



Templegate Training Academy (TTA)

Health and Safety Policy

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INTRODUCTION

This Health and Safety Policy outlines the commitment of TTA to ensure positive management of health, safety and welfare risks that may be faced by staff, students, apprentices, visitors and all others on premises where TTA delivery takes place. The Policy explains how roles, responsibilities and accountabilities are delegated and how TTA achieves compliance with regulatory requirements.

The Governors and the CEO believe Health and Safety has a vital role to play in the overall success of TTA and we must all adopt a positive attitude towards our safety, health and welfare.

We expect our contractors, partners and employers to co-operate fully with us to enable us to meet our health and safety responsibilities.

Vijay Kumar
CEO

May 2020

PART 1 - STATEMENT OF COMMITMENT TO HEALTH AND SAFETY

1.1 Purpose and Scope

The Health and Safety at Work etc. Act 1974 places a duty on the employer to prepare and keep revised a written Health and Safety Statement, and to bring it to the notice of the employees and workers in the workplace. Accordingly, within this Policy (below) is TTA's Health and Safety Policy Statement. Where the term 'employee' is used in this Policy it should be taken to include workers engaged on TTA's activities e.g. Agency Workers.

1.2 TTA's Health and Safety Statement

TTA values the health, safety and welfare of its employees, students and apprentices and believes that the promotion of good management of health and safety is a benefit to everyone involved in TTA's undertakings, including employees, students, apprentices, employers, contractors, and members of the community.

TTA is committed to promoting positive attitudes to health, safety and wellbeing to all its employees. It is the policy of TTA to protect the health, safety and welfare at work of all employees and others affected by TTA's undertakings. TTA will comply with the Health and Safety at Work Act 1974 and other health and safety related legislation, regulations, and orders and approved codes of practice applicable to its undertakings.

TTA will:

- Provide and maintain safe working conditions to ensure a healthy and safe working environment, including safe access and egress for all staff, students, apprentices, contractors and visitors, adequate arrangements for the safe use, handling, storage and control of substances and maintenance of plant and equipment, so far as is reasonably practicable.
- Ensure risk assessments are carried out regularly, including workplace, fire and work-related assessments, individual staff/student assessments and actions undertaken to reduce risks so far as is reasonably practicable in order to prevent accidents and cases of work-related ill health.
- Provide suitable and sufficient information, instruction, training and supervision to ensure that all employees are competent to carry out their allocated work safely and are fully aware of their duties and responsibilities for the health, safety and welfare of themselves and others.
- Consult with its employees on matters affecting health and safety.
- Record, monitor and report on work related accidents, incidents and near misses.
- Monitor and regularly review Health and Safety performance.
- Review this Policy annually and revise as is necessary to carry out TTA's responsibility

PART 2 - THE ORGANISATION FOR HEALTH AND SAFETY

2. Responsibilities and accountabilities of Employees and Governors

2.1 Governors

Governors will monitor the overall health and safety performance of TTA and compliance with relevant legislations, and ensure that decisions taken when developing policies and services reflect TTA's health and safety commitment. The

Governors will:

- Receive annual reports on health and safety.
- Ensure that adequate resources are available to discharge TTA's health and safety commitments.
- Consider overall health and safety trends and issues likely to affect TTA.
- Promote a positive health and safety culture within TTA.

2.2 Health and Safety Officer (HSO)

The **HSO** has the overall responsibility for achieving this Health and Safety Policy and is accountable to the Governors for ensuring the operation of TTA complies with all health and safety law. The **HSO** is responsible for ensuring that all statutory requirements are adhered to, and for reviewing the effectiveness of this Policy. The **HSO** will:

- Set health and safety objectives through the Senior Management Team (SMT) and require all staff to account for effective health and safety practice in their areas of responsibility.
- Ensure the provision of an annual health and safety performance report to Governors.
- Promote a positive health and safety culture encouraging positive attitudes to health and wellbeing among all staff, students and apprentices.
- Ensure appropriate priority is given to health and safety in all TTA strategic planning.
- Ensure that health and safety policy and arrangements are reviewed annually.
- Ensure that adequate resources are provided to meet TTA's objectives for health and safety and staff wellbeing.
- Ensure that TTA has competent health and safety advice to meet with statutory requirements.
- Ensure Risk Assessments are carried out and complied for the premises, employer premises, all areas of activity within TTA and for students with additional needs

or criminal records and that controls are implemented to reduce risks so far as is reasonably practicable.

