

ITEC Learning Technologies Health and Safety Policy

1. Introduction:

- 1.1 ITEC Learning Technologies recognises and accepts its responsibilities under the Health and Safety at Work Act 1974 including the responsibility to:
 - 1.1.1 provide and maintain a safe and healthy place of work
 - 1.1.2 provide information, instruction, training and supervision
 - 1.1.3 provide and maintain plant and equipment and safe systems of work
 - 1.1.4 ensure safe access to and from the places of work
 - 1.1.5 work to prevent accidents and work related ill health

2. General Health and Safety:

- 2.1 The ITEC Board of Directors and the Senior Management Team are committed to achieving the highest standards of health and safety through monitoring performance and continuous improvement of the health and safety culture throughout the ITEC.
- 2.2 We are also committed to the requirements of the Management of Health and Safety at Work Regulations 1999 and its Amendments, and other Regulations that apply to ITEC's work activities.
- 2.3 We are fully committed to providing safe and healthy working conditions and adequate welfare facilities for all employees, learners and users of the Centre and its facilities. We are also committed to ensuring that the work done by ITEC does not adversely affect the health and safety of any contractors or of members of the public.
- 2.4 We will strive to maintain excellence in health and safety matters and in this respect, employees, learners and users of the Centre are encouraged to co-operate with the management in all safety matters, to identify hazards and reduce any risks which may exist during work activities and to report any condition which may appear dangerous or unsatisfactory. We will, at all times, consult with the employees on these matters.
- 2.5 We will, so far as reasonably practicable, ensure that it provides satisfactory financial resources and the support needed to meet these objectives and that systems are in place which ensure the effective planning, control, monitoring and review of the measures and arrangements.
- 2.6 Copies of this policy are to be available to all ITEC employees and other interested parties.

3. Company Duties:

- 3.1 To comply with the Health and Safety at Work Act 1974 and all other relevant legislation, Codes of Practice, Health and Safety Executive Guidance Notes, and recommendations of HSE Inspectors and Environmental Health Officers during visits or inspections.
- 3.2 To ensure that requirements under the Regulatory Reform (Fire Safety) Order 2005 and other relevant statutory provisions are met and to co-operate with any Local Authority and/or Fire Service recommendations.
- 3.3 To ensure the provision and maintenance of safe plant and systems of work especially in relation to hazardous operations.

Last Reviewed	23rd March 2021
Reviewed by	Tara Freeth, Ben Turner

- 3.4 To ensure the control of risks to health in handling, storage and the transportation of materials, articles and substances.
- 3.5 To ensure that Risk Assessments are carried out as necessary and at least on an annual basis
- 3.6 The identification and provision of adequate information, instruction, training and supervision to ensure the health and safety of employees and all other persons.
- 3.7 To ensure the provision of Personal Protective Equipment (PPE) as necessary.
- 3.8 To encourage discussion of safety matters both in and outside the organisation.
- 3.9 To ensure the provision of adequate welfare facilities and to provide adequate First Aid Appointed Persons as required by the relevant statutory provisions.
- 3.10 To ensure that our operations do not cause injury or damage to any person or adjacent property.
- 3.11 To ensure proper procedures, which comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013, are in place.
- 3.12 To ensure, as far as is reasonably possible, that it will not allow its employees, subcontractors and others engaged, to carry out work or operations whilst under the influence of alcohol or controlled substances (drugs).
- 3.13 To ensure that all site contractors (where relevant) comply with relevant statutory obligations.

4. Directors' Duties:

- 4.1 The Directors will have at least basic knowledge and understanding of the Health and Safety at Work Act 1974 and its associated Regulations and Approved Codes of Practice.
- 4.2 The Directors take ultimate responsibility for health, safety and welfare throughout ITEC. The overall responsibility for health and safety lies with the Managing Director, who is responsible for day to day control of health and safety issues, assisted by 1 Health & Safety Officer; (Center Manager). It will be the responsibility of the Managing Director and the H&S Officer to keep all employees advised as to their responsibilities in respect of health and safety matters.
- 4.3 In order to protect the safety and health of employees and others affected by ITEC's operations, the Managing Director will:
 - 4.3.1 Take reasonable steps to familiarise themselves with the hazards and risks associated with working at ITEC and with the precautions which need to be taken to eliminate or control these risks.
 - 4.3.2 Establish procedures to deal with any emergencies.
 - 4.3.3 Ensure that employees receive sufficient training and information so that they can carry out their duties safely and competently. Ensure adequate funds and facilities are available for this purpose. Before entrusting work tasks to employees, take into account their capabilities as regards health and safety and ensure that suitable Risk Assessments are carried out on any hazardous activity.
 - 4.3.4 Initiate a timely, annual review of the Health and Safety Policy and ensure it is promoted to all employees and others working on behalf of ITEC.
 - 4.3.5 Ensure that all employees carry out the health and safety responsibilities allocated to them.
 - 4.3.6 Ensure the safety performance of ITEC and compliance to regulations

