

# Health & Safety Policy and Procedural Guidelines

---

Last Updated:	September 2020
Approval Date:	September 2014
Review Date:	September 2022

## 1. Policy statement

- 1.1 It is the policy of EAS Mechanical limited to give the greatest importance to the health, safety and welfare of all employees, students, volunteers and visitors who are within EAS's premises. EAS accepts its responsibility for ensuring, through its Health & Safety Officers, that by the proper operation and maintenance of all equipment and rooms, everything possible is done to prevent personal accident and to promote health.
- 1.2 Overall responsibility for implementing and monitoring the Health and Safety Policy rests with the Managing Director, Eamon Wilson.
- 1.3 The Centre Manager, Eamon Wilson, is responsible for overseeing safety and welfare within EAS's premises.
- 1.4 It is expected that all employees, volunteers and (lawful) visitors will do everything they can to prevent hazards and injury to themselves in the building.
- 1.5 It is EAS's policy that employees, volunteers and learners should be encouraged to create as safe a working environment as possible. Both suggestions and ideas will be welcomed by the organisation.
- 1.6 All persons whom attend EAS premises will adhere to all Covid 19 restrictions.

## 2. Policy scope

- 2.1 This policy covers the following centres:

EAS Mechanical Limited based at 69 St James Mill Road, Northampton, NN5 5JP

## 3. Procedures to disseminate policy

- 3.1 Every member of staff will receive a copy of EAS's Health and Safety Policy on commencement of their employment.
- 3.2 All learners will receive induction training as part of their learning program which will include Health and Safety arrangements.
- 3.3 Particular attention will be given to new staff and learners as to ensure that they have a thorough understanding of the building and the equipment in it. It will also be reiterated to all returning apprentices each academic year or as required.

- 3.4 A copy of this policy statement will be given to each new employee
- 3.5 Learners utilising EAS's services should also be made aware of this policy and their responsibilities, be it within Health and Safety or Safeguarding.

## **4. Health and safety guidelines**

### **4.1 Equipment**

- 4.1.1 Maintenance agreements will be kept in force for all appropriate equipment. Staff should ensure that candidates only use equipment that is appropriate and course specific.
- 4.1.2 Only a trained tutor(s) are authorised to operate certain machinery as labelled, when not in use the tutor is responsible to remove plug from the mains and return to its designated area.
- 4.1.3 PPE must be worn at all times during practical training / assessments or as instructed/required. All supplementary PPE will be supplied by EAS and failure to wear as requested will ensue disciplinary measures.

### **4.2 Electrical Appliances**

- 4.2.1 The primary hazard is from worn or misused electrical appliances. Any anxiety on the part of any employee, voluntary worker or learner about any appliances must be reported to the Centre Manager and recorded in the Health & Safety at Work Record Book, which he maintains
- 4.2.2 All portable electrical appliances must be examined (P.A.T. Tested) on a bi-annual basis by competent contractors. A copy of the certificate is handed to the Centre Manager so that it can be filed in the safety log. This does not mean, however, that any concerns at other times should not be brought to the attention of the Centre Manager.
- 4.2.3 Only trained and competent staff should attempt to repair electrically operated machinery.
- 4.2.4 All machinery should be turned off at the mains at the end of each working day.
- 4.2.5 Cables/flexes should be positioned in such a way that they do not trip people up. If this is not possible, the Centre Manager should be informed in order that the correct cable covers can be provided. If necessary cables/flexes should be shortened so that they do not trail across the floor or under desks.
- 4.2.6 The provision of free-standing electric heaters will only be authorised by the Centre Manager and where provided situated so as to avoid hazards to staff.
- 4.2.7 The Centre Manager will control the use of multi-point adapters.

### **4.3 Furniture & Fittings**

- 4.3.1 Furniture should be arranged to ensure a safe working environment and allow staff to move freely between Classrooms / offices.
- 4.3.2 Drawers to desks and filing cabinets should be kept closed when not in use.
- 4.3.3 When using filing cabinets only one drawer should be open at any one time, in particular when access to the upper drawers are required.
- 4.3.4 Particular care should be taken not to overload filing cabinets.

4.3.5 Any damage to furniture and fittings should be reported immediately to the Centre Manager.

#### **4.4 Housekeeping**

4.4.1 It is the responsibility of all individuals to ensure the immediate work area is kept tidy.

4.4.2 Passages, entrances and exits, in particular emergency exits, should be kept clear and free from surplus stationery, sacks of office refuse, surplus office equipment and furniture.