- Undertake and ensure that all staff complete online induction training in health and safety within the first six weeks of the probationary period and monitor compliance.
- The arrangements for mandatory inspection of fixed plant, e.g. boilers, fixed wiring, fire alarm systems, emergency lighting systems, lifts, water systems, lightning conductors etc. is the responsibility of the Health and Safety Officer.
- Ensure a risk assessment is carried out at all employer venues where apprenticeship delivery is scheduled to take place
- Ensure employers are aware of their health and safety responsibilities and provided with a copy of TTA's Health and Safety Policy.

2.3 Executive Team

The Executive Team is responsible for ensuring that adequate health and safety arrangements are in place for their areas of responsibility and across TTA, and are accountable to the HSO for achieving this.

In particular the Senior Management Team (SMT) and HSO –:

- Promote a positive health and safety culture.
- Ensure the Health and Safety Policy, and health and safety guidance are followed.
- Require the managers reporting to them to account for effective health and safety practice for all staff, students, apprentices and others in their areas of responsibility.
- Set, review and revise the specific health and safety arrangements in their areas of responsibility in order to ensure the effectiveness of TTA's Policy.
- The HSO is appointed from the SMT to chair the Health and Safety Committee, ensure adequate senior representation from all areas within TTA, arrange employee consultation and receive reports on health and safety performance.
- Ensure that health and safety responsibilities within their areas of responsibility are properly assigned and fulfilled.
- Establish and agree TTA's health and safety standards and plans.
- Ensure adequate resources are made available for fulfilling TTA's responsibilities to health and safety.
- Ensure Risk Assessments are carried out and complied for the premises, employer premises, all areas of activity within TTA and for students and apprentices with additional needs or criminal records and that controls are implemented to reduce risks so far as is reasonably practicable.

- Undertake and ensure that all staff complete online induction training in health and safety within the first six weeks of the probationary period and monitor compliance.
- Ensure a risk assessment is carried out at all employer venues where apprenticeship delivery is scheduled to take place
- Ensure employers are aware of their health and safety responsibilities and provided with a copy of TTA's Health and Safety Policy.

2.4 Senior Management Team

The Senior Management Team (SMT) is responsible for the health and safety of employees, students, apprentices, contractors, visitors and others affected by TTA's activities. The SMT will ensure that there are adequate arrangements for health and safety in their areas of responsibility (employees, students, apprentices and environments). The Senior Management Team is accountable to the CEO and the HSO, as applicable for the effective implementation of the Health and Safety Policy.

In particular the SMT will:

- Promote a positive health and safety culture in the provision of their services to students and apprentices.
- Implement the relevant guidance supporting the Health and Safety Policy.
- Require managers who report directly to them to account for effective health and safety practice in their areas of responsibility.
- Ensure that health and safety responsibilities within their remit are properly assigned and fulfilled.
- Ensure all staff are aware of their day-to-day health and safety responsibilities, that managers and supervisors are competent to undertake this role, and fulfil their health and safety duties.
- Ensure Risk Assessments are carried out and complied with for the premises, employer's premises, all areas of activity within the TTA and for students and apprentices with additional needs or criminal records and that controls are implemented to reduce risks so far as is reasonably practicable.
- Ensure that information, instruction, training and supervision are provided for their staff appropriate to their role and responsibility. Ensure staff who need training for the effective management of health and safety are released for the appropriate courses.
- Ensure that information, instruction, training and supervision on health and safety matters is provided for their students and apprentices appropriate to their area of study.
- Participate in evaluating risks and reviewing health and safety performance.