Last Reviewed	23rd March 2021
Reviewed by	Tara Freeth, Ben Turner

is monitored by producing an Annual Report that includes an investigation of accidents and incidents, staff training, identification of any trends and an action plan for the coming year.

4.3.7 Ensure that adequate provision is made for welfare facilities and that adequate first aid provisions are made.

4.3.8 Ensure that all necessary PPE is provided to employees and learners, and that instruction is given on its use.

5. Health & Safety Officer’s Duties:

- 5.1 Health & Safety Officers will be responsible for ensuring H&S arrangements are upheld and will be suitably trained and competent in carrying out their H&S duties.
- 5.2 To ensure that all the Directors, supervisors, staff, learners and users of the centre are aware of their individual Health and Safety responsibilities.
- 5.3 To report to the Managing Director and the H&S Committee on all matters relating to safety, including new training requirements and updates in directives or legislation.
- 5.4 To initiate and/or recommend any changes, developments and amendments to the policy, as and when necessary.
- 5.5 To carry out active monitoring of policies, procedures, equipment and safety performance of the ITEC, implement any appropriate remedial action and report any risks, hazards and improvements needed to the H&S Committee.
- 5.6 To inform the Health and Safety Executive of all notifiable accidents. Investigate any accidents or dangerous occurrences and recommend means of preventing re-occurrence.
- 5.7 To arrange appropriate training for all employees, learners and users of the centre, as and when appropriate.
- 5.8 To carry out annual Risk Assessments (including where appropriate, COSHH, Work stations, Manual Handling, etc).
- 5.9 To promote an interest in, and responsible attitude towards, Health and Safety matters throughout ITEC via ongoing training and awareness in partnership with the USP college group.

6. H&S Committee:

- 6.1 Members of the H&S Committee will be responsible for ensuring H&S arrangements are upheld and will be suitably trained and competent in carrying out their H&S duties.
- 6.2 Committee meetings will be held quarterly and will review active and reactive monitoring, accidents and incidents, quality objectives, quality improvement plans and adherence to policies and procedures. Members of the H&S/EDI Committee are as follows:-

Member	Job Title	Function
Ben Turner	Managing Director	Overall responsibility
Tara Freeth	Center Manager	Employer premises, Safeguarding
Murray Higgs	Facilities Manager	Site and facilities

7. Staff and Learner Responsibilities:

- 7.1 It is the responsibility of every member of staff and learner to have regard to the safety of others who may be affected by any act or omission, either inside or outside the workplace. This duty is reinforced by the law and criminal penalties may apply.
- 7.2 All staff and learners will be briefed and receive training in the following, where

Last Reviewed	23rd March 2021
Reviewed by	Tara Freeth, Ben Turner



deemed necessary:

- 7.2.1 Accident prevention in the operation of machinery and equipment
 - 7.2.2 Accident prevention and health in dealing with chemicals
 - 7.2.3 Accident reporting
 - 7.2.4 Fire and evacuation procedures
 - 7.2.5 Good housekeeping
 - 7.2.6 Responsibilities under current health and safety legislation
 - 7.2.7 ITEC's Health & Safety Policy
- 7.3 To read and understand ITEC's Health and Safety Policy and to carry out their duties in accordance with its requirements.
 - 7.4 To know the safety procedures in the event of fire and to be responsible for learners, contractors, visitors and users of the Centre under their care.
 - 7.5 To be aware of the location of the First Aid Appointed Persons and the first aid box.
 - 7.6 To report any accident in the appropriate manner and ensure it is logged in the Accident Book
 - 7.7 To report any faults or defects in plant, tools, equipment or machinery and to ensure this equipment is taken out of use until repaired or replaced.
 - 7.8 Not to attempt to repair or maintain any plant, tools, equipment or machinery without full instructions or training
 - 7.9 To use or wear any personal protection equipment or clothing applicable to the task
 - 7.10 To ensure all fire escapes, emergency exits and doors are kept clear and free from obstruction.
 - 7.11 Not to attempt to move or lift any items or materials that is too heavy and likely to cause an injury.
 - 7.12 To use the appropriate equipment when attempting to reach items at high level.
 - 7.13 To report any hazards in the workplace.

