



AWC Training Ltd

Reviewed by: Allan Clare, Managing Director

Date of Review: 01 January 2021

Next Review: 01 January 2022

January 2021

Review and Version Control Sheet

NB: This Policy will be revised annually or when legislation, improved practices or other modifications occur

Date of Review	Policy Period	Next Review	Reviewer(s)	Comments	Authorised By
January 2020	12 months	January 2021	Allan Clare Jane Clements	Policy Review and Re-issue	<i>Allan Clare</i>
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Health and Safety Policy

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1.1 Introduction

Company Details

Name: **AWC Training LTD**

Address: **40 Fore Street
St Austell
Cornwall, PL255ER**

Telephone Number: **01726 810143**

Name of persons with the ultimate
Responsibility for HEALTH & SAFETY
matters within the company: - **Allan Clare**

Profile

AWC Training delivers bespoke accredited apprenticeship training to individual companies at their own premises, financed by the Education Skills Funding Agency through various consortium contracts and as such is fully aware of the safer learner concept adopting a safer learner policy to supplement this Health and Safety policy.

Introduction

AWC Training understands the importance of good health and safety management and is committed to ensuring compliance at all levels with health and safety legislation. For these reasons, this Health and Safety Policy has been compiled and contains the necessary information to address the relevant legislation and recognised good management practice.

Contained within this policy are the company health and safety policy statement, organisation and arrangements necessary to control all aspects of the company's operations within the workplace and on Client's sites and premises.

This policy is relevant to all staff, visitors, apprentices, learners, supply organisations and contractors.

1.2 Statement of Policy

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Fully accepts their responsibilities to ensure, so far as is reasonably practicable, to comply with HASWA and required legislation.

These responsibilities are extended to its entire staff, learners and any Other persons who may be affected by the company's operations, under HASWA and appropriate legislation in order to meet these obligations.

- Provide and maintain plant and systems of work which are safe and without risks to health
- Make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances
- Provide information, instruction, training and supervision as is necessary to ensure the health and safety at work of employees
- Maintain safe conditions without risks to health in work, under our control
- Provide means of access to and egress from any place of work under our control, which is safe and without risks to health
- Provide and maintain for our employees and learners a working environment that is safe, without risks to health and meets current legislation

The Managing Director accepts that health and safety are management responsibilities to ensure this policy meets with its legal responsibilities and requires the co-operation of all persons.

It is the duty of all persons engaged with the company to comply with this safety policy at all times, to act responsibly and do everything they can to prevent injury to themselves, others and the public.

The Managing Director of the company will monitor and review the implementation of this policy annually to ensure that it remains relevant and appropriate to the company. It will make available the statement, organisation and arrangements sections of the policy in prominent positions in the offices and workplace for review and inspection

AWC Training

Is committed to continual improvement of this policy to ensure that it conforms to current Occupational Health and Safety (OH&S) legislation, to improve our OH&S performance effectively and efficiently, to comply with legislation. I removed the '?'

Consequently the Managing Director recognises There responsibility Under the Corporate Manslaughter and Corporate Homicide Act 2007 that an offence may be committed where failings by an organisation's senior management have contributed to any gross breach of the duty of care regards its employees, or Other persons including members of the public, which results in death.

1.3 Promoting the Policy

All staff and learners will receive an induction in which our Health and Safety Policy is explained, and copies handed out. Any changes to the policy will be communicated to staff by the most appropriate means, whether through hard copy information sheets or e-mail. All staff and learners are asked to sign to confirm they have received a copy of the policy and procedure and understand its contents and adherence to it.

Employees: All employees receive relevant Health and Safety training during induction and at regular intervals with an annual re-training schedule.

Employers: Health and Safety is discussed with all employers of learners or apprentices and have access to our Policy. We also share their respective Policy with learners who are employed or may undertake training on employer premises. This is discussed with their relevant contact with, together with the procedures should a Health and Safety incident be identified. We will also offer training and guidance where required.