- Ensure that contractors they commission to undertake work for the TTA have suitable standards and arrangements for health and safety, and the contract is managed appropriately to make sure the work is done safely.
- Ensure leadership of health and safety within their area of responsibility (for example, with a nominated person to coordinate day to day implementation in high risk areas) in liaison with the Director of IT and Estates and the Health & Safety Officer.
- Support the Director of IT and Estates and the Health & Safety Officer, if it is necessary to suspend activities and service (including that provided by TTA contractors) where there is imminent risk of serious injury or ill health to staff or others.

Undertake and ensure that all staff complete online induction training in health and safety within the first six weeks of the probationary period and monitor compliance.

2.5 Health & Safety Officer

The Health & Safety Officers **Veena Kumar, Sapheena Khan and Ola Andesine (Bristol)** are the Competent People as required by regulation, with assistance and advice from retained safety Officers as necessary and liaises with managers and supervisors on the day to day Health and Safety arrangements in place.

The Health & Safety Officers will:

- Provide, record, monitor and report on a programme of health and safety inspections throughout TTA each year and prioritises these in relation to risk. (See Risk Assessment Policy).
- Undertake a programme of health and safety inspections covering all aspects of compliance including use of machinery, hazardous substances, trips and visits, risk assessment, working at heights, HASPS etc and sample as necessary.
- Monitor adherence to the Policy and the associated guidance.
- Assist with corporate induction, training and instructing managers and supervisors as necessary.
- Receive, record and monitor all reports of accidents, incidents and near misses from staff, students, apprentices and visitors.
- Investigate accidents, incidents, and near misses as required.
- Ensure Risk Assessments are carried out and complied with for the premises, employer premises, all areas of activity within the TTA and for students and apprentices with additional needs or criminal records and that controls are implemented to reduce risks so far as is reasonably practicable.

- Manage all Risk Assessments including workshop, employer premises and common area Risk Assessments, responding to any escalated high risks and reporting progress to the H&S Committee.
- Gain assurance that all Health and Safety Plans (HASP's) are completed thoroughly prior to students starting apprenticeships and work placements.
- Review all requests and risk assessments for Educational Trips and Visits.
- Liaise with contractors and partners on health and safety matters and ensure compliance.

Provide reports to the Health and Safety Committee on all areas of health & safety provision including fire management.

Be responsible for the operation of the TTA's First Aid and Fire Safety provision.

- Undertake and ensure that all staff complete online induction training in health and safety within the first six weeks of the probationary period and monitor compliance.

2.6 Managers and Supervisors.

Managers and Supervisors will be responsible for the implementation of TTA's health and safety arrangements for activities and employees under their control and they are accountable to their line manager for achieving this. In particular, they will:

- Promote a positive health and safety culture, encouraging health-promoting activities and requiring consideration of health and wellbeing for all in the provision of their services.
- Ensure that the risks from the premises, employer premises, all areas of activity and students and apprentices with additional needs or criminal records within TTA are assessed (Risk Assessment) and controls are implemented to reduce risks so far as is reasonably practicable. Ensure risk assessments are complied with.
- Remedy unsatisfactory conditions and resolve problems that have been referred to them by employees or safety representatives. They may seek assistance from the Health & Safety Officer where necessary.
- In circumstances where the remedial action is beyond the resources of the line manager or supervisor, or where it is not accepted by the employee or their representatives, the matter must be referred to their line manager and the Health & Safety Officer.
- For academic managers, ensure information, instruction, training and supervision on health and safety matters is provided for their students and apprentices appropriate to their area of study.
- Monitor the health and safety performance of their staff and contractors.
- Ensure health and safety induction takes place for all new employees.