8. Contractors:

- 8.1 Contractors must report any hazardous condition that may exist within the designated work space to the H&S Officers or the Chief Executive including working at height
- 8.2 Contractors will follow the ITEC's Health & Safety procedures regarding work activities within the Centre

9. Fire Safety Policy:

- 9.1 This policy is to minimise and manage risks in accordance with the requirements of the Fire Safety Order. Specifically, the Managing Director and H&S Officers will:
- 9.1.1 Develop a policy to minimise the risks associated with fire
 - 9.1.2 Reduce the risk of an outbreak and subsequent spread of fire
 - 9.1.3 Provide means of escape
 - 9.1.4 Demonstrate preventative action
 - 9.1.5 Maintain documentation and records in respect of fire safety management
 - 9.1.6 Carry out and record an annual Fire Risk Assessment in accordance with the H&S Committee
- 9.2 All staff, learners and users of the Centre will receive instruction in the actions to take in the event of fire and will be asked to familiarise themselves with the Fire and Evacuation procedures detailed in the Staff Handbook, the Learners Handbooks and the wall notices displayed in each training room.
- 9.3 All traffic routes within the ITEC premises shall be suitable for the persons using them and will be kept clear of obstacles, debris and rubbish.
- 9.4 All workplace furniture, furnishings and fittings will be kept clear and tidy and in good working order. All workplaces will be kept free from waste matter or discharges.
- 9.5 Electrical equipment, especially heaters, will be switched off when not in use, where reasonably practicable. Where possible, equipment will also be unplugged from electrical source.
- 9.6 Emergency escape routes will be established and kept free from obstruction at all times.
- 9.7 Fire exit doors will be kept in good working order and unlocked at times when the premises are occupied.
- 9.8 Signs and notices will be displayed, giving appropriate instructions in the event of a fire, indicating the position of fire alarm call points and extinguishers and indicating the emergency escape routes.
- 9.9 A Personal Emergency Evacuation Plan (PEEP) will be raised for any person with disabilities using the Centre and a responsible person designated for the care and safe evacuation of the person. 2 of the fire doors have a step down to the car park and are signposted accordingly as not suitable for use by people with disabilities.
- 9.10 All contractors, visitors and users of the Centre will be required to 'sign in' at reception on the 'Daily Fire and Visitors Log Sheet' and acknowledge their compliance of the ITEC's procedures by signing this record. This sheet, along with classroom registers, will be used for the roll call by the H&S Officers in the event of an evacuation.
- 9.11 Safety instructions will be displayed on the TV in reception to raise awareness of procedures for all learners, visitors and users of the Centre.
- 9.12 All staff, learners and users of the Centre must be familiar with the means of raising the alarm, i.e. the operation of manual break glass call points.
- 9.13 Alarm activation will alert the security company, Secom, who will in turn alert the police and fire brigade, once they have established there is an emergency.
- 9.14 All staff, learners and users of the Centre must be familiar with the sound of the evacuation signal and must evacuate as soon as the signal is given.

