

# Safety Statement



Singleton Training Services Ltd  
The Training Hub  
Unit 14, Deacon Rd Business Park  
Lincoln  
LN2 4JB

## Principal Activity of the Undertaking

**Training & Consultancy**

# SAFETY STATEMENT

## Policy statement

The Health & Safety at Work Act 1974 imposes statutory duties on employers and employees to ensure a safe place of work.

It is the policy of this company, acting through its management to ensure so far as is reasonably practicable that health & safety is assigned, accepted and fulfilled at all levels of the company.

It is also the policy of the company to ensure the health, safety & welfare of all employees and visitors to the premises or operations under our control.

### **It is the intention of the company to ensure that:**

- a) The provision and maintenance of plant and systems of work are safe and without risks to health.
- b) Arrangements for use, handling, storage and transport of substances for use at work are safe and without risks to health.
- c) Adequate information is available with respect to articles and substances used at work detailing the conditions and precautions necessary to ensure that when properly used they will be safe and without risks to health.
- d) The provision of information, instruction, training and supervision as is necessary to ensure the health & safety of all employees.
- e) With regard to any premises under our control or operations on which we are working, the maintenance of all plant, machinery and equipment so that they are safe.
- f) The working environment is safe and without risks to health and that adequate provision is made for facilities and welfare at work.

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- g) The Health & Safety Policy is reviewed and updated as necessary.  
Communication of any changes will be made to all employees.

**It is the duty of every employee at work to:**

- a) Take care of their own health & safety and any person who may be affected by their acts or omissions.
- b) To co-operate with the employer in all health & safety matters.
- c) Not to deliberately interfere with any provision made for their safety.

This policy is subject to review annually or if any significant change to the business or its operation occurs that would make the old policy out of date.

Signed:



Position: Director

Date: 11/08/18

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# SAFETY STATEMENT

Health and Safety function(s) responsibility (ies)	Name/Job Title
H & S Competent Person	N.Singleton Owner
H & S Trainer	N. Singleton
H & S In office	G Minns
OFQUAL main contact & internal verifier	N. Singleton
OFQUAL administrative contact	G Minns Office manager

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# SAFETY STATEMENT

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# Accidents & Dangerous Occurrences

(See Organisation section for persons responsible)

How work related accidents, dangerous occurrences and diseases are dealt with:

All accidents must be recorded in Company accident book which is kept on the office bookcase

Completed accident records shall be kept secure according to the Data Protection Act guidelines.

The company will report all accidents covered by RIDDOR.

RIDDOR should be reported to RIDDOR online at <http://www.hse.gov.uk/riddor/report.htm>

All major accidents/incidents will be investigated by N. Singleton

All staff must report accidents/incidents whether onsite or offsite to Mrs. Glenda Minns (office manager).

All staff working offsite who have an accident on a client's site must ensure that the accident is reported in the client's accident book.

Any visitors or trainees on the company's property must report accidents to Mrs. Glenda Minns (office manager).

If any student or trainee on a client's site, whilst being trained by Singleton Training Services Ltd, injures themselves, then the tutor in charge of that training shall make an official report to N. Singleton using the company accident investigation form.

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# SAFETY STATEMENT

## CCTV & Data protection

(See Organisation section for persons responsible)

How health and safety information, instruction and training is ensured:

CCTV images are recorded for security purposes both at The Training Hub, Unit 14 Deacon Rd, Business Park, Deacon Rd Lincoln. LN2 4JB and The Safety Training Centre, Unit 14, Spencer St, Grimsby. DN31 3AA

CCTV images will be stored on a hard drive for up to 1 month or until they are overwritten by the recording device

The images remain the property of Singleton Training Services Ltd and no external person or body shall view the images unless a formal request is presented to Nigel Singleton. Requests for release of CCTV images will only be considered if it is deemed necessary for security or upon request by the police.

The company holds records of its employees and clients both in paper form and electronically.

All sensitive information shall be protected at all times either by lock and key for the paper records or computer passwords for the electronic information.

No sensitive information shall be released to any third party without the express permission of Nigel Singleton.