- Ensure regular inspections are carried out in working environments. Ensure that all work equipment is maintained in safe condition and checked at appropriate intervals by competent persons.
- Report all accidents and incidents and near misses to The Health & Safety Officer and assist with any investigation and remedial actions required.
- Undertake and ensure that all staff complete induction training in health and safety within the first six weeks of the probationary period and monitor compliance.
- Carry out risk assessments on employer venues where apprenticeship delivery is scheduled to take place
- Meet with employers to discuss their health and safety responsibilities and TTA's Health and Safety Policy.

2.7 Individual Employees

TTA expects its employees to take reasonable care for the health, safety and welfare of themselves, students, apprentices and others who may be affected by their actions, or failure to act. Each employee is accountable to his/her line manager for achieving this. In particular, employees must:

- Remedy any unsafe situation within their competence or report such to their line manager or supervisors in the first instance, who will ensure that the appropriate action is taken.
- Not misuse or interfere with anything that is provided for health and safety.
- Ensure Risk Assessments for all areas of activity within TTA are complied with.
- Use machinery, equipment, substances, and any safety device according to their training or instruction, and in compliance with the law. Report all accidents and incidents, near misses and dangerous occurrences to their immediate line manager.
- Undertake induction training in health and safety within the first six weeks of the probationary period.

2.8 Consultation with Unions, Staff and Student Representatives

TTA has a duty to consult with Unions and staff on any matters that affect health, safety and welfare at work. This consultation will be conducted through the Health and Safety Committee.

Students and apprentices are consulted with through their academic area and the relevant student/apprentice forums.

2.9 Occupational Health Services

TTA contracts with an appropriate Occupational Health service to assist it in meeting its duties for health, safety and wellbeing.

PART 3 - ARRANGEMENTS FOR IMPLEMENTATION

3.1 Introduction to the Arrangements

TTA's arrangements for ensuring the implementation of good health and safety practice are contained within this section of the Policy. Associated guidance documents support this policy and outline important health and safety matters and actions that managers and employees must take in order to ensure statutory compliance. These guidance documents are available on TTA's Internet.

Further HSE guidance relating to each area of risk can be found on the [HSE website](#).

3.2 Accident Reporting

Accident: an event that results in injury or ill health

Incident: all other events or dangerous occurrence that takes place that do not cause injury or ill health to a person (including fire, building/structural collapse or disturbance of asbestos).

Near Miss: an event not causing harm, but has the potential to cause injury or ill health

Accident reporting is covered by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR). TTA aim to reduce accidents to a minimum, and will carry out detailed analysis of the number and type of accidents, and near misses occurring within TTA's area of responsibility to ensure trends are identified and remedial steps are put in place to prevent reoccurrence.

All accidents, incidents and near misses will be investigated in line with procedures to prevent recurrence. Where an accident, incident or near miss requires reporting to the Health and Safety Executive (HSE) under RIDDOR, this report must only be submitted by the Health & Safety Officer.

The First Aid Box is situated in the Front Office near the front entrance door. It is the responsibility of the Health and Safety Officers to regularly check the box and make sure it is up to date, there are monthly checks of all first aid equipment and a record is kept within the first aid boxes.

There is Incident and Accident Report Book in the Front Office. The Health and Safety Officers are responsible to record all incidents and accidents in the report.

The Fire Alarm Panel is situated in the small office (No. 3) and the building's full drawing is displayed next to the fire panel and the offices.

3.3 Asbestos Control

TTA recognises the significant hazards posed by asbestos containing materials and will comply fully with The Control of Asbestos Regulations 2012.

Where contractors are appointed to carry out works in areas that may contain asbestos, they will be provided with a copy of the AMR and will be required to work under the TTA permit to work system.

TTA will ensure all employees and others that face the potential risks of working in areas containing asbestos have received the appropriate level of asbestos awareness training and/or hold the relevant competencies.