Last Reviewed	23rd March 2021
Reviewed by	Tara Freeth, Ben Turner

- 9.15 Fire drills will be carried out periodically, but at least twice per year, and evacuation times recorded in the Fire Book.
- 9.16 All staff must know the location of the nearest fire-fighting appliances to their normal working location and the general layout of appliances in the building.
- 9.17 The Managing Director, the H&S Officers and members of the H&S Committee will act as Fire Marshals and have specific responsibility for:
 - 9.17.1 Making contact with the emergency services
 - 9.17.2 Assisting with evacuations and fire drills,
 - 9.17.3 Ensuring the building has been evacuated successfully including checks on communal areas, dining room, toilets, and accounting for all occupants of the building at the time of evacuation
 - 9.17.4 Ensuring a full roll-call is carried out at the assembly point and everyone is accounted for including staff members, learners, users of the Centre, visitors and contractors
 - 9.17.5 Carrying out active monitoring on all fire safety equipment including emergency lights and alarms, with the assistance of contract management companies, i.e. Secom, Tormax, Winn's, RDG Fire Safety.
 - 9.17.6 Ensuring that emergency escape routes are kept clear at all times and that doors designated as Fire Escapes are sign-posted and operable.
- 9.18 In the event of an emergency or an evacuation practice all members of ITEC staff will act as Fire Marshals and have specific responsibility for:
 - 9.18.1 Making contact with the emergency services
 - 9.18.2 Assisting with evacuations and fire drills and ensuring the training room they are working in is clear
 - 9.18.3 Ensuring a roll-call of their learners and visitors is carried out at the assembly point and reporting all are accounted for
 - 9.18.4 Trainers will ensure all learners recorded as present on their classroom register are accounted for at the assembly point
 - 9.18.5 Ensuring that emergency escape routes are kept clear at all times and that doors designated as Fire Escapes are sign-posted and operable.
 - 9.18.6 Reporting any defective or missing equipment to the Chief Executive or the H&S Officers
- 9.19 The Center Manager will carry out and record monthly active monitoring checks on all fire safety equipment and an annual service will be carried out by RDG Fire Safety, or an alternative competent contractor. The annual inspection certificate will be displayed on the notice board in the Dining Room.
- 9.20 The fire alarm system and emergency lighting will be tested monthly by the Center Manager and recorded on the active monitoring sheets. Any remedial action will be taken for faulty, defective or missing equipment.
- 9.21 In the event of an emergency that deems the assembly point unusable, e.g. a bomb threat or risk of explosion, all staff, learners and users of the Centre will be asked to assemble in the Watermill Car Park. A thorough roll call will be made to ensure everyone is accounted for.

Last Reviewed	23rd March 2021
Reviewed by	Tara Freeth, Ben Turner

10. **Accident Recording and First Aid Policy:**

- 10.1 The ITEC has a duty under the Health & Safety (First Aid) Regulations 1981 to inform its employees of the arrangements that have been made in connection with the provision of First Aid.
- 10.2 The First Aid Box and Accident Record Book are located in the General Office, Room 10. The Center Management team are responsible for maintaining the First Aid Box.
- 10.3 The First Aid Appointed Persons and their locations are: The Centre Manager and Reception.
- 10.4 In the rare event that none of the First Aid Appointed Persons is present due to unforeseen circumstances, the Managing Director will ensure a senior person has been designated responsibility.
- 10.5 All accidents or incidents requiring attention from a First Aid Appointed Person must be recorded in the Accident Record Book.
- 10.6 All work place injuries that result in the person requiring more than 7 days' absence from the work place will be reported to the HSE under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013.
- 10.7 These injuries may be, but are not limited to:
 - 10.7.1 A fracture, other than to fingers, thumbs and toes
 - 10.7.2 Amputation
 - 10.7.3 Dislocation of shoulder, hip, knee or spine
 - 10.7.4 Loss of sight (temporary or permanent)
 - 10.7.5 Chemical or hot metal burn to the eye or any penetrating injury to the eye
 - 10.7.6 Injury resulting from an electric shock or electrical burn leading to unconsciousness, resuscitation or admittance to hospital for more than 24 hours
 - 10.7.7 Any other injury leading to hypothermia, heat-induced illness, unconsciousness, resuscitation or admittance to hospital for more than 24 hours
 - 10.7.8 Unconsciousness caused by asphyxia or exposure to a harmful substance or biological agent including inhalation, ingestion or through the skin
 - 10.7.9 An acute illness requiring medical treatment where there is reason to believe that this resulted from exposure to a biological agent, its toxins or infected material.
 - 10.7.10 An acute illness requiring medical treatment
- 10.8 The persons responsible for reporting incidents under RIDDOR are Wendy Vickers or Tara Freeth.