4.4.3 Spillages should be cleared up immediately.

4.4.4 Damaged floor coverings should be reported to the Safety Officer.

#### **4.5 Lifting & Carrying**

4.5.1 Incorrect lifting and handling can result in permanent back injury. To prevent this, staff should not lift anything, which is likely to cause injury to the back, hands, arms, legs or feet. Apprentices must be trained on Manual Handling within one month of their programme at EAS.

4.5.2 See Health and Safety leaflet for correct lifting.

#### **4.6 Dangerous Substances**

4.6.1 In compliance with COSHH regulations staff should always read the manufacturer's instructions prior to using a dangerous substance.

4.6.2 In compliance with COSHH regulations dangerous substances should be handled in a well-ventilated area. If necessary wear protective gloves and any other appropriate protective clothing.

4.6.3 Ill effects experienced by staff following the use of any substance should be reported immediately to the Centre Manager.

#### **4.7 Fire Precautions**

4.7.1 On no account should fire exits and designated escape routes be obstructed.

4.7.2 The building is a no smoking area. Including the use of 'Vape' appliances.

4.7.3 The drying of clothes and other items is not permitted close to a heat source or over storage heaters or radiators.

4.7.4 Nominated staff trained as fire wardens will be instructed in the use of fire extinguishers.

4.7.5 Staff will be, as part of the initial induction, shown the fire alarm points, points of extinguishers, emergency exits and assembly point.

4.7.6 Apprentices shall also be inducted to follow 4.8.5 demand

## **5. Emergency procedures**

### **5.1 Fire**

In the event of a fire do not attempt to tackle the blaze unaided.

Ensure no one is in the room then:

- Close the door on the fire.

- Activate the fire alarm/smoke alarm.
- Notify the fire brigade (999).

If a small fire, find help and apply the correct extinguisher, if this fails or the fire is too big then:

- Evacuate the building and assemble at the prescribed assembly point where the persons present should be checked against the signing-in book.
- If you hear the fire alarm, evacuate the building and re-assemble at the prescribed assembly points.

**DO NOT ATTEMPT TO RE-ENTER THE BUILDING UNTIL ADVISED BY THE POLICE, FIRE BRIGADE, OR SENIOR MEMBER OF STAFF THAT IT IS SAFE TO DO SO.**

## 5.2 Bomb scare

If a suspicious package is discovered:

- Do not touch it.
- Ask people near it to leave with you.
- Notify senior staff who will evacuate the building and call the police. Once the evacuation is completed a check will be made against the register which will be removed from the classroom at the time of the evacuation.
- Proceed to the prescribed assembly points.

**DO NOT ATTEMPT TO RE-ENTER THE BUILDING UNTIL ADVISED BY THE POLICE, FIRE BRIGADE, OR SENIOR MEMBER OF STAFF THAT IT IS SAFE TO DO SO.**

## 5.3 Explosion

If there is an explosion and you are hurt:

- Without moving, examine the room for damage and select a course of action – to move out/shout for help.

If you are unhurt:

- Contact the Police and Fire Brigade
- Offer any assistance to any injured, do not encourage people to move if there is any suspicion of injury to head, neck or back.
- If you exit is clear EVACUATE THE BUILDING and if not already sounding activate the fire alarm.
- Reassemble at the prescribed points, where a check will be made against the signing-in book, which will be removed from the classroom at the time of the evacuation.

**DO NOT ATTEMPT TO RE-ENTER THE BUILDING UNTIL ADVISED BY THE POLICE, FIRE BRIGADE, OR SENIOR MEMBER OF STAFF THAT IT IS SAFE TO DO SO.**

## 6. Safety audit

6.1 Once every three months the Centre Manager with another member of staff will carry out an inspection and make suggestions or issue instructions for improving the safety position.

6.2 If a dispute about a suggestion or instruction arises, then it can be appealed to the Centre Manager.

## **7. Safeguarding – Nominal scope – Please refer to **EAS SAFEGAURDING POLICY IN FULL****

- 7.1 EAS has an ongoing commitment to contribute to the prevention of abuse of children and vulnerable adults through raising awareness and providing a clear framework for action when abuse is suspected.
- 7.2 It is aimed at protecting the vulnerable adult, child and the worker, recognising the risks involved in lone working.
- 7.3 The policy covers all staff and areas of work with specific guidance for projects regularly in contact with vulnerable adults and children.
- 7.4 If a learner/service user, member of the public or an employee or volunteer suspects any safeguarding issues or has cause of concern for the learner/service user then the Safeguarding Protection Policy is to be utilised.

### **This policy has been approved & authorized by:**

**Name:** Eamon Wilson      **Position:** Managing Director

**Signature:**       **Date signed:** 2 Sept 2021