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# SAFETY STATEMENT

## Contractors/Visitors

(See Organisation section for persons responsible)

How safety and health of contractors/visitors on the premises is ensured:

In the event of an evacuation the member of staff responsible for the visitor shall ensure that they are evacuated safely.

In the event of an evacuation the trainer of any class shall be responsible for ensuring the safe evacuation of all trainees and ensuring any missing persons are reported to the emergency services on their arrival.

Certificates of competency shall be requested from all contractors prior to work beginning.

Where contractors may be engaged in dangerous activities the company shall request a risk assessment or safe system of work from the contractor before work may commence.

All contractors or visitors must take time to check on the company safety procedures in place before commencing work.

All safety rules shall be brought to the attention of visitors and contractors on entering the building.

All non-course visitors who may be left on their own should be made aware of the emergency evacuation procedures located around the building.

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# SAFETY STATEMENT

## Electrical Equipment

(See Organisation section for persons responsible)

### How safety of electrical equipment is ensured:

All electrical equipment should be visually checked by the operator before use.

The Company shall ensure that all class 1 electrical equipment shall be inspected and tested by a competent person on a regular basis.

A register of electrical equipment shall be held in the training centre Health and Safety file, and also in the electric file.

Class 1 electrical equipment provided for trainers shall be subject to a 6 monthly electrical test. It is the responsibility of the trainer to arrange for this test to be conducted.

No employee shall engage in any work or repair on electrical equipment unless competent to do so.

The care suite contains the electric meter and switch panel for The Training Hub. The panel in the disabled toilet at Spencer St contains the electric meter and switch panel. Only Singleton Training Services Ltd employees may enter these areas. Only competent, trained employees may alter the consumer panel.

No employee shall engage in any work on live electrical equipment.

Under no circumstances shall faulty electrical equipment be used. If an employee notices faulty equipment they should immediately stop using it and label it as out of use.

Any faults in equipment or mains supply shall be reported immediately to N. Singleton.

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# SAFETY STATEMENT

## Fire

(See Organisation section for persons responsible)

How compliance with statutory requirements is ensured:

All Singleton Training Services Ltd employees shall receive adequate training to allow them to evacuate the building safely in the event of a fire or other evacuation becoming necessary.

All Smoke detectors shall be checked annually by a competent person.

Smoke detectors shall be cleaned monthly.

All fire extinguishers shall be checked weekly by Singleton staff.

The fire alarm system shall be serviced annually by Lindum Fire.

Any faults other than low voltage batteries in smoke detectors shall be reported to N Singleton at the earliest opportunity.

Due to the Fire Exit Doors at both The Training Hub and Spencer St being secured by locks. The unlock procedure is to be rigidly followed when a course is being run in either building.

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# SAFETY STATEMENT

## First Aid

(See Organisation section for persons responsible)

How first aid cover at work is provided and ensured:

First aid supplies shall be kept in the first aid boxes in the kitchen areas.

Mrs. Glenda Minns is responsible for ensuring the boxes are fully stocked and in date.

All Company vehicles shall carry first aid supplies.

The Training Centre first aid boxes shall contain at least the following supplies:

- 1 – 1<sup>st</sup> aid book
- 20 – Self adhesive, sterile, individually wrapped plasters
- 20 – Blue, Self adhesive, sterile, individually wrapped plasters
- 4 – Triangular bandages
- 6 – Medium sterile unmedicated dressings
- 2 – Large sterile unmedicated dressings
- 2 – Eye pads
- 1 – Scissors
- 6 – Antiseptic wipes
- 2 – Pairs of gloves
- 2 – burn gel sachets

The Company shall train all staff to the RQF 3 day first aid at work level or equivalent.

At all times there will be at least one first aider at The Training Hub.

If a course is being run without a member of Singleton Training Services Ltd being present in the building. Singleton Training Services Ltd are to ensure the company providing the training provide a competent person to fulfil these obligations.

All first aid tutors shall complete the RQF first aid at work certificate or equivalent.