Last Reviewed	23rd March 2021
Reviewed by	Tara Freeth, Ben Turner

11. **Management of Risks & Hazards and Risk Assessments:**

- 11.1 The H&S Officers will carry out and record annual risk assessments for Fire Safety, the premises, Legionella and the car park to minimise the risks to which staff, learners and users of the Centre are exposed to.
- 11.2 Records of risk assessments and preventative maintenance logs will be maintained and will include sufficient detail to satisfy the Inspectorate.
- 11.3 We will take all preventative and protective measures necessary following the risk assessment and will apply these principles:
 - 11.3.1 To avoid a risk altogether, if possible and where reasonably practicable
 - 11.3.2 Combat risks at source
 - 11.3.3 Adapt work to the individual, wherever possible and practicable
 - 11.3.4 Take advantage of technological and technical progress
 - 11.3.5 Form a coherent policy and approach
 - 11.3.6 Give a priority to those measures which protect the whole workplace.
- 11.4 To minimise the risk of young people at work, the Center Manager or a suitably qualified H&S Officer, will carry out risk assessments to HASP standard 10 for all employers and learners' job roles within the workplace. All assessments for 'live' employers will be reviewed every 3 years to maintain currency and validity. Records of these assessments and reviews will be kept in the Employer files.
- 11.5 Care will be taken during cleaning operations not to expose any persons to dust or explosive concentrations of dust and cleaning agents will be stored according to COSHH Regulations 1988 (see section 12).
- 11.6 Spillages and soils will be cleaned up immediately and appropriate signage used to ensure all users of the Centre are aware of the hazard.
- 11.7 We will comply with Waste Management, the Duty of Care, Code of Practice 1992 and ensure all waste stored on the premises is suitably protected and stored so as not to pose a risk to any users of the Centre or the environment. Wherever possible, waste will be recycled.
- 11.8 We will comply with The Control of Asbestos at Work Regulations 2002 by ensuring all equipment likely to contain asbestos is clearly labelled. We will maintain a written record and inspection of the location and condition of the materials and, if conditions worsen, will arrange the repair or removal of the materials. We will ensure contractors are made aware of the location of the materials to prevent them being disturbed when work is going on at that location.
- 11.9 We will comply with the HSE document Approved Code of Practice L8 *Legionnaires' disease – The Control of legionella bacteria in water systems (ACoP L8)* but, as the site is leased from Basildon Borough Council, this duty may be shared with the landlord. We have contracted with Swiftclean Building Services for full risk assessment on the premises and advice and guidance on day to day management. Repairs or modifications to the water systems will only be carried out by a competent contractor. As our hot water is received from boilers via the direct water mains there is no storage of water and the perceived risk is very low. Water must be delivered at not less than 50°C. The Chief Executive and the H&S Officers have day to day responsibility for legionella management and records of monthly water checks will be kept and monitored.

11.10 Suitable Personal Protective Equipment (PPE) will be provided,

Last Reviewed	23rd March 2021
Reviewed by	Tara Freeth, Ben Turner

where appropriate to the potential hazard. All staff and learners are expected to use and wear the PPE provided for them for the task in hand.

- 11.11 All pressurised plant, such as steam raising boilers, air compressors, etc., will be serviced periodically by a specialist as part of a planned preventative maintenance schedule to ensure the equipment is in an efficient state, in effective working order and in good repair.
- 11.12 A call alarm is fitted in the disabled toilet for use by disabled persons in need of urgent assistance or in an emergency. All staff are asked to familiarise themselves with the sound of this alarm and the procedures to be followed in the event the alarm is activated. These procedures are detailed in the Staff Handbook. This alarm will be kept in good working order and will be tested periodically by the Admin Manager as part of proactive monitoring checks.

12. **Control of Hazardous Substances (COSHH) Policy:**

- 12.1 ITEC will provide a safe facility and procedures for storing and handling chemicals, hazardous materials and equipment for all employees and contractors
- 12.2 Staff, needing to use any hazardous substance will be advised of the hazardous properties and be given suitable training in their safe use.
- 12.3 Contractors will be required to provide a list of any hazardous substance in use at the ITEC and will abide by the COSHH regulations. This will include ensuring that any of their staff are trained in the safe handling and use of the substances and the safety precautions involved.
- 12.4 ITEC will maintain an inventory of all chemicals in use (including those used by contractors) and this inventory will be reviewed periodically.
- 12.5 ITEC will carry out a COSHH assessment before using a new hazardous substance and will ensure it is added to the inventory.
- 12.6 Suitable PPE will be provided, where appropriate, and staff and learners are expected to use and wear the PPE provided for them for the task in hand.