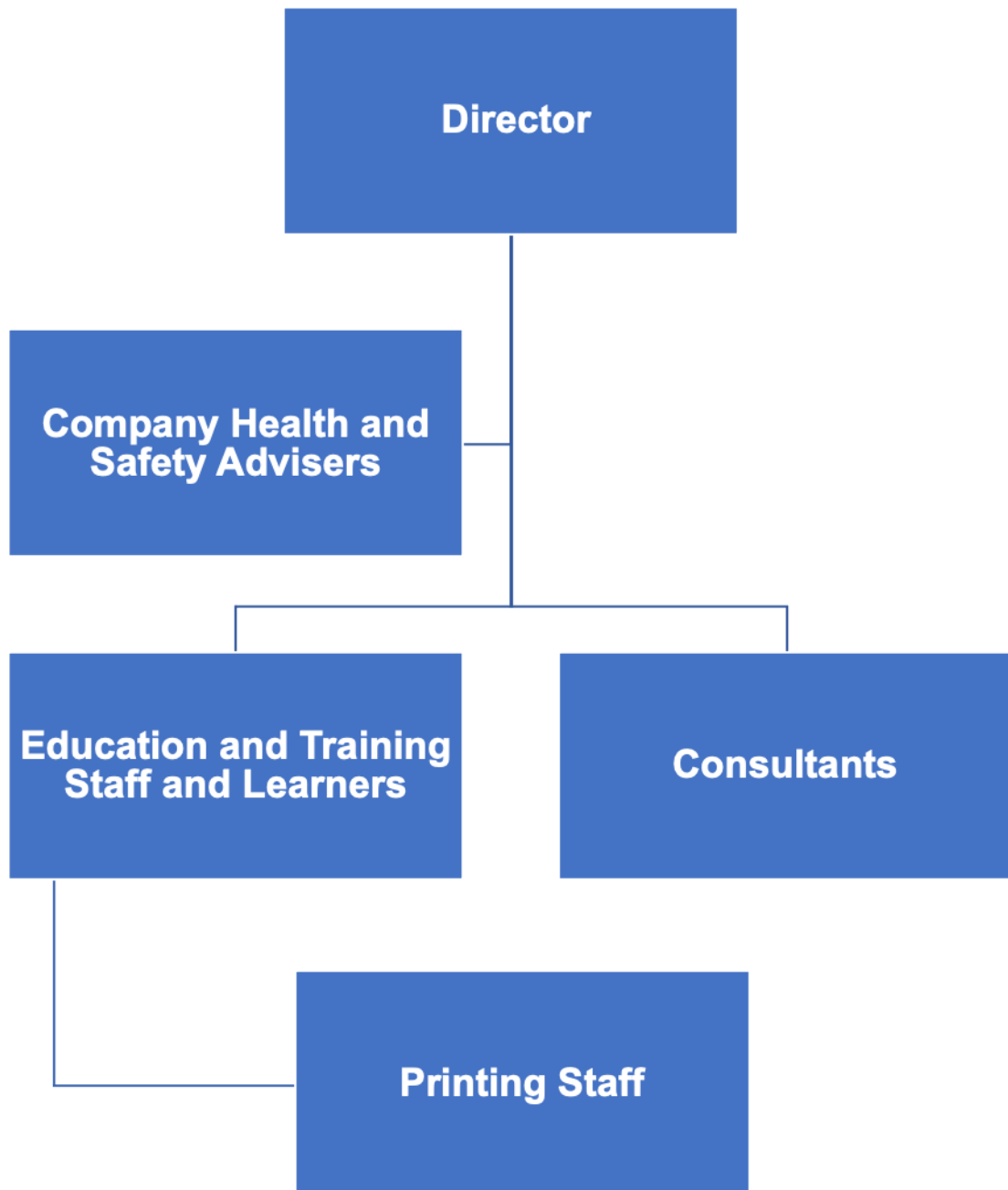
Learners and Apprentices: Health and Safety is discussed, and the Policy explained at the Information Advice and Guidance session. It is further discussed at all reviews with questions to ensure the learner/apprentice can provide evidence of their knowledge and understanding. They will receive a Health and Safety and emergency evacuation briefing when in premises for training or assessing purposes.

All staff and learners/apprentices are requested to sign a confirmation statement that they have been issued with, received training on, and understand the Health and Safety Policy and their individual responsibilities to work safely and report any concerns or breaches of Health and Safety practices.

Statutory and additional information notices are displayed on walls within offices and venues used for delivery purposes.

2.0 Organisation

2.1 Organisational Structure



2.2 Roles, Responsibilities and Commitment

Management and staff share an equal commitment in providing a safe working environment and for the welfare of employees, colleagues, learners and apprentices as identified within the following responsibilities.