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# SAFETY STATEMENT

## Hazardous Substances

(See Organisation section for persons responsible)

How compliance with statutory requirements is ensured:

COSHH data sheets shall be held in the training centre for all chemicals having a Haz-Chem or CLP symbol.

COSHH risks assessments shall be conducted and recorded on all items having a Haz-Chem or CLP symbol.

No employee shall use any chemical unless it has been assessed first.

Employees should read the risk assessments before using a chemical for the first time.

All employees shall handle and store all chemicals used by the company according to the guidelines laid down in the COSHH data sheets.

No contractor is allowed to bring COSHH assessable substances onto the company premises without the express permission of Singleton Training Services Ltd. All such substances shall be accompanied by a COSHH risk assessment and data sheet.

The company has been assessed for asbestos. The results are that no asbestos exists on site.

The company has been assessed for the likelihood of Legionella infection. The results are that no header tank, evaporator or any other sort of cooling system currently exists on site, so the risk is negligible.

The company has been assessed for lead at work. No lead could be found in the building, all drinking water pipes are copper or plastic; therefore there is no risk from lead at work.

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## Housekeeping and Environmental (See Organisation section for persons responsible)

How general cleanliness and tidiness of the workplace is maintained:

Floors and access routes shall be kept clear at all times.

Fire exits must be unlocked at the start of work, and kept clear at all times. In the event of a course being run, the fire unlock procedures shall be strictly followed.

Dust and debris should not be allowed to accumulate to a level that poses fire risk.

All waste bins shall be emptied at the end of the day.

All Rubbish shall be removed from the building daily.

Any defect with the building or its contents must be reported to N. Singleton as soon as possible.

The company is committed to recycling and energy efficiency.

We will recycle the following items:

- Ink jet cartridges
- Tin cans
- Plastic bags

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# SAFETY STATEMENT

## Information, Instruction, Training

(See Organisation section for persons responsible)

How health and safety information, instruction and training is ensured:

All staff must be familiar with health and safety rules.

Specific training shall be organised for:

1. COSHH
2. Basic health and safety
3. Basic hygiene
4. First aid
5. Fire
6. Manual Handling
7. VDU operation
8. Safeguarding

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# SAFETY STATEMENT

## Manual Handling

(See Organisation section for persons responsible)

How manual handling operations are dealt with:

All employees should be aware that poor manual handling may cause significant injury. Whenever possible large or heavy loads should not be lifted alone – always ask for assistance.

Personal protective equipment shall be provided by the employer and must be worn by employees whenever any manual handling task dictates its' use.

The company shall conduct manual handling risk assessments as required on large or heavy items prior to handling.

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# SAFETY STATEMENT

## Medical Emergency

(See Organisation section for persons responsible)

How serious accidents or health conditions are dealt with:

In the event of a serious accident or health condition the company will phone for the emergency services immediately, the appointed person should assist as necessary at the scene.

For less serious medical situations, the appointed person on duty should assess the nature and extent of the emergency and take the appropriate action.

In the event of a member of staff or visitor requiring hospital treatment, they should be accompanied to hospital wherever possible.

Company employees are not permitted to administer or dispense medicines or drugs of any sort; unless they have completed the safe administration of life saving medication course and are authorised to do so.

Any Accident to a non employee whilst on the premises that requires medical treatment at hospital must be reported under RIDDOR. To enable this to happen any such accident should be reported to N Singleton without delay.

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# SAFETY STATEMENT

## Monitoring and Review

(See Organisation section for persons responsible)

How health and safety performance is monitored and reviewed:

This policy shall be reviewed annually or following any significant change.

Nigel Singleton shall be responsible for reviewing the ongoing arrangements.

Following any significant accident or incident the Company shall conduct an accident investigation to prevent the situation re-occurring.

An annual general risk assessment shall be conducted and brought to the attention of all staff.

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## Noise at Work

(See Organisation section for persons responsible)

How compliance with statutory requirement is ensured:

Noise levels have been assessed and do not exceed any statutory limits.

Noise assessments are kept in the H&S file.

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## Protection of Children

(See Organisation section for persons responsible)

How compliance with statutory requirements is ensured:

This policy applies to all staff, including the company owner, volunteers and freelance, agency staff, students or anyone working on behalf of Singleton Training Services Ltd.