3.4 Business Continuity Plan (BCP) and Lockdown Procedure

TTA's BCP establishes Emergency Response Teams that manage appropriate response strategies and allocate resources to ensure a major incident has minimal impact on TTA's business operation.

The emergency responses are guided by TTA's overriding emergency goals of protecting life, securing the critical infrastructure and facilities and resuming the teaching programme.

This plan links with TTA's specific emergency procedures relating to emergency evacuation, dealing with bomb threats and building closure/lockdown procedures, in addition to departmental BCP's.

Dynamic Lockdown procedures aim to quickly restrict any entrance or exit to a site or building in response to a threat, either external or internal. The aim of Lockdown is to keep people safe, prevent people moving into danger areas and stopping attackers accessing TTA buildings. For more information refer to the Lockdown Policy available in reception area and Policy Folder.

Procedures are in place to minimise the disruption to the teaching whilst ensuring the safety of the TTA community.

3.5 Contractor Management:

The TTA will be required to engage with competent contractors to carry out specialist works. Prior to a contractor being appointed, TTA will undertake Health and Safety assessments in proportion to the health and safety risks posed by the works. Contractor monitoring will take place during works on site, where relevant. Contractors carrying out certain types of work such as work with asbestos, hot works etc will be required to work under the TTA permit to work system.

The TTA will work in accordance with the Construction (Design and Management) Regulations 2015 (CDM 2015).

3.6 Control of Hazardous Substances

The handling, use, storage and disposal of hazardous substances is covered by the Control of Substances Hazardous to Health Regulations 2002 (as amended) (COSHH) and where items that are flammable are used the Dangerous Substances and Explosive Atmosphere Regulations 2002 (DSEAR) additionally apply. TTA will fully comply with the requirements set out in both pieces of legislation.

Hazardous substances may be physical (dust, fumes, vapours,) or chemical (cleaning materials, glue, lubricant, beauty products).

Dangerous substances may include solvents, paints, dust from sanding, pressurised gases.

Risk assessments with strict controls are required where individuals may be at risk from exposure to hazardous substances or dangerous substances.

3.7 Educational Trips and Visits

TTA takes the health, safety and welfare of its students, apprentices and staff very seriously and the required risk assessment process must have been followed in advance of any TTA trip or visit taking place, including providing details to parents or guardians for relevant students or apprentices and obtaining consent.

3.8 Electrical Safety

TTA has in place systems to ensure full compliance with The Electricity at Work Regulations 1989 for both fixed electrical systems and portable appliances.

Employees must take all necessary precautions to avoid working with or coming into contact with live electricity. Any work with electrical systems or equipment must be carried out by a trained competent individual or contractor. Live work must be controlled using appropriate safety measures including working under the TTA a permit to work system. Fixed electrical systems and portable appliances will be maintained and tested at the recommended intervals.

3.9 Fire Safety

TTA recognises that fire is probably the foremost risk to both persons and property and will therefore comply in full with the Regulatory Reform (Fire Safety) Order 2005.

The TTA building has a fully maintained and monitored fire detection and alarm system, portable firefighting equipment and personnel trained in fire prevention and fire evacuation. Trained fire wardens are in place to assist during evacuation.

A fire risk assessment will be maintained and reviewed annually by a competent person and all control measures identified will be put in place to ensure the risk can be reduced to an acceptable level. Practice evacuations will be held at least termly.

Fire Extinguishers are located throughout the building and are easily visible and there are fire blankets in the kitchen area. Training has been given to all staff on how to use these fire extinguishers.

Evacuation Routes

TTA has a robust Fire Evacuation Procedures in place, which clearly shows the fire exits one at the front through the main entrance and the second one is at the back of the building which leads to the car park area. Assembly point is positioned by the car park gate at the front.

Evacuation route ways and exit doors are signposted and kept clear at all times. A plan of the route way from every room in TTA is displayed by or near the doorway together with a plan of the designated safe evacuation assembly locations. Staff will ensure that they are familiar with alternative escape routes in case the designated primary route is impassable.