The Managing Director shall have the responsibility

- To ensure that funds, resources and facilities are available to meet the requirements of the policy.
- To have Knowledge and understanding of the application of the Health and Safety at Work Act 1974. The Management of Health and Safety at Work Regulations 1999 and relevant legislation to ensure all operations are safe.
- To be aware of changes in legislation, which affect the company.
- To respond to suggestions and recommendations to improve company health and safety performance.
- To ensure that appropriate evacuation procedures, fire-fighting appliances and equipment are maintained on an annual basis, planned evacuations take place twice a year and register of the evacuations is kept.
- To ensure all portable appliances are tested annually and a register is completed of the tests.
- To ensure that the company has at least one registered first aider, first aid boxes comply with BS 8599 and a register of the contents is kept on an annual basis.
- To ensure that the first aid box the accident book is located in a position known to staff and the accident book complies with General Data Protection Regulations.
- To promote health, safety and welfare at all times.
- To communicate the contents of the Health and Safety Policy, to all personnel under the control of himself via "in house" meetings, training, induction, and through external training courses.
- To arrange and/or undertake risk assessments, and to apply control measures deemed to be necessary to ensure all person are protected.
- To consult with Other organisations and/or persons on matters relating to Health, Safety and welfare to improve standards in company activities.
- To arrange suitable welfare facilities for staff on company and client premises.

- To conduct regular site safety inspections and to arrange for the Company Health and Safety Advisers to carry out the inspections on an annual basis and keep up to date records of visits.
- To ensure that safe systems of work are followed, On Site Method Statements are produced and on-site Risk Assessments are carried out in relation to the work for which clients are responsible. Ensure that safe systems of work are established. Maintained and records are kept.
- To identify health and safety training needs within their area of responsibility and arrange training.
- To review and identify new employee's knowledge and understanding of HSAWA and the Safe Learner Concept and review training needs.
- To ensure that all users of products and articles supplied or hired for use at work are made aware of any information and instructions which are provided by a manufacturer or supplier.
- To ensure that appropriate records are kept for all work equipment.
- To ensure that all work equipment hired or purchased is suitable for the purpose intended and that it is properly maintained.
- To advise people on site of any risks raised for the company's attention by Other employers in the particular workplace.
- To ensure that no unnecessary risks are taken by the employees in pursuance of their duties.
- To set a personal example and comply with all Company Health and Safety rules.
- To implement the appropriate disciplinary measures, where the Health and Safety Policy is breached.
- To update this policy, as required, and in conjunction with the Company Health and Safety Advisers annually, or as and when required.
- To co-operate with the Company Health and Safety Advisers in all matters affecting health and safety.

Responsibilities of Staff – and Consultants

Staff are responsible for

- Reading and understanding the Company Health and Safety Policy.
- Working in accordance with its provisions.

- Complying with company systems and procedures and support the functioning of this Company Policy at all times.
- Their and others Health and Safety to prevent accidents.
- Seeking guidance where There is any doubt about the safe working procedures to be adopted.
- Ensuring that working methods established do not require or allow persons to take unnecessary risks.
- Ensuring that their subordinate staff are competent to carry out work and provide supervision and support.
- Reporting all defects and unsafe conditions.
- Using equipment and plant only for the purposes for which it was designed and in accordance with the suppliers / hirer's instructions.
- Using appropriate safety equipment and protective clothing (PPE) when necessary, in carrying out their duties.
- Suggesting ways in which working practices can be made safer.
- Using tools and equipment which they are competent and experienced to use.
- Ensuring that employees and others within the vicinity of the equipment they are operating, are not endangered by its use.
- Reporting all accidents or damage to the client and company health and safety advisors and co-operate in the investigation of any accidents, including any reports internally or to the Health and Safety Executive.
- Informing Management of any medication which they are currently taking, which would affect their ability to work safely or to react with any treatment they may receive in the event of an accident.
- Not taking part in "horseplay" or dangerous practical jokes in the workplace.
- Creating a health and safety ethos within the company to support quality training.
- Giving advice to the Managing Director, Company Health or Safety Advisers and/or workforce employees on improvements that need to be made to the policy.
- Co-operating with the Managing Director and/or Company Health and Safety Advisers in all matters affecting health and safety.