### The purpose of this policy:

- The Children's Act 2004 defines a child as a person under the age of 18.
- To protect children and young people who receive Singleton Training Services Ltd services. This includes the children of adults who use our services.
- To provide staff and volunteers with the principles that guide our approach to child protection.
- Singleton Training Services Ltd believes that a child or young person should never experience abuse of any kind. We have a responsibility to promote the welfare of all children and to keep them safe. We are committed to practice in a way that protects them.

### We recognise that:

- The welfare of the child/young person is paramount.
- All children, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have the right to equal protection from all types of harm or abuse.
- Working in partnership with children, their parents, carers and other agencies is essential in promoting young people's welfare.

### We will seek to keep children and young people safe by:

- Valuing them, listening to and respecting them.
- Adopting child protection practices through procedures and a code of conduct for staff and volunteers.
- Providing effective management for staff and volunteers through supervision, support and training.
- Recruiting staff and volunteers safely, ensuring all DBS checks are completed.
- Sharing concerns with agencies who need to know, and involving parents and children appropriately.

**We are committed to reviewing our policy and good practice annually.**

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# SAFETY STATEMENT

## **Personal Protective Equipment (PPE)**

(See Organisation section for persons responsible)

How compliance with statutory requirements is ensured:

The Company will provide all necessary PPE free of charge.

All employees shall wear PPE provided whenever required  
– failure to wear PPE is a criminal offence –

Any faulty PPE should be reported immediately to Nigel Singleton.

Employees should take reasonable care of PPE, keep it clean  
and store it correctly.

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# SAFETY STATEMENT

## **Recruitment and Induction** (See Organisation section for persons responsible)

How compliance with statutory requirements is ensured:

The company is committed to equality, valuing diversity and working inclusively across all of our activities.

The company aims to have a workforce that represents a variety of backgrounds and cultures and can provide the relevant knowledge, abilities and skills for our organisation.

The company aims to recruit the best people available to join our workforce.

The company shall take all reasonable steps to prevent unsuitable people from joining our organisation.

The company will recruit and manage our staff in a way that complies with legislation designed to combat inequality and discrimination.

The company will ensure that our recruitment and selection processes are consistent and transparent.

The company will ensure that new members of staff are given a proper induction using the company induction form.

All employees who may be in a situation that involves working with vulnerable groups will be vetted and a DBS will be applied for.

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# SAFETY STATEMENT

## Risk Assessment

(See Organisation section for persons responsible)

How compliance with statutory requirements is ensured:

The following risk assessments shall be completed by the company.

1. Fire risk assessment – annually.
2. COSHH risk assessments
3. General site safety audit – annually
4. Working at heights (roof access)
5. Movement of vehicles and pedestrians
6. Young workers – as needed
7. Lone working - annually

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# SAFETY STATEMENT

## Safe Systems of Work

(See Organisation section for persons responsible)

How compliance with statutory requirements is ensured:

Whilst working on the company premises or on any client's premises, all members of staff will follow the prescribed safe way of working. All staff shall be instructed in safe systems of work upon first starting a new job.

All trainers and consultants working on clients premises are expected to abide by the clients health & safety policy and respond immediately to any instruction issued by the client.

All trainers & consultants are reminded of their duty under Section 3 of the Health & Safety at Work Act 1974 to ensure the safety of non employees. If a trainer assesses that a candidate is unfit in any way to commence or undertake a physical exercise on any training course; then the trainer should not allow such an individual to participate in the physical exercise and this matter should be reported to N. Singleton and also the manager of the client's site.

Employees are reminded of their legal obligation under Section 7 of the Health & Safety at Work Act 1974 which states that they must take reasonable care of their own safety and co-operate with the employer at all times to allow the employer to fulfil his legal requirements.

Any member of staff who deliberately fails to ensure their own safety or affects the safety of others may be subject to disciplinary action.

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## **Serious & Imminent Danger** (See Organisation section for persons responsible)

How compliance with statutory requirements is ensured:

All employees shall as far as is possible prevent situations arising that could cause harm to themselves or others.