Evacuation Procedure

- On hearing the fire alarm, students and apprentices must be instructed to leave the building in single file and in a calm, orderly manner.
- The person in charge of each class must indicate the exit route to be used and everyone must be directed to a Predetermined Assembly Point.
- Specific arrangements must be made for learners with physical or mental disabilities to ensure that they are assisted during evacuation.
- No running is to be permitted to avoid panic.
- On staircases everyone must descend in single file. Overtaking of individuals must not be permitted.
- Lifts/chair lift must not be used.
- Anyone who is not in class when the fire alarm sounds must go immediately to the assembly point.
- No one must be allowed to re-enter the building until told to do so by the Fire Service in attendance, OR, in the case of a fire evacuation drill the senior person in charge.

3.10 First Aid Arrangements

The Health and Safety Officer will ensure that the appropriate arrangements are made for first aid provision in line with The Health and Safety (First Aid) Regulations 1981. The number of trained personnel and first aid equipment will be determined after having conducted risk assessments of the areas of activity within TTA. The Health & Safety Officer is also responsible for the operation of the First Aid.

The First Aid box is situated near the front entrance door, at the Front Office. It is the duty of the Health and Safety Officer to check that it is always replenished with the required items.

3.11 Health and Safety Inspections and Audit

In order to satisfy the requirement to monitor that health and safety procedures are being correctly applied the Health & Safety Officer will arrange regular inspection visits to all areas of the TTA premises, prioritised by the degree of risk in each area. TTA has the system in place and regularly audit and carry out risk assessments weekly, monthly and on daily basis to ensure health and safety checks are carried out and also keep records in the front office.

3.12 Manual Handling

TTA recognises that musculoskeletal and other injuries may be caused by poor manual handling techniques and will therefore comply in full with the Manual Handling Operations Regulations 1992 (as amended). Specific risk assessments are required for any task involving manual handling. Where possible manual handling will be avoided and mechanical aids such as trollies will be provided. Training will be given to those required to complete manual handling tasks.

3.13 New and Expectant Mothers

To protect the health and safety of new and expectant mothers, TTA has a process in place where by the Health and Safety Officer will assist the line manager in completion of a risk assessment.

3.14 Personal Protective Equipment (PPE)

PPE is equipment which is intended to be worn by a person at work to protect the individual against risks to their health. PPE should always be considered as a last resort. Where health and safety risks cannot be controlled by other means, TTA will ensure appropriate PPE is identified through risk assessment and will provide it free of charge, in line with The Personal Protective Equipment Regulations 2002.

PPE may include hard hats, safety footwear, eye protection etc.

Suitable training and information in PPE use storage care and defect reporting will be given to employees and students where it is issued. Records of the issue of PPE must always be maintained and monitoring of its use will take place.

3.15 Plant and Equipment

All items of fixed plant i.e. boilers, fixed wiring, fire alarm systems, lifts, emergency lighting systems, water systems etc will be subject to strict maintenance regimes and statutory inspections carried out by a competent person. Any additions or changes to such systems will only be carried out by competent persons and be subject to relevant legislation requirements.

All equipment provided for the use of employees and students will be suitable for its purpose, safe to use and inspected and tested in accordance with manufacturer instructions.

Equipment may include the ladders, mechanical and electrical items within workshops.

Training on the use of equipment will be provided to the relevant standard and competency established before an individual is allowed to use that equipment.

Appropriate PPE will be provided for use with plant and equipment.

TTA will comply in full with The Workplace (Health, Safety and Welfare) Regulations 1992, The Provision and Use of Work Equipment Regulations 1998, Lifting Operations and Lifting Equipment Regulations 1998 and Pressure Systems Safety Regulations 2000.

3.16 Risk Assessments

The TTA recognises that risk assessment is central to the management of health and safety and the role it plays in reducing accidents, near misses etc. It allows the identification of hazards and risks associated with the premises, area of work/study, specific individuals and sensible measures to put in place to ensure these risks are removed or controlled, thus ensuring a safe working and learning environment for all.