Employees have a duty under Section 7 of the Health and Safety at Work Act 1974, to take reasonable care for their own safety, and the safety of others who may be affected by their acts

or omissions. To co-operate with the company, in its arrangements to perform or comply with statutory safety obligations, which includes adherence to the Company Health and Safety Policy.

Responsibilities of all Learners

All learners have the following responsibilities

- To read and understand the Company Health and Safety Policy.
- To work in accordance with its provisions.
- To comply with company systems and procedures and support the functioning of this Company Policy at all times.
- To take appropriate action to ensure the health, safety and welfare of themselves and others and to seek guidance where There is any doubt about safe working practices and procedures.
- To ensure that working methods established do not require or allow persons to take unnecessary risks.
- To ensure that their colleagues and mentors provide supervision and support.
- To report all defects and unsafe conditions.
- To use tools and/or equipment and plant only for the purposes for which they have been trained in accordance with the supervisor and suppliers / hirers instructions.
- To use such appropriate safety equipment and wear protective clothing (PPE) necessary in to carry out tasks and their duties.
- To suggest ways in which working practices can be made safer.
- To ensure that employees and others within the vicinity of the equipment they are operating, are not endangered by its use.
- To report all accidents or damage to supervision and co-operate in the investigation of any accidents.
- To inform management or supervision of any medication which they are currently taking, and which would affect their ability to work safely or react with any treatment they may receive in the event of an accident.
- Not taking part in "horseplay" or dangerous practical jokes in the workplace.
- Develop a personal ethos for health and safety for themselves and for others.
- To give advice on this policy when requested by the Managing Directors, Company Health or Safety Advisers and/or workforce.

- To co-operate with the Managing Director and/or Company Health and Safety Advisers in all matters affecting health and safety.

Employees have a duty under Section 7 of the Health and Safety at Work Act 1974, to take reasonable care for their own safety, and the safety of others who may be affected by their acts or omissions. To co-operate with the company, in its arrangements to perform or comply with statutory safety obligations, which includes adherence to the Company Health and Safety Policy.

Responsibilities of Suppliers of Services

All Suppliers of Services are

- Expected to read and comply with the provision of this policy, which will be discussed prior to their appointment.
- To ensure that any persons under their control or employed by them have knowledge of, and will comply with, the Company Health and Safety Policy.
- To demonstrate that they are competent in their respective area and have appropriate resources available to carry out their work.
- To ensure that any injury sustained, or damage caused by them is reported to the Managing Director immediately.

To provide information in compliance with the Management of Health and Safety at Work Regulations 1999 and as requested by **AWC Training**, prior to commencing their works.

- To co-operate with the Company in all matters affecting health and safety.

Responsibilities of the Health and Safety Advisers

The Health and Safety Advisers shall

- Advise the Company on all health and safety matters.
- Regularly inspect workplaces and equipment to ensure that the Health and Safety Policy is being adhered to and make recommendations to Management and staff.
- Review safety recommendations received from the Health and Safety Executive or Management, and to verify its implementation.
- Assist in and advise on the safety training of all current and new employees.
- Arrange the circulation of new information relating to Health and Safety.

- Establish Whether accidents or dangerous occurrences are notifiable to the enforcing authorities.
- In the event of reportable injuries, diseases or dangerous occurrences at work, complete forms F2508/F2508(A).
- Investigate accidents and damage to company property and recommend corrective action when requested.
- Assist when required with the preparation of health and safety documentation when requested.
- Inspect new processes for potential hazards and write a risk assessment.
- Assist in updating in conjunction with the Managing Director annually, or as and when required.
- Maintain contact with official and professional bodies, e.g., Health and Safety Executive, Local Authorities, and awarding bodies for updates.

The Health and Safety Advisers must

- Foster within the company and client base an understanding of an ethos of health and safety and the safe learner concept.
- Ensure the appropriate regulations are complied with and take responsibility for monitoring their implementation.
- Monitor and keep any required health and safety documentation up to date for review and inspection by management.

Health and Safety Policy

3.0 Arrangements

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3.1 Health and Safety Management

The Management of Health and Safety at Work Regulations 1999

Introduction

It is extremely important to ensure that the health and safety aims, and objectives described in Part 1 of this Policy are achieved. The arrangements in Part 3 give the means to fulfil the aims and objectives, through monitoring, reviewing and auditing performance. By monitoring, reviewing and auditing performance, it is possible to achieve continuous improvement in health and safety performance.