13. **Display Screen Equipment:**

- 13.1 It is ITEC policy to comply with Health and Safety (Display Screen Equipment) Regulations 1992.
- 13.2 Work station risk assessments will be carried out annually (and for new members of staff) to assess the health and safety risks to which employees will be subjected
- 13.3 Learners and staff members using display screen equipment will receive adequate health and safety training in the use of the workstation, including ergonomics, correct posture and safe working practices
- 13.4 Display screen equipment shall be maintained in an efficient state, in effective working order and in good repair so that the image is stable, controls are easily adjusted and the screen tilts easily.
- 13.5 All staff members should familiarise themselves with the Eye Care Policy in Staff Handbook.
- 13.6 All staff members, when using their display screens for lengthy periods, are instructed to organise their workload to ensure regular breaks from screen work, to look away from the screen at least once every ten minutes and to focus on something else, and to break from the screen for at least ten minutes in every hour.

14. **Manual Handling Policy:**

- 14.1 ITEC will provide safe working procedures to comply with the Manual Handling

Last Reviewed	23rd March 2021
Reviewed by	Tara Freeth, Ben Turner

Operations Regulations 1992.

- 14.2 Where needed, any staff and learners involved in manual handling operations will be given suitable and sufficient training.
- 14.3 Where possible, hazardous manual handling operations will be avoided and, where practical, handling operations will be mechanised or automated.
- 14.4 Staff and learners are instructed not to lift loads that are heavy, bulky, unwieldy, difficult to grasp, unstable, unpredictable or unsafe without assistance or supervision.
- 14.5 In the unlikely event that a manual handling operation needs to be undertaken, a suitable risk assessment will be carried out prior to the operation being carried out.

15. **Lone Worker Policy:**

- 15.1 Some employees spend some of their working hours alone for a variety of reasons: they may work in an isolated location, be at a client's or customer's premises, work from home or may simply be working outside normal office hours. In any case, ITEC recognises that working alone may involve an increased risk to the health and safety of its employees and, as a consequence, has a policy that helps to ensure that it succeeds in its responsibility to manage the risks faced by its employees.
- 15.2 We will carry out risk assessments on all types of work that are likely to be undertaken alone paying particular regard to the following factors:
 - 15.2.1 Risk of violence (particularly when handling money or dealing with the public)
 - 15.2.2 Equipment (must be suitable and safe for use by one person)
 - 15.2.3 Location (with the exception of working at home)
 - 15.2.4 Materials (all materials used suitable for use by one person)
 - 15.2.5 Proximity to help
- 15.3 All members of staff must adhere to the **Lone Worker Procedures** from the Staff Handbook.
- 15.4 Checks of employee numbers and whereabouts will be carried out daily and the Admin Manager or Facilities Administrator will monitor appointments for workers visiting client premises
- 15.5 A panic alarm is fitted in reception for use by the member of staff manning the reception desk. All staff are asked to familiarise themselves with the position of this alarm, the sound of this alarm and the procedures to be followed in the event the alarm is activated. These procedures are detailed in the Staff Handbook. This alarm will be kept in good working order and will be tested periodically by the Admin Manager.

16. **Stress Policy:**

- 16.1 While we recognise that ITEC has no control over external or personal factors it is committed to managing stress and risks within its control and to providing support to employees who are suffering from stress.
- 16.2 Stress is a natural reaction to excessive pressure that is experienced by everybody. When stress is experienced consistently over a period of time its effects can become detrimental and lead to more serious psychological or physical illnesses.
- 16.3 Stress itself can be caused by an infinite number of variables which will vary enormously in different individuals and personal factors, like family problems, can easily affect an individual's work, while work-based factors like bullying, work place

Last Reviewed	23rd March 2021
Reviewed by	Tara Freeth, Ben Turner

conditions, lack of training, can just as easily spill over into the home.