In the event of an employee being in a position of danger, they are expected to remove themselves from such danger and report the problem immediately. This shall apply equally in the training centre as well as on a clients site.

If whilst working offsite, an employee finds that the customers facilities represent a situation of serious or imminent danger, then the matter should be reported to the office for advice, before any work commences.

Employees are reminded of section 7 of the Health & Safety At Work Act 1974, this requires employees never to place themselves in a position of danger. Employees knowingly working in unsafe conditions may be subject to disciplinary action.

When employees are working alone in the office, it is recommended that all entry doors are kept locked should they feel that this is necessary.

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# SAFETY STATEMENT

## Vehicles & transport

(See Organisation section for persons responsible)

How compliance with statutory requirements is ensured:

The speed limit in the car park is set to 5mph. All car drivers are reminded that the car park may have pedestrians using it, and are requested to drive in a slow and cautious manner.

Pedestrians as far as is possible should give way to traffic in the car park, and whilst walking down the side of the building should stay off the road way.

Extra lighting has been provided for the car park to illuminate the area at night.

Whilst on company business, it is expected that employees follow all aspects of the Highway Code and other road traffic legislation.

Whilst on company business it is expected that all employees maintain their own cars in a roadworthy state and with a full and current MOT certificate, suitable business insurance and a valid driving licence.

Using a mobile phone whilst driving on company business (except 999 calls) may result in disciplinary action being taken against the employee.

In line with government road safety initiatives, driving convictions incurred whilst on company business may result in disciplinary action being taken against the employee.

All employees must take a break from driving on company business if the journey is longer than 100 miles or 2 hours of continuous driving, whichever is the shortest.

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## Visual Display Equipment (See Organisation section for persons responsible)

How compliance with statutory requirements is ensured:

All employees who use computers or laptops shall complete a workstation assessment.

The company will complete a workstation analysis and ensure that all workstation comply with the schedule to the Regulations.

All employees using computers shall ensure that they take regular and frequent rest breaks from screen work.

The company will provide health & safety training on all aspects of computer work to all employees.

The company will provide when requested for free eye sight tests and if required by the optician will provide prescription glasses free of charge.

Ergonomic accessories shall be provided as and when requested by employees.

Any employee who experiences aches or pains from using a computer should report this immediately to Nigel Singleton.

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# SAFETY STATEMENT

## Violence, Bullying & Discrimination

(See Organisation section for persons responsible)

How compliance with statutory requirements is ensured:

The company is committed to a policy of equality to all employees, customers and students.

Violence or bullying by any member of staff will be considered to be a disciplinary matter and may result in disciplinary action being taken.

The company is also committed to a policy of non discrimination both in training and course literature.

Any instance of discrimination on any grounds of race, age, gender, religion, ethnic group or any other sector may result in disciplinary action.

It is expected that all employees comply with all elements of this section of the policy in all their dealings with other employees, trainees and customers.

As far as is reasonable and practical, Singleton Training Services Ltd shall comply with the Equality Act, and shall take every measure to allow free and equal access to all of its services and training.

To achieve this our training centres at Lincoln and Grimsby have been assessed for disability access and reasonable adjustments have been made which include the provision of disabled toilets at both locations.

Our training presentations have been checked for site impaired students and the company colour scheme of yellow writing on blue background has been nominated as our company standard as recommended by the disability assessor.

This policy shall be reviewed regularly in light of changes to the Disability Regulations.

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# SAFETY STATEMENT

## Workplace & Welfare

(See Organisation section for persons responsible)

How compliance with statutory requirements is ensured:

The company shall provide facilities that are suitable and sufficient.

Unisex toilets are available, and it is expected that employees should keep the facilities clean at all times.

The company operates a no smoking policy within the building itself. All smoking must take place outside of the building at the designated smoking area. This is not designed to discriminate against smokers, but is to prevent the risk of fire and protect the health of non smokers.

The use of E-cigarettes is not permitted in either training centre at Lincoln and Grimsby.

Drinking water is available in the kitchen area.

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