This section describes the arrangements for monitoring and reviewing and auditing the effectiveness of the Health and Safety Policy.

Audit and Review

The company shall undertake an audit of the documented policy and procedures and the implementation within the company against the HSE guidance HSG 65. These audits shall be undertaken in all areas of the company. Management will be interviewed and consulted during the auditing process and all areas of the health and safety system will be examined - including changes in legislation. The findings of the audit shall be documented and used to improve and develop existing policies, procedures within the Management System.

Auditing Performance

The Health and Safety Adviser shall arrange for audits of company activities as and when appropriate or at least on an annual basis.

Reviewing the Health and Safety Policy

The company will monitor the effectiveness of this Health and Safety Policy, review its safety performance the functioning and management of the Health and Safety Policy. The contents of the Health and Safety Policy will be reviewed annually and indicate ways in which company safety performance can be improved.

3.2 Competent Persons

Management of Health and Safety at Work Regulations 1999

In line with Regulation 7 of the Management of Health and Safety Regulations 1999, the company will appoint competent persons to assist in undertaking the measures needed to be taken to ensure compliance with the requirements and prohibitions imposed under current statutory regulations. Sufficient time and resources will be allocated to the competent persons to allow them to properly undertake the measures necessary.

Competent Person appointed: Geoffrey Spinks

3.3 First Aid Arrangements

The Health and Safety (First Aid) Regulations 1981 (as amended 1999)

The first-aid facilities provided by the company shall be

- The provision of an appropriate number of qualified first aiders throughout the company in appropriate locations and controlled to ensure adequate first aid cover for all operational circumstances.
- The provision of adequate first-aid facilities as described by statutory regulations.
- Notices to display clear directions to the locations of first-aid boxes and/or first-aid facilities including qualified first aiders.

First aiders have the responsibility to check the first aid supplies on a regular basis and replenish supplies to ensure sufficient stock complying with BS 8599.

3.4 Accident Reporting - Reporting any Injury or Dangerous Occurrence

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR), and General Data Protection Regulations

The reporting of accidents is not only a legal requirement, but also provides the company with valuable information on its health and safety performance and areas for improvement. It is the company policy, that **ALL** accidents, near misses and dangerous occurrences, however insignificant must be reported **immediately** to a first aider or the Managing Director. They will record the incident and any treatment given will be noted in the accident book.

The company accepts its responsibility for the reporting of specific accidents – near misses, major injuries, diseases and dangerous occurrences - as detailed in RIDDOR regulations. Confidentiality of personal information contained in the reports are stored in compliance with GDPR.

Note:

RIDDOR, an accident includes an act of non-consensual physical violence done to a person at work.

In the event of a near miss, injury or dangerous occurrence, employees must ensure that they report the incident immediately to the Managing Director and/or Health and Safety adviser.

Accident Reporting Procedure

- All accidents, near misses will be reported to the Managing Director or the Health and Safety Advisor where appropriate, to the client.
- An accident book will be kept on the premise in a located place.
- The Managing Director or health and safety advisor will complete the accident book on site and will enter the following details:

1. Personal details of those involved witnesses and a brief description of the nature of the incident.
2. Date.
3. Time.
4. Location of Incident

NOTE:

Every incident is thoroughly investigated by the Managing Director and/or the health and safety adviser in order to identify the cause of the accident/incident to enable the company to plan and implement measures to prevent recurrence.

3.5 Health and Safety Training

The Health and Safety at Work Act 1974 The Management of Health and Safety at Work Regulations 1999

Suitable training shall be given to ensure persons are provided with the necessary knowledge, understanding, competence and information necessary to meet the requirements of the regulations applicable to the company's operations.

The Managing Director will be responsible in ensuring staff receive health and safety training at induction in the safe working practices, procedures and all necessary emergency requirements.

All staff on commencement of employment with AWC Training shall receive induction training and prior to working at a client's site shall receive Further specific induction training relevant to the site.

Training requirements shall also be based on the findings of risk assessments for the operations carried out throughout the company. Training with regard to the safe working methods and control measures associated with, and resulting from, risk assessments shall be carried out, where specific training is identified for particular tasks. Training shall be carried out either 'in-house' or by the use of qualified external training organisations.