- 16.4 Recognising stress can be difficult as its effects will vary from person to person but the following signs can sometimes indicate that someone is experiencing difficulty:
 - 16.4.1 Changes in behaviour
 - 16.4.2 Indecisiveness
 - 16.4.3 Absenteeism
 - 16.4.4 Increase in the use of alcohol or tobacco
- 16.5 Although the ITEC has no control over external factors which may be more difficult to identify the HSE has identified 6 main causes of stress at work which ITEC can affect:
 - 16.5.1 Demands made on employees
 - 16.5.2 The level of control employees have over their work
 - 16.5.3 The support employees receive from managers and colleagues
 - 16.5.4 The clarity of an employee's role within the organisation
 - 16.5.5 The nature of relationships at work
 - 16.5.6 The way that changes are managed
- 16.6 ITEC is aware that stress is easier to manage before it becomes a problem and with that in mind will endeavour to operate in a fashion that takes all the above factors into account. ITEC will always be open to discuss how an alteration of one or more of these factors might produce a better working environment.
- 16.7 ITEC managers will always listen to any concerns that employees may have. All such concerns will be treated with respect and dignity in line with the ITEC's Single Equality Scheme and employees will be provided with the necessary information to make informed decisions.
- 16.8 Where necessary the ITEC will facilitate the managed return to work of employees who have been absent due to stress.
- 16.9 All discussions, requests for help and advice will be kept strictly confidential and the information gathered will be held in accordance with the Data Protection Act.
- 16.10 Where possible, ITEC will provide access to specialist psychological assistance.

17. **Safe Driving Policy:**

- 17.1 ITEC requires staff members using their own vehicles on company business to demonstrate safe driving and other good road safety habits at all times when driving.
- 17.2 The ITEC and its employees will comply with all obligations imposed on them by law.
- 17.3 When driving on company business all employees will comply with road traffic legislation, will be conscious of road safety, road conditions and other road users, and apply defensive driving techniques at all times.
- 17.4 The following list of actions, which is not exhaustive, will constitute gross misconduct and may result in dismissal:
 - 17.4.1 Driving under the influence of drugs or alcohol
 - 17.4.2 Driving whilst disqualified, or not correctly licensed
 - 17.4.3 Reckless or dangerous driving causing death or injury

Last Reviewed	23rd March 2021
Reviewed by	Tara Freeth, Ben Turner

- 17.4.4 Failing to stop after a Road Traffic Accident
- 17.4.5 Demerit points suspension
- 17.4.6 Any actions which warrant suspension of a licence
- 17.5 Drivers of vehicles used for company business must:
 - 17.5.1 Ensure they hold a current driving licence for the class of vehicle they are driving
 - 17.5.2 Ensure they hold relevant insurance, including 'Business Use'
 - 17.5.3 Immediately notify their line manager if their driving licence has been suspended or cancelled or has limitations or endorsements placed upon it
 - 17.5.4 Be responsible and accountable for their actions when on company business
 - 17.5.5 Display the highest level of professional conduct when driving
 - 17.5.6 Practice anticipatory and defensive driving techniques
 - 17.5.7 Drive within the legal speed limits and take into account road conditions
 - 17.5.8 Wear a seat belt at all times
 - 17.5.9 Have regular eyesight tests and ensure that any glasses or contact lenses required for driving are always worn
 - 17.5.10 Comply with all traffic legislation when driving on company business
 - 17.5.11 Plan the journey, taking into consideration pre-journey work duties, the length of the trip and post-journey commitments
 - 17.5.12 In the event of an accident while on company business, follow the accident reporting procedure required by their insurance policy and report the incident to their line manager
- 17.6 Employees are also responsible for ensuring they are physically fit to drive. Should this change, their line manager must be informed as soon as possible. Drivers should also remember that some prescription drugs can cause drowsiness and affect their ability to drive. In the event that medication is necessary, employees should check with their GP or pharmacist before driving.
- 17.7 Mobile phones can cause distractions by:
 - 17.7.1 Causing drivers to take their hands off the wheel, and
 - 17.7.2 Encouraging drivers to concentrate on communication rather than the road.
- 17.8 It is against the law for any driver to use a hand-held mobile phone while driving, which includes when the vehicle is stationary but with the engine still running (except when making a 999 call and it is unsafe to stop). Any contravention of this whilst driving on ITEC business may be treated as gross misconduct and may lead to dismissal.
- 17.9 It is within the law to make and receive calls where a legally compliant hands-free kit is properly installed. However, ITEC believes that the use of a hands-free kit remains a distraction whilst driving. Employees should take care where a hands-free kit is installed:
 - 17.9.1 Do not make calls, dial numbers, text message, surf the internet, or

Last Reviewed	23rd March 2021
Reviewed by	Tara Freeth, Ben Turner

take pictures on your mobile phone whilst driving

17.9.2 Pull over to the side of the road when it is safe to do so and turn off the engine before making or receiving a call.

