide and maintain a safe and healthy working environment for all its employees, learners, and any other people who may be affected by its activities.

Salutem Ltd will take all reasonable steps to comply with the Health and Safety at Work Act 1974 and any other Regulations, Approved Code of Practice and Guidance

## Principles

- To ensure all feel safe, including the elimination of any harassment
- To identify hazards (the potential for harm), assess risks (the likelihood of that harm being realised) and manage those risks.
- To ensure that employees, learners, and others are adequately informed of the identified risks and where appropriate receive instruction, training, and supervision.
- To consult with all stakeholders on health and safety matters.
- To decide for co-ordination and co-operation with other employers where:
- Salutem Ltd employees or learners share premises, facilities or activities with persons working in other organisations.
- Persons from other organizations are working in Salutem Ltd controlled activities.
- To safeguard the environment from the effects of Salutem's activities.
- To monitor and review the effectiveness of Salutem's arrangements and where appropriate to implement improvements.
- To ensure that the demands of activities do not exceed the capabilities of staff or learners to carry out the work without risk to themselves or others.
- To comply with requirements of relevant legislation
- Salutem Ltd will nominate a member of senior management who is responsible for Health and Safety, to ensure that:
  - There is health and safety leadership.
  - Decisions reflecting the health and safety commitments of Salutem Ltd are in keeping with this policy.
  - Salutem staff are kept informed of and alerted to relevant health and safety issues.

## Responsibilities

### The Managing director

- Is responsible so far as reasonably practicable for the health, safety and welfare of employees, students and any other persons who may be affected by the operations of Salutem Ltd.
- Is responsible, so far as reasonably practicable, that the requirements of health and safety at work etc Act 1974 and any other health and safety legislation, codes of practice etc are complied with and steps are taken to confirm with them.
- Will ensure that the appropriate resources are maintained and made available to support the health and safety function within Salutem Ltd.
- Will be aware of the current health and safety legislation.
- Will take responsibility for Salutem Ltd health and safety policy and ensure it is updated accordingly.

- Will ensure that health and safety is a prime consideration in all forward planning.

### All Staff

Will be responsible so far as reasonably practicable for all matters of health, safety and welfare within their control whilst working for Salutem Ltd. Responsibilities will include:

- Ensuring that all accidents/ incidents are reported to safeguarding lead; both physical and verbal/ harassment incidents.
- Taking reasonable care for the health and safety of themselves and others who may be affected by their acts or emissions at work.
- Not intentionally interfering with or misusing anything provided in the interests of health and safety.
- Reporting any actions, accidents, dangerous occurrences, incidents, health problems, damage to equipment and property they discover.
- Adhering to fire evacuation procedures.
- Some staff will be required to conduct risk assessments to ensure a safe working practice:
  - Identify the Hazards
  - Decide who might be damaged and how?
  - Evaluate the risks and decide on precaution
  - Record your findings and implement them
  - Review your assessment and update if necessary

### Learners

Learners are responsible so far as reasonably practicable for contributing to a healthy and safe learning environment. Responsibilities involving health and safety are to ensure that they:

- Work safely at all times.
- Do not use offensive language that is upsetting to hear, but more so to be a victim of.
- Respect others for what they are, including their differences and different needs.
- Understand that bullying is not acceptable, and everyone has a right to be heard and the right to feel safe.
- Understand that aggressive or violent behaviour is unacceptable.
- Are aware that using drugs and other illegal substances is not an option.
- Know how to report any incidents and accidents that may occur.
- Are familiar with the fire evacuation procedure and adhere to it.

### Compliance

Failure to comply with this policy will result in disciplinary action being taken and may result in the dismissal or exclusion of a member of staff or student.

### Arrangements

Key arrangements for health and safety are outlined below:

### Risk assessment and control

In accordance with the Management of Health and Safety at work Regulations 1999, the company will carry out risk assessments of all activities that present a risk to employees, students or others. These risk assessments will be carried out in line with HSE guidance, and the procedure for doing so is as follows:

- Identify the significant hazards involved in our activity
- Decide who might be harmed and how
- Evaluate the risk and decide if precautions are sufficient, or if more needs to be done.
- Record the significant findings of the assessment.

- Review the assessment when things change, or there is reason to believe that it is no longer valid.

Risk assessments will be undertaken by our clients, and we will follow their guidance with regards to removal and controlling of risks.

### Asbestos

The company does not work with asbestos.

In the event of asbestos being identified, operatives must stop work and report to the site supervisor/ manager who will isolate the area and make arrangements henceforth.

### Hazardous Substances

Operatives and students should only use substances with a COSHH Assessment that has been communicated to them.

In the event of an emergency, COSHH Assessments can be accessed from the manger or tutor on duty.

### Working at Height

The company shall aim to avoid where possible work at heights.

Before completing tasks involving working at height, operatives and students must sign a RAMS provided by Salutem and ensure that they are comfortable with measures to be adopted and have received appropriate training if special equipment is to be used.

Use of ladders and steps should be before short-term activity only of durations no longer than 30 minutes.

### Manual Handling

Before completing tasks involving manual handling, operatives and students should sign RAMS provided by Salutem and ensure that they are comfortable with measures to be adopted and have received appropriate training if special equipment is to be used.

### Work Equipment

Operatives and students must ensure that they are familiar with risk assessments related to the use of work equipment and that they are comfortable with measures to be adopted and have received appropriate training if special equipment is to be used.

### First Aid

The names of first aiders on site shall be displayed, operatives and students should ensure that they familiarise themselves with the names of first aiders and location of the first aid boxes on site.

All injuries must be reported to the first aiders who will provide treatment and enter into the accident book.

First aid is provided by Salutem.

### Health surveillance

If health surveillance is required, this will be arranged by Emily Humphrey.

## Fire and Evacuation Emergency Procedures

The presence of ALL staff, students or visitors must be recorded and on evacuation of the building this record will be reviewed to ensure the safe evacuation of the building. The emergency procedures will be explained to ALL users on induction/first session of a course.

Our fire alarms are tested every Wednesday at 10am. At any other time on the alarm being raised ALL staff, students and visitors will leave the building and muster at the assembly point.

At any satellite centre, sharing a location with a client/other provider the local procedures will be explained on induction/commencement of course.

## Work Activities

We provide construction training which may cover, but not inclusive of the following:

- Classroom based theory sessions
- Concreting in a controlled workshop/approved training area
- Bricklaying in a controlled workshop/approved training area
- Kerbs and edgings in a controlled workshop/approved training area
- Footpath construction in a controlled workshop/approved training area
- Paving in a controlled workshop/approved training area
- Drainage in a controlled workshop/approved training area
- Confined space training in a controlled workshop/approved training area

Our practices, workshops and training areas are monitored and audited by, awarding bodies and by independent audit to help us monitor and maintain a high standard of safe and effective training.

## Health and Safety reports

Any injuries, diseases or dangerous occurrences need to be logged in the accident book and reported to the operations director.

## Policy Statement

- Salutem Ltd accepts its duty to provide and maintain a safe and healthy working environment for its employees, learners and any other people who may be affected by its activities.
- Salutem Ltd will take all reasonable steps to comply with the Health, Safety and Welfare law and any Regulation, Approved Code of Practice and Guidance.
- Salutem Health and Safety Policy must be adhered to.



Signed by Malcolm McDermott  
Director