No person will be permitted to drive any company vehicle or article of plant unless they prove their competence. In addition, they will not be permitted to operate any machine, apparatus or plant until appropriate training has been provided. Using their own vehicle for work purpose will require evidence of business insurance

3.6 Fire and Emergency Procedure

The Regulatory Reform (Fire Safety) Order 2005

The Managing Director will be responsible for providing and having maintained, all firefighting equipment including statutory notices, posters and leaflets.

Client Site(s)

In order to ensure that every site is adequately provided for, the Managing Director shall, in conjunction with appropriate persons, review the procedures and provisions necessary for education and training to take place. Client information on health and safety information will be evidenced from their health and safety policy to ensure it meets statutory requirements. A Health and Safety Procurement (HASP 10) may need to be completed if any omissions are identified when checking the client's health and safety policy.

Appropriate fire precautions will be adopted in all works areas, to include:

- Good housekeeping
- Segregation of flammables and combustibles
- Portable heating appliances to be secured and suitably guarded
- Electrical equipment and circuits to be regularly checked by a competent person
- All gangways, stairs, fire exits, escape routes and fire fighting equipment to be kept free from obstructions at all times. Fire extinguisher to be checked annually

3.7 Safe Place of Work

Workplace (Health, Safety & Welfare) Regulations 1992

In line with the above regulations, the company will provide and maintain a safe place of work and working environments for all persons and other than who may be required to visit the work area.

Safe means of access and egress shall, so far as is reasonably practicable, be provided and maintained to every place of work. Every such place shall be made and kept safe for persons using the facilities. Regular inspections and, where necessary, corrective actions shall be implemented.

Consideration shall be given to the environmental conditions to ensure that the temperature, ventilation and workspace requirements are in line with the regulations.

Suitable welfare facilities shall be provided for all staff to meet the requirements of the Workplace (Health, Safety and Welfare) Regulations 1992 with adequate provisions for drinks and seated accommodation for meals and breaks. Such facilities shall be maintained to a satisfactory standard of hygiene, in good condition and regularly cleaned.

The requirements of the above regulations will be made known to all staff. All persons will be encouraged to make pertinent suggestions as to the safe use of such facilities and will be required to keep them clean at all times.

COVID 19 Regulations

It is critical that everybody, staff, learners and any person who comes in contact with the company for training purposes must follow the following behaviours:

- **HANDS** - Wash your hands regularly and for 20 seconds.
- **FACE** - Wear a face covering in indoor settings where social distancing may be difficult, and where you will come into contact with people you do not normally meet.

- **SPACE** - Stay 2 metres apart from people you do not live with where possible, or 1 metre with extra precautions in place (such as wearing face coverings or increasing ventilation indoors).

If you have any of the following symptoms you must report it to the Managing Director, health and safety advisor.

- a high temperature
- a new, continuous cough
- a loss of, or change to, your sense of smell or taste

To ensure the safety of all and those in training and to limit the spread of the virus online learning will form part of the training. Details will be made available to all those involved.

Slips, Trips & Falls

Slips, trips and falls on any surface including those with no definite change in level are potentially a significant source of injury to employees. The company's policy is to reduce the likelihood and severity of accidents caused by slips trips and falls by providing safe walkways and ensuring good standards of housekeeping in all areas.

Risk assessment of potential Risks and Hazards will be implemented.

Housekeeping

The company shall provide suitable and sufficient waste receptacles to comply with environmental management and arrange waste disposal facilities to ensure that a satisfactory housekeeping standard can be achieved and comply.

Workplace Layout

The workplace (under control of the company) shall be suitably laid out to adequately identify areas where pedestrians and vehicles are allowed to move. The condition of the layout shall be maintained to ensure that all areas are always signposted.

Areas where plant, equipment and materials are not to be placed shall be demarcated and inspections of the work area shall be carried out at regular intervals to ensure that such areas are kept clear.

3.8 Safe Systems of Work

Management of Health and Safety at Work Regulations 1999

Risk assessments for work activities that identify residual high-risk situations, will require a written safe systems of work.

3.9 Risk Assessments

Management of Health and Safety at Work Regulations 1999

In line with Regulation 3, the company will undertake to make a suitable and sufficient assessment of the risks to workers and to other who may be affected by its undertaking and will record the findings of that assessment. This record will represent an effective statement of the hazards and risks, which leads management to implement relevant control measures to ensure the health and safety of the client's staff, suppliers of services, visitors and the general public.

The Health and Safety Adviser and Managing Director are responsible for ensuring that all significant risks are identified and recorded on risk assessment. This document will record relevant control measures to ensure the activity is made as safe a practically possible.

