

2024

# KMP 001 Employee Health & Safety Policy



**Policies and Procedures**

## **EMPLOYEE HEALTH & SAFETY POLICY**

### ***Company Statement***

Group Horizon Ltd (The Company) is a privately owned training company that provides first class education to students within the United Kingdom. The company is committed to ensuring the health, safety and welfare of our employees, students and visitors including all those affected by our activities. We shall endeavour to reduce all hazards, so far as is reasonably practicable both in the classroom, office and in any other spaced used for training purposes. It is our aim to exceed minimum requirements set out in law and as demonstrated by industry best practice.

### ***Commitment from employers and employees to Health and Safety***

We at Group Horizon Ltd recognise that all employees, including the Directors, Trainers and any future Managers, Supervisors and Office staff have a duty to think and act safely. All personnel must take into account their own personal safety and the safety of their colleagues and any other person who may be affected as a result of any act or omission.

### ***Health and Safety of Employees***

Group Horizon Ltd shall ensure the safety of all employees by carrying out a risk assessment on all areas used for training or administrative purposes owned or rented by the Company. This assessment will be done by one of the Directors or Senior Management or the acting Health and Safety Representative for the Company. This assessment will include any training or administrative area specific instructions pointing out any risks which may be found and appropriate action to be taken to erase or reduce said risks as reasonably practicable. This process will be reviewed regularly by speaking to employees, students, and visitors and by regular observations and inspections of the training or administrative areas whilst in use by Group Horizon Ltd staff. It will be the responsibility of the trainer on site to report any new potential risk directly to management.

### ***Effect on Health and Safety of Non-Employees***

If the company's work activity takes place in rented training rooms. Group Horizon Ltd will ensure that we will protect non-employees such as students, visitors and building contracted domestic staff by adhering to our Health & Safety Policy paying particular attention to disabled employees or visitors, children, and elderly visitors. At our own office base, we will ensure the safety of any visitors to the premises. As road users we will ensure the safety of other road users and pedestrians.

### ***Resources to satisfy regulations on HSE.***

Group Horizon Ltd will ensure that adequate resources are made available to satisfy our obligations under the health and safety law.

### ***Monitoring of activities***

Group Horizon Ltd will ensure that we monitor our work activities by undertaking regular safety inspections at our training rooms and administrative areas. We shall review procedures and risk assessments as necessary, and we will also undertake an annual appraisal of our health and safety performance.

***Reviewing of policy statement***

The policy statement at Group Horizon Ltd will be reviewed annually the Senior Management Team including the acting Health and Safety representative. Any new objectives for the year ahead in order to further the continual improvement of our arrangements will be set out in the Policy Statement of Intent.

***Consultation with employees***

We at Group Horizon Ltd have excellent relations with our employees and pride ourselves on the level of consultation on all matters regarding Health and Safety. We believe that this is an essential part of our philosophy to enable us to provide the best possible service and safety for our staff, students, and any visitors. This is to be done by regular contact being maintained by the Senior Management Team.

***Management Structure***

Peter Behan– Company Owner (Chair of the Board)

Karen Nichols – Managing Director

***Ultimate responsibility***

The ultimate responsibility for Health and Safety at Group Horizon Ltd lies with P Behan – Company Owner

***Employee duties and responsibilities***

It shall be the responsibility of all employees to: -

- (a) To read and adhere to all training or administrative site instructions posted on that site
- (b) To read and adhere to all health and safety instructions written in the Employee Handbook
- (c) To report any dangers, they have identified which could lead to the injury of themselves, colleagues, or any other person to a Manager.
- (d) Make themselves familiar with any fire procedures which are in operation at that particular training or administrative site.
- (e) Make themselves aware of any other procedures involving health and safety on a particular training or administrative site.
- (f) To wear any protective clothing or equipment which may be required, which has been identified in the risk assessment. Failure to do this will result in disciplinary action.
- (g) To ensure the employee reports any accident to either the Supervisors or in a major situation (were the employee leaves the venue or event site in an ambulance) the Senior Management Team verbally and by completing the accident report form. RIDDOR accidents should be reported to the HSE.
- (h) Make themselves familiar with any first aid facilities or equipment and its whereabouts.
- (i) It is the responsibility of the employee to maintain a good level of fitness, which will enable them to fulfil their duties.

(j) Shall attend training courses when asked to by the Company.

### ***Near misses***

It is the responsibility of all trainers to report to the Management Team any near misses, which could have caused an injury or damage to persons or property on the venue or event site.

