

POLICY NAME	HEALTH & SAFETY POLICY		
POLICY REF	PSPP16	REVISION	7
AUTHOR	S HAMER	DATE	31/01/2024
APPROVED BY	J HAMER	NEXT REVIEW	31/01/2025

1. Statement of Intent

Pentagon Skills take Health & Safety matters very seriously and our health and safety policy aims to, so far as is reasonably practicable:

- Prevent accidents and cases of work related ill-health.
- Manage health and safety risks in our workplace.
- Provide such information, instruction, training and supervision necessary to ensure that our employees are competent to undertake their work.
- Consult with our employees on matters of health and safety.
- Encourage all employees to engage in maintaining safe working practices.
- Provide and maintain safe plant and work equipment.
- Provide all necessary Personal Protective Equipment.
- Ensure that all substances are used, stored and handled safely.
- Maintain safe and healthy working conditions.
- Implement all necessary emergency procedures, including evacuation procedures in the event of fire or other significant incident.
- Ensure that adequate provision is made for welfare facilities and that adequate first aid provisions are made.
- Review this policy annually and revise whenever there is a change in circumstances, in work practices or the introduction of new legislation affecting the policy, so as to ensure that these standards of health and safety are maintained.

2. Responsibilities for Health & Safety

Operations Director, Mr Scott Hamer appropriately competent and qualified and is responsible for all matters relating to health and safety within the organisation.

Managing Director, Joanne Hamer is responsible for the day to day implementation and coordination of activity in line with the policies and procedures of the business.

2.1 Allocation of responsibilities:

2.1.1 Appointed Persons

- Mr Scott Hamer** Responsible for matters relating to Health & Safety policy and procedures, review, updating of safe systems of work and general advice and guidance.
- Mrs Joanne Hamer** Is involved with the day to day running of the business and is therefore responsible for supervising the application of Health & Safety in line with the policies and procedures.
- Mr A Charlesworth** External Adviser

2.1.2 Duties of all staff:

The duties of all Pentagon Skills staff are to:

- Take reasonable care for the health and safety of themselves, visitors and others who may be affected by their acts and omissions while on Pentagon Skills premises and the sites where learners are working.
- Report promptly any accidents, incidents, unsafe conditions or practices and potential risks to their line manager.
- Personally, demonstrate good standards of health & safety practice.
- Take care in all practical teaching areas.
- Promote good practice through the quality of learning and understanding of health & safety.

2.1.3 Duties of all learners and course delegates:

Learners and course delegates are required to comply with health & safety and ensure that their acts or omissions do not put others at risk and must:

- Cooperate with all health and safety information provided by Pentagon Skills and their employer.
- Follow and act upon any instructions that are given either verbally or in writing by a Pentagon Skills member of staff about health and safety.
- Bring to the attention of a member of Pentagon Skills staff any difficulty in understanding health and safety information or instructions.
- Co-operate fully always with Pentagon Skills to ensure that statutory obligations are met.
- Report immediately to a member of Pentagon Skills staff any hazard, potential hazard, breakdowns in practice or procedures, unsafe conditions or defects to equipment which may affect health and safety in the workplace or training center.
- Report any accidents or incidents they are involved in.
- Ensure that where necessary/required the relevant PPE is used in the interests of health and safety.
- Advise their trainer/ assessor of any personal difficulties associated with the use of any equipment provided.
- Provide Pentagon Skills and their employer (where relevant) with any medical or allergy information which may affect personal health and safety or welfare.

3. Arrangements for Health & Safety**3.1 Risk Assessment**

Appropriate risk assessments will be completed against all business activity. Risk assessments will be kept under review and updated where necessary. Relevant parties will be updated regarding amendments to risk assessments and their findings will be implemented.

3.2 Communication of policy

A copy of this policy is available at www.pentagonskills.co.uk/policies and on request from the office.

All staff are inducted upon commencing employment and are briefed and updated regarding the

contents of the policy as and when it is updated. Relevant aspects of company policies and procedures are also briefed to candidates, visitors and third parties within the relevant induction procedure and full access to relevant policies and procedures is available as above.

3.3 Training of employees

Training shall be provided on induction and on exposure to new or increased risks, for example following the introduction of new equipment, technology or systems of work. Refresher training shall be repeated periodically. Records of all training shall be kept.

3.4 Consultation with employee

Consultation with staff on health and safety matters will take place routinely as they arise and following any review of health and safety matters where changes are required.