Definitions

Hazard: Anything with the potential to cause harm.

Risk: The likelihood of harm being caused, the frequency to which people are exposed to harm, and the probable severity of any injuries to persons and damage to property.

3.10 Working at Height

Working at Height Regulations 2005

Falls from height are one of the biggest cause of fatalities, and ladders are most frequent cause of falls. Some of the work undertaken by employees of **AWC Training** may be required to work at varying heights.

The company's policy is to ensure that the risk from falls from height and falling objects is minimised by Risk Assessment control measures. To minimise the risk of accidents the use of platforms and guardrails may be a requirement depending on the activity.

The company has set out a hierarchy for managing and selecting equipment for work at height. The Company will:

- Avoid work at height where they can.
- Use work equipment or other measures to prevent falls where they cannot avoid working at height.
- Where they cannot eliminate the risk of a fall, use work equipment or other measures to minimise the distance and consequences of a fall should one occur.
- Always prior to working at heights carry out Risk Assessments.
- Check staff health prior to carrying out work

3.11 Plant and Equipment/Electrical Appliances & Power Tools

The Electricity at Work Regulations 1989
The Provision and Use of Work Equipment Regulations 1998 (PUWER)
The Lifting Operations and Lifting Equipment Regulations 1998 (LOLER)

AWC Training uses items of electrical work equipment during its delivery of education and training such as computers, projectors etc., and will ensure the safety of the staff using equipment.

All equipment used and operated by the company is manufactured to approve safety standards and must be used in accordance with the manufacturer's instructions and guidance notes.

It is the responsibility of the Managing Director to ensure that equipment is only operated by those who have been trained and have the authority to use.

Any machine fitted with a guard or guards to protect moving parts must not be operated if any guards have been removed.

Machines must not be adjusted when running, unless the manufacturer has made specific provision for such adjustment.

The purpose and method of action of all switches must be clearly marked - signposted and those members of staff using the equipment must ensure that they are fully aware of the operational functions of the switches.

Many of the operations carried out by AWC Training involve the use of electrical equipment and must comply with Electrical regulations.

The Company's policy is to minimise the risk of electric shock and burns by using the lowest voltage possible, utilising breakers and maintaining electrical equipment in efficient condition.

The Managing Director will ensure that all power tools provided for use in the workplace, are in accordance with the relevant Electricity at Work Regulations and British Standards, and have the appropriate supporting documentation

The Managing Director is responsible for all portable electrical appliances to be Portable Appliance Tested on an annual basis in line with the Company's inventory of equipment.

3.12 Company Vehicles

The Use of Vehicles

Company vehicles must only be driven by personnel authorised and qualified to do so. The Managing Director must be informed of any circumstances which may affect your driving license validity i.e. medical circumstances, drink driving conviction or other motor conviction.

Staff own vehicles for company business use must have a valid MOT and business use insurance. Documents relating to this requirement must be given to the Managing Director annually or when they are required to prove they comply with UK law. The owner of the vehicle must ensure it is

serviced regularly and maintained to ensure it is safe to use. The company will not accept liability for any accidents that occur.

- Vehicles must not be driven in such a way as to risk the safety of the driver or other. This applies to driving on steep or unstable ground.
- It is the responsibility of the persons driving to keep within the legal designated driving speed and hours.
- Persons must not attempt to operate a company vehicle when under the influence of alcohol or drugs. Driving a vehicle under either influence will result in disciplinary action and possible police intervention.
- High visibility vests must be carried in all company vehicles and worn in designated areas and in roadside emergencies.

All vehicles must be left in a safe condition after use – keys out / handbrake firmly applied / doors locked.

It is the responsibility of the company to maintain their vehicles and ensure they are serviced regularly and roadworthy. Vehicle defects must be reported by all vehicle drivers.

No person driving on company business will be expected to travel an excessive distance or to travel for an excessive time. Where necessary, support will be given if the journey hours are excessive.

Driving and Mobile Phones

It is a criminal offence for a driver to drive or be in control of a vehicle while talking on a handheld mobile phone. **It is the policy of AWC Training that handheld mobile phone must not be used while driving on company business.** If the use of a mobile phone while driving is unavoidable, hands-free kits must be used. Persons without hands free kits must switch their phones off while driving. Persons found using handheld mobile phones while driving will be subject to disciplinary action.