### ***Arrangements***

#### ***Fire Procedures***

All employees are reminded of the importance of ensuring that the risk of an outbreak of fire on our premises is reduced to a minimum. Should an outbreak of fire occur it is the duty of everyone to:

- raise the alarm
- carry out any procedures assigned to them
- ensure that all learners are out of the building first.
- go immediately to the assembly point as directed by their fire warden.
- render all possible assistance if called upon.

Employees are expected to read the Fire Notices (displayed in prominent positions in the building) and are also expected to know the locations of the fire exits, and the procedures. Fire drills may be called without warning. You are expected to follow the procedure immediately.

It shall be the responsibility of the owner of the rented training room (when using college or outreach facilities) to provide information relating to fire safety and procedures, which are used on their site. It shall be the responsibility of the trainer using that site to follow the directions laid down in those fire procedures. GHL Management Team will check on the knowledge of employees in these areas from time to time.

#### ***First Aid***

Group Horizon Ltd shall ensure that there are adequate numbers (not less than 1 per 50 as required by the H&SE) of first aid trained employees. We advocate that all trainers should be first aid trained or be undergoing such training. It is the responsibility of the training site owner to provide adequate first aid equipment at their site in order to conform to the Health and Safety Regulations. GHL Management Team will check on the knowledge of employees for the locations of first aid equipment from time to time.

#### ***Accident and investigation reporting***

It shall be the responsibility of the trainer on site to report any accident to management at GHL. Also, to fill out an accident report form provided by GHL. It will be the responsibility of the trainer and the Management Team on behalf of the company to report the accident under the rules of RIDDOR to the responsible authority concerned.

#### ***Provision of use of personal and protective equipment***

It shall be the responsibility of the company, to provide any protective clothing, which may be necessary on that venue or event site as identified in the risk assessment. This does not include

everyday clothing. Overalls will be provided for Trainers and Learners to be used in the workshop areas.

### ***Manual lifting and handling***

Group Horizon Ltd recognises that manual handling is one of the most common causes of absence through injury at the workplace. This policy is therefore intended to help reduce the risk of manual handling injuries and promote good practice in all lifting, handling, and carrying operations.

#### ***What is Manual Handling?***

Manual handling is defined as:-

"Any transporting or supporting of a load (including lifting, putting down, pushing, pulling, carrying, or moving thereof) by hand or by bodily force".

The term "load refers to a discrete moveable object including persons or animals".

#### ***Arrangements***

In order to reduce the risk of injury from manual handling operations Group Horizon Ltd will:-

Eliminate hazardous manual handling activities, so far as is reasonably practicable.

Assess the risks associated with those manual handling activities that cannot be avoided.

The object of the risk assessment will be to reduce the risk of injury to the lowest level that is reasonably practicable taking into account:-

The task

The load

The individual

The working environment

#### ***Employees' Duties***

Employees should ensure that they:-

Comply with any instruction and training provided in safe manual handling techniques.

Do not put their own health and safety or that of others at risk by carrying out an unsafe manual handling activity.

Use appropriate equipment provided to eliminate or reduce manual handling.

Report problems including physical and medical conditions (e.g., pregnancy) which may affect their ability to undertake manual handling activities to the Management Team.

#### ***Guidance***

Guidance will be issued in respect of the recommended means of implementing the following aspects of this policy.

Eliminating/reducing manual handling activities

Assessment of risks associated with manual handling.

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Version 15 Feb 2024

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Training

Monitoring and Review

### ***Legal Reference***

This policy and its associated guidance outline the provisions Group Horizon Ltd will make to discharge its duties in relation to the following statutory requirements.

The Health and Safety at Work etc Act 1974, Section 2 - The duty to ensure so far as is reasonably practicable, the health, safety, and welfare of its employees.

The Manual Handling Operations Regulations 1992 - All requirements.

Provision and use of Work Equipment Regulations 1998 – Suitability of equipment to be used for manual handling.

### ***Electricity***

No trainer shall operate any electrical equipment or apparatus, which has not been expressly agreed with the risk management of GHIL and has been identified in the site risk assessment.

All electrical equipment must be suitable for purpose, i.e., the use to which it may be put and the environment it may be used in.

All electrical equipment shall have a satisfactory means to ensure the equipment can be isolated.

Every electrical system must be inspected and tested at regular intervals.

All electrical equipment must be regularly examined to make sure it is safe by the equipment user.

### ***COSHH***

Trainers must not use any chemical or dangerous substances that have not been previously agreed with GHIL Management and outlined in the risk assessment of the training facility in use. It shall be the responsibility of the trainer to provide the company with any new information of any chemicals or dangerous substances which may enter the area before they do.