Risk assessments are required for all work activities proportionate to the degree of risk as detailed within The Management of Health and Safety at Work Regulations 1999. Specific risks assessments are also required by other regulations e.g. Manual Handling Regulations, Use of Display Screen Equipment Regulations and the Control of Substances Hazardous to Health Regulations.

Specific risk assessments are also conducted for staff members working both on and off site, including employer premises, and for those individuals with additional needs and criminal records.

3.17 Stress Management

Line managers are responsible for ensuring that work-related stress is assessed and managed using TTA's Stress Management Policy.

3.18 Violence to Staff

TTA believes that no employee or worker should be faced with violence in the workplace either from fellow employees, students or members of the public. Where a concern is identified risk assessments will be carried out to identify the likelihood of violence occurring and suitable control measures introduced.

This links with the TTA Code of Conduct (staff), Code of Conduct (students and apprentices), the Admissions and Progressions Policy and Respect for All - Student Disciplinary Policy & Procedure.

3.19 Work at Height

Where work at height cannot be avoided, TTA will ensure works are controlled so far as is reasonable, to prevent the risk of falling from height. The Work at Height Regulations 2005 will be complied with at all times.

Work at height may include use of scaffold towers, ladders, stepladders through to the use of small 'kick stools' in offices. TTA will provide suitable training and equipment that is fit for purpose to all those who may be at risk from falls from height.

3.20 Workplace Requirements and Display Screen Equipment (DSE)

TTA will provide a safe workplace, without risks to health and have appropriate welfare facilities in line with The Workplace (Health, Safety and Welfare) Regulations 1992. Measures will be applied to protect employees, students and all others from risks associated with the working environment.

All enclosed, substantially enclosed or open parts of the TTA site including the car park are designated as smoke-free and all staff are expected to comply with and enforce this Policy which is set out in the Code of Conduct (Staff).

TTA aims to ensure that ill health associated with the use of Display Screen Equipment (DSE) is avoided in accordance with the Health and Safety (Display Screen Equipment) Regulations 1992.

DSE; otherwise known as a workstation may consist of a PC, screen, chair, keyboard, mouse, desk telephone etc and includes the work environment.

Whilst line managers have the responsibility to ensure that suitable risk assessments have been undertaken, employees should take personal responsibility for ensuring that their workstation is setup correctly and that breaks to other tasks away from the screen are included in their normal working day.

PART 4 – COMMUNICATION OF THE HEALTH AND SAFETY POLICY

4.1 Communication Arrangements

Copies of the Health and Safety Policy are circulated to all employees and employers on its revision and provided to all new employees on commencement. Health and safety information will be cascaded through the normal line management chain as and when required. Copies of TTA's Health and Safety Policy are also provided to all employers whose staff are undertaking apprenticeships with TTA.

4.2 Health and Safety Training

Health and safety training is provided to all new employees and must be completed within the first six weeks of the probationary period.

Those employees with a particular role to play, for example conducting risk assessments, fire marshals, first aiders, will receive additional specific training.

Training requirements are identified between employees, line managers, senior managers and the Health & Safety Officer.

4.3 Consultation Arrangements

TTA's Health and Safety Committee meets regularly throughout the year to enable governor, management and employee representatives to discuss health and safety matters, monitor compliance and performance and set priorities.

4.4 Contractors and Partners

All contractors undertaking work at TTA and partners delivering services on behalf of TTA will be made aware of this Health and Safety Policy through the relevant procurement and/or contractual arrangements.

PART 5 – REVIEW OF THE HEALTH AND SAFETY POLICY

5.1 **Policy Review**

This Policy will be reviewed annually or wherever a significant change to either legislation or procedures occurs which is liable to affect the health and safety of employees, students, contractors, or visitors to the TTA's premises.