In the event of any vehicle breakdown whilst on a carriage way the driver should move to the nearside of the road and await help. If on a motorway the driver should wait behind the crash barrier until professional assistance arrives. **On NO account should the driver attempt any repairs whilst stopped on any carriageway.**

3.13 Personal Protective Equipment (PPE)

Personal Protective Equipment at Work Regulations 1992

The Managing Director will ensure that adequate supplies of all necessary protective clothing or equipment are available in all workplaces for issue as required.

Any person in a workplace who is observed not wearing protective clothing while carrying out a process which requires the use of protective clothing or equipment, will be informed of statutory or company policy requirements, and instructed not continue working until protective clothing or equipment is obtained.

All personal protective equipment will be maintained, serviced, cleaned and replaced where necessary. Facilities will be provided for the storage of PPE.

3.14 Manual Handling Operations

The Manual Handling Operations Regulations 1992

Further to the risk assessment requirements under the Management of Health and Safety Regulations 1999, the company will ensure that all manual handling operations are identified and addressed according to the requirements of the Manual Handling Operations Regulations 1992. All activities carried out by Assessors and Training staff shall be examined and the requirements for manual handling operations established. As far as is reasonably practicable, manual handling operations shall be avoided, but where this is not possible, the operations will be assessed, and the risk of injury reduced by the use of mechanical means. All aspects of manual handling involved in the company's operations shall be examined, including any areas where pushing, pulling, lifting, carrying, supporting, may be required. Manual handling assessments shall be suitably documented. The findings of all assessments and the control measures to be adopted will be fully communicated to staff using email and internal printed documents.

The company's policy is to use mechanical aids wherever possible in preference to equipment and materials being moved manually.

3.15 Working Hours

Working Time Regulations 1998

The Working Time Regulations 1998 impose certain restrictions on the number of hours workers are permitted to work and also grant workers certain rest breaks. Under the Regulations, workers cannot be forced to work for more than 48 hours in a week, on average. Working time includes travelling where it is part of the job, working lunches and job-related training.

The regulators will also apply to the employment of consultants unless agreed hours of work are approved by the Managing Director.

It is AWC Trainings policy to comply with these regulations fully.

3.16 Personal Safety

Where the staff and suppliers of a service work alone, personal safety must be a priority at all times. This includes ensuring that There is regular communication with a designated responsible person before, during and upon completion of the work through telephone calls and/or emails at set times to ensure the safety of the person.

Lone workers must take necessary steps to ensure that they do not put themselves at significant risk during the event, when using equipment or as a consequence of the work environment by using their judgement on site and ensure that they do not enter dangerous areas of such premises.

Where required to work on occasions when normal work is stopped, special attention shall be paid to the need for their safety in respect of access and egress, first aid and the need for supervision of employees working on their own in isolated areas of the workplace. Communication arrangements shall be put in place to ensure that emergency services can be summoned if necessary.

3.17 Display Screen Equipment

The Health and Safety (Display Screen Equipment) Regulations 1992

Staff required to use computers and display screen equipment, must comply with the requirements of The Health and Safety (Display Screen Equipment) Regulations 1992, The Company will ensure that the regulations relating to the position of computers, screen display intensity and seating positions comply with the legislation. Notices to endorse the regulations will be displayed in appropriate places. Staff who are not aware of the regulations will be trained to meet the requirements.

3.18 Drugs and Alcohol

The use of drugs and/or alcohol can significantly affect an individual's ability to work safely. Drugs and alcohol affect a person's ability to identify hazards and impair judgement when interacting with hazards. This can lead to significant risks being created which affect not only the drug/alcohol user, but also their work colleagues and others.

It is the policy of AWC Training that any person known to be or suspected of being under the influence of alcohol and/or drugs will not be allowed to work. Anyone found to have reported for work while under the influence of alcohol or drugs may be subject to disciplinary action.

3.19 Corporate Manslaughter

Under the Corporate Manslaughter and Corporate Homicide Act 2007 an offence will be committed where failings by an organisation's senior management are a substantial element in any gross breach of the duty of care owed to the organisation's employees or members of the public, which results in death.

3.20 Policy Owner

This policy is owned by the Managing Director of AWC Training and will be reviewed in line with Other AWC Training policies on an annual basis or more regularly, if required by changing legislation or operational requirements.