### ***Risk assessment and method of working statement***

It is the responsibility of the Senior Management Team at Group Horizon Ltd to ensure that all the operational needs and requirements of the company's stance on Health and Safety are followed. They shall, in consultation with the client, identify and potential health and safety hazards which could cause injury or disease to the employee of GHIL.

### ***Duties include: -***

Safety policy –

They shall ensure that ALL risk assessments are carried out in the venue or event sites that we operate on. Ensuring that the trainers for that site are fully aware of any risks of personal injury or risk to any other person at that site, which could fall within their responsibilities.

It shall also be their duty that Risk Assessments are distributed in a conspicuous manner and to ensure that they are being observed and carried out by the trainers.

To update and maintain those risk assessments as required.

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They shall also ensure that there are adequate facilities and provisions in the training sites comply with Health and Safety regulations.

#### Training -

The Senior Management Team shall ensure that all employees receive the relevant training and information to enable them to comply and operate under the companies Health and Safety policy.

#### Welfare arrangements -

It is the responsibility of the Senior Management Team to ensure that there are adequate welfare arrangements in the training or administrative sites. This is to include: -

Warm and dry shelter

Adequate lighting and heating

Toilet

Eating facilities when required

Drinking water

Any equipment, which is required to fulfil the companies Health and Safety Policy.

No employee shall work such excessive hours which could have an effect on his or her own or others health and safety or affect the performance on their duties.

#### Violence -

No employee at Group Horizon Ltd shall involve themselves in any act of violence to any other person or property either whilst being off or on duty within the grounds of reasonable force and self-defence.

If any employee is confronted with a violent situation whilst in the pursuance of their duty, they must deal with the situation using approved control and restraint techniques and conflict management. Further to this an incident report (**KMF-001**) must be filled out and the Senior Management Team must be alerted. Any excessive acts of violence against employees must be reported to the police.

This policy is to ensure the activities of Group Horizon Ltd are carried out in a safe manner.

## Personal Protective Equipment (PPE) Statement

All employees will be provided with the relevant PPE to meet the requirements of their job role when they are hired and instructed on its proper use and care. Employees are responsible for keeping PPE in good working condition and notifying their line manager if any PPE no longer meets safe standards.

Examples of PPE are shown below; this list is not exhaustive, and employees will only be supplied with items relevant to the job role.

PPE	Requirements	Used in these situations
High-visibility clothing	<ul style="list-style-type: none"> <li>The apparel must be a colour that contrasts with the environment.</li> <li>Must have at least 775 sq. cm of fluorescent / retro-reflective trim on both the front and back.</li> </ul>	<ul style="list-style-type: none"> <li>When worker is outside of a vehicle or machine.</li> </ul>
Limb and body protection	<ul style="list-style-type: none"> <li>Must be stored in a dry area.</li> <li>Must be free of holes and, in the case of hand protection, made of a material that provides a good grip.</li> <li>Must be impermeable when used in refuelling.</li> </ul>	<ul style="list-style-type: none"> <li>When the worker is exposed to a substance or condition that is likely to puncture, abrade or affect the skin – or be absorbed through the skin.</li> </ul>
Head protection	<ul style="list-style-type: none"> <li>High-visibility, side impact hardhat.</li> <li>Cleaned regularly and stored away from grease and tools.</li> <li>Must be free of cracks, dents, or any other damage.</li> <li>Chin straps must be used when workers are climbing, working from a height exceeding 3m, or working in high winds.</li> </ul>	<ul style="list-style-type: none"> <li>Must be worn in any work area where there is a danger of head injury from falling, flying, or thrown objects, or other harmful contacts.</li> </ul>
Eye and face protection	<ul style="list-style-type: none"> <li>Safety eyewear must fit properly and include side shields when necessary for worker safety.</li> </ul>	<ul style="list-style-type: none"> <li>Safety eyewear must be worn when working in conditions that are likely to injure or irritate the eyes.</li> <li>Face protectors must also be used if there is a risk of face injury.</li> </ul>
Safety footwear	<ul style="list-style-type: none"> <li>Must be of a design, construction, and material appropriate to the protection required for the work environment.</li> </ul>	<ul style="list-style-type: none"> <li>Safety footwear must consider the following factors: slipping, uneven terrain, abrasion, ankle protection and foot support, crushing potential, temperature extremes,</li> </ul>

corrosive substances, puncture hazards, electrical shock, and any other recognizable hazard.

- Toe and metatarsal protection, puncture resistance, and/or dielectric protection must be used where appropriate.