3.5 Fire Safety

A fire risk assessment has been carried out for the site and will be kept under review. Fire Marshall training will be updated as required to ensure staff at the office remain competent in leading an emergency evacuation in line with the office evacuation plan.

When off site, all staff will undertake induction to identify the fire safety systems available at the various training centres or client/ stakeholder premises.

3.6 Manual handling assessment and policy

Manual handling instructions must be followed in accordance with our manual handling procedure and training when carrying any load. Where a load is considered too heavy, assistance should be sought via the use of lifting aids or by asking for a second person to aid in carrying out the lift.

3.7 Public safety assessment and procedures

A risk assessment has been carried out for members of the public on site and will be kept under review. All visitors shall be given safety information, instruction and training, protective clothing or safety equipment as may be necessary.

3.8 Evacuation & Emergency Procedures

In the event of an emergency, the fire alarm will sound and a designated person will ensure the evacuation of all persons present on site to their assembly point, contact the emergency services when required and ensure compliance with any relevant emergency procedure.

Staff shall be informed of the emergency procedures on induction and reminded each year. The emergency evacuation procedure will be rehearsed at least once each year.

3.9 Accident and investigation Procedures

Where there is an accident or incident at work, an accident or incident report must be completed. Any accident at work or in connection with work (whether involving an employee, visitor or other person), must be reported immediately to the appropriate person who shall arrange for the accident to be investigated and an accident report prepared, recommending means of preventing

re-occurrence where appropriate.

Where the accident or incident is of a type that needs to be reported under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

3.10 Work equipment selection and maintenance

All work equipment provided by the employer for use at work shall be:

- suitable for the intended use;
- safe for use, maintained in a safe condition and, in certain circumstances,
- regularly inspected;
- used only by people who have received adequate information, instruction and training; and
- accompanied by suitable safety measures, e.g. protective devices, markings, warnings.

All equipment used must be maintained in a safe condition and in good repair. Where necessary, equipment shall be inspected to ensure that it is safe for use without risk of injury or damage and appropriate records shall be kept up to date. The use of any equipment that is not owned by the employer must be authorised in advance.

3.11 Personal Protective Equipment

Personal Protective Equipment (PPE) appropriate for the risks involved and suitable for the task and the person undertaking it will be supplied and must be used whenever there is a risk to staff's health and safety which cannot be adequately controlled by alternative means. Where PPE is required it shall be provided at the employer's cost and must be used by staff in accordance with any manufacturer instructions and any directions and training given. Any defects in PPE must be reported immediately on discovery.

3.12 Hazardous substances (COSHH), assessment and control measures

In accordance with the Control of Substances Hazardous to Health Regulations 2002 (COSHH) we will:

- Undertake assessments of all work processes where substances are involved and decide which of the processes involve the use of substances hazardous to health so that decisions can be made about necessary control measures;
- Maintain records of all COSHH assessments;
- Inform the workforce of any findings of any assessments and provide any person exposed to substances hazardous to health with the necessary information, instruction and training for them to know the risks to health created by such exposure and the precautions that should be taken;
- Review all assessments (if the work process changes significantly) and annually from the date of the original assessment; and
- Provide suitable Personal Protective Equipment.

3.13 Display Screen Equipment (DSE) Assessment & Provision

- The workstation of anyone who uses display screen equipment for a significant amount of time (two or more hours per day) will be assessed (and where necessary adapted) to ensure that its design and layout will avoid visual fatigue and back, shoulder, neck, arms, legs and

wrist aches. Adequate chairs, work surfaces and equipment shall be provided.

- Periodic breaks from using the equipment are encouraged.
- On request, once a year, a voucher (or reimbursement of cost on production of a receipt) for an eye and eyesight test by an optician will be provided. If special corrective appliances for display screen work only are required and a normal appliance cannot be used, the employer will bear the cost of a basic appliance (e.g. the least expensive frame and basic lenses).
- Where necessary, training on the safe use of display screen equipment shall be made available.

3.14 Welfare provisions

Adequate provision will be made for welfare facilities at all sites.

3.15 First Aid provisions

Adequately stocked first aid boxes will be kept on site. All First Aiders shall receive first aid training, attend refresher courses, pass all the necessary qualifications and hold a current First Aid at Work certificate.

Mr Scott Hamer
Pentagon Skills Ltd
Operations Director



This policy statement is subject to ongoing and annual review.