17.10 Follow the guidance and advice in the ITEC's **Adverse Weather Policy** in the Staff Handbook.

18. **Work Equipment and Electrical Safety:**

18.1 ITEC will comply with the Electricity at Work Regulations 1989 with regard to electric shock, portable appliances, socket outlets and plug tops, switches, conduit, cables and explosion protection, etc.

18.2 Only trained and qualified persons will be allowed to work with, or near, electrical equipment and any contractors employed to work on or with electrical equipment must be suitably qualified and have obtained the required appropriate training before starting work.

18.3 Work on electrical equipment will not be allowed before the equipment has been properly isolated and disconnected from the source of supply. Isolation must not rely on operating a switch to the OFF position.

18.4 Electrical control panel and main switchgear cubicles must remain clear of obstruction and be readily accessible at all times. Electrical switchrooms must not be used as a storage facility.

18.5 An annual audit will be undertaken to ensure that all portable appliances are tested and visually inspected at the appropriate intervals in accordance with British Standards and HSE guidance. The Admin Manager will maintain an asset register to record all portable appliances and dates of inspections.

18.6 Equipment and electrical leads must not be taken out of cupboards and used without checking for an up to date PAT test label. Items must be visually checked or PAT tested and labelled prior to the item being put into service.

18.7 All electrical tools must be earthed or double-insulated. Tools that are suspect, i.e. smoking, sparking or becoming excessively hot, must be checked immediately and not used until safety has been assured by an appropriate responsible person. Tools that have guards must never be used with the guards removed or by-passed.

18.8 All frayed, torn or split cables, cords and plug tops that are cracked or have broken insulation must be changed and the damage item scrapped.

18.9 All safety notices must be strictly observed and adhered to.

18.10 It is ITEC policy that all staff, learners and contractors will be trained in the operation of the machinery and equipment specific to their function and they are required to use all work equipment correctly and in accordance with their training and the manufacturer's recommendations, and specifically:-

18.10.1 Never remove, make inoperative, or reduce the effectiveness of any equipment or machinery guard

18.10.2 Never override any safety interlocks or attempt to operate any machinery or equipment without the guards or other safety devices in place

18.10.3 Never operate any equipment or machinery when it is not functioning properly or at any time when its use would be hazardous, e.g. during an electrical storm, in wet conditions, etc. Equipment not working correctly must be repaired at once or labelled as not working and removed from use until a repair has been carried out or the item is scrapped and removed from the premises.

Last Reviewed	23rd March 2021
Reviewed by	Tara Freeth, Ben Turner

18.10.4 Only authorised personnel may remove a machine guard during maintenance or cleaning operations. During such operations, all precautions must be taken to ensure that the equipment is disconnected from the power source.

18.11 ITEC has a ladder, which is stored securely by the Admin Manager. The ladder is inspected at regular intervals throughout the year and must only be used by persons trained to use the ladder and work at height. There is no authorisation whatsoever for a staff member to go onto the roof and work at height, regardless of the circumstances.

18.12 ITEC policy is that all work equipment will be maintained in an efficient state, in good working order and a good state of repair. Planned preventative maintenance is carried out at regular intervals and recorded on the Monthly Monitoring Checklists.

19. Other Related Policies

19.1 ITEC has other policies and procedures that inter-relate with the Health and Safety Policy:-

19.1.1 Disciplinary and Capabilities Guidelines

19.1.2 Staff Handbook

19.1.3 The Whistle Blowing Policy

19.1.4 The Quality Management Manual (QMM)

19.1.5 The Single Equality Scheme

This policy will be reviewed annually or when there is a change in circumstances, in work practices or the introduction of new legislation.

Name: Ben Turner
Position: Managing Director
Date: 23rd March 2021

Signature:

