



evolution
Training & Consultancy Services Ltd

Policy for Health and Safety

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Mission Statement

- To work in partnership with individuals and businesses to inspire positive and responsible attitudes to health and safety through the provision of information and training
- To develop an awareness of the relationship between health and safety and sustainability that will encourage the inclusion of health and safety as an intrinsic element of working.

Statement of Intent

Evolution Training and Consultancy Services Ltd recognises its responsibilities under the Health and Safety at Work Act, for ensuring so far as it is reasonably practicable, the health, safety and welfare of its employees and other persons.

Evolution Training and Consultancy Services Ltd will conduct its activities and carry out work in accordance with the statutory provisions and take all reasonably practicable measures to avoid risk to its employees, other persons and the environment who may be affected by Evolution's activities.

It is the policy of Evolution Training and Consultancy Services Ltd to take all reasonably practicable precautions for the prevention of accidents and dangerous occurrences and for the creation of working conditions that safeguard employees, other persons and the environment and will ill allocate the necessary resources and enlist the active support of all employees, upon who duties are also imposed by the Health and Safety at Work etc Act 1974.

Evolution Training and Consultancy Services Ltd attaches the greatest importance to health and safety with regards the standards set by the various relevant statutory provisions as the minimum standard which must be achieved and will endeavour to improve upon these standards were reasonably practicable.

This policy and the organisation, arrangements and safety rules that form part of it will be reviewed regularly and modified and updated as necessary, particularly as the business changes in nature and size.

To ensure this, the policy, and the way in which it is implemented it will be reviewed every year.

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Objectives

The objectives of the above policy are:

1. To promote standards of health, safety, and welfare within Evolution Training and Consultancy Services Ltd and to ensure compliance with all relevant statutory provisions.
2. To create and maintain safe and healthy places of work for all employees and to ensure that the safety and health of persons other than our employees are not adversely affected by our work activity.
3. To ensure that Evolution Training and Consultancy Services Ltd activities do not adversely affect the environment.
4. To ensure that staff at all levels are provided with adequate instruction, training, and supervision.
5. To develop safety awareness and responsible attitudes at all levels.
6. To promote a joint consultation approach on health and safety matters.
7. To provide a framework within which our safety performance may be monitored and targets for improvement can be identified.

Signed:

D Dobson

Managing Director

Evolution Training and Consultancy Services Ltd

10th October 2023

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Organisation

The Managing Director has overall responsibility for all matters relating to the health, safety and welfare of every person employed by Evolution Training and Consultancy Services Ltd for ensuring that members of the general public, who may be affected by any of its activities, are not thereby exposed to risks to their health or safety.

The Managing Director has appointed a Health, Safety and Training Manager who has special responsibilities for promoting health and safety within the business and to provide training for employees.

All employees have a duty to exercise personal care and responsibility towards themselves and others, and to co-operate with the Evolution Training and Consultancy Services in the execution of this policy.

Managing Director's Role

Responsible for establishing a structured system of safety management within the business this will comprise:

- Identifying the safety requirements and objectives
- Clearly identifying of priorities when necessary
- Regularly monitoring and reviewing safety performance
- Giving special consideration to the provision of safe plant and equipment, safe working practices and safety training requirements
- Conducting accident investigations in conjunction with the Health, Safety and training Manager. This will be a matter of course for significant injury, a higher risk activity, or if an incident should give rise to a civil claim.

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Health and Safety Manager's Role

The appointed person has the following responsibilities:

1. To advise the Managing Director on the demands of existing and proposed legislation with respect to health and safety issues.
2. To support the Managing Director in the effective implementation of health and safety legislation, through assistance in the following areas:
 - Workplace inspection
 - Risk assessment
 - Devising safe systems of work
 - Control of contractors
 - Health surveillance
3. To assist the Managing Director to identify priorities to enable them to fulfil their obligations with respect to the Health and Safety Policy.
4. To assist The Managing Director / Clients in the thorough investigation of accident and violent incidents and to advise on the appropriate course of remedial action to prevent recurrence.
5. Deliver Health and Safety training to employees.

Employees, Candidates and Visitors

Employees also have responsibilities under health and safety law these are detailed below:

1. To take care of the health and safety of themselves and of others who may be affected by their acts or omissions at work.
2. To ensure there is no interference or reckless abuse of anything provided in the interests of health, safety, or welfare.
3. To comply with the provisions of specified statutory regulations so far as they relate to matters within an employee's control.
4. To report any hazard, accident or dangerous occurrence that has or might have caused injury or damage to persons or equipment and to co-operate in any investigation of an accident or dangerous occurrence.
5. To notify the Health, Safety, and training Manager / Managing Director if they have any of the notifiable diseases.

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6. To adhere to the agreed procedures for safe working, observe any safety rules or instructions relevant to particular work or locations, and to use protective clothing and safety equipment provided.
7. To notify the Health, Safety, and Training Manager when personal protective equipment requires renewal or repair.
8. To assist in their audits, inspections, and investigations.
9. To assist Inspectors of the Health and Safety Executive to carry out inspections and investigations.

Candidates and Visitors:

1. Candidates and visitors must follow the centres health, safety, and welfare rules at all times, whilst at the centre.
2. Candidates must follow all training risk assessments, SOP's and instructions always given by the trainer/assessor whilst on training courses and in the classroom.
3. Candidates are prohibited from operating any plant and machinery when tutor/assessors are not present.
4. Visitors are restricted from waling unaided in any practical training area.
5. Candidates and Visitors are required to wear PPE (refer to RA for specifics) when in practical training areas.
6. All candidates and Visitors must be aware of fire evacuation procedures.

Arrangements for Implementation Introduction

Within Evolution Training and Consultancy Services Ltd and on client's sites there are many hazards that are associated with the work activity and the working environment.

These may include working close to moving machinery and /or operational equipment that involves the use of gases, flammable liquids, generated risks arising from the dangers of moving plant and equipment. There may be also mechanical hazards involved in crane and lifting operations, which may be exacerbated through working at height or in excavations.

It is essential that all necessary precautions and actions be taken to eliminate the dangers of the various processes wherever it can be reasonable and practicable to do so. Where this is not possible great care must be taken to provide safe working arrangements and personal protection.

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The following indicates the steps that need to be taken to implement the Health and Safety Policy:

Safe Working Procedures

Health and Safety legislation requires the employer to provide a safe working environment and safe systems of work and the employee to implement these safe systems this policy is to enable Evolution Training and Consultancy Services to meet these requirements.

Evolution Training and Consultancy Services Ltd policy is to ensure that all employees receive adequate and sufficient training to ensure that they are competent to undertake their work activities safely and efficiently.

All employees are to be given training appropriate to their responsibilities in accordance with the Management of Health and Safety at Work Regulations.

All new employees will receive an induction, this will include training in general Health and Safety as well as in Evolution's procedures, specifically provided for Fire, work with hazardous substances, use of PPE, manual handling, and DSE etc.

Any training provided by Evolution Training and Consultancy Services Ltd will be formally recorded with a copy kept on file. A programme of refresher training will be undertaken to keep employees up to date with legislation and industry best practice. To accomplish this requirement a competence and training matrix will be developed to identify training requirements and competence standards for all levels of employees.

Emergencies

(To include Fire, Accident, Medical)

All employees have a duty to conduct their activities such a way as to minimise the risk of fire. Including the compliance with Evolution's no smoking policy, keeping combustible materials separate from sources of ignition and avoiding unnecessary accumulation of combustible materials.

ACTION TO BE TAKEN UPON DISCOVERING A FIRE

1. Do not try to tackle the fire yourself.
2. Shout loudly, 'Fire' and raise the alarm.
3. Leave the building by the nearest fire exits and proceed to the muster point located at the front gates.
4. Do not re-enter the building for any purpose until the 'all clear' has been given.
5. Alert, or ensure someone alerts the Emergency Services immediately.

ACTION TO BE TAKEN ON HEARING THE FIRE ALARM

1. Stop working and calmly leave the building by the nearest fire exit.
2. Go directly to the muster point and await instructions.

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3. Do not leave the muster point until the 'all clear' is given.
4. Do not re-enter the building for any purpose until the 'all clear' is given.
5. Alert, or ensure someone alerts the Fire Brigade immediately

Staff Welfare

Evolution Training and Consultancy Services are committed to ensuring that all employees are provided with adequate and sufficient welfare facilities as stated in Workplace (Health, Safety and Welfare) Regulations 1992.

1. Evolution Training and Consultancy Services Ltd management will provide facilities which are to a standard at least as good, as or better than that required by regulations.
2. This will require an assessment of the facilities needed at the location the company's workers are employed.
3. As a minimum, the following requirements will be adhered to:
 - a. Toilet/washing facilities accessible on site.
 - b. Eating/rest facilities accessible on site.
4. Wherever possible arrangements will be made with the client and/or visitor for the use of welfare facilities at sites under their management.

Managers will ensure that the facilities are maintained in good order and regularly cleaned and serviced. This will be particularly adhered to during the Covid Pandemic.

Work Equipment

All work equipment (including electrical equipment) used at work, as part of Evolution Training and Consultancy Services Ltd undertaking will comply with the Provision and Use of Work Equipment Regulations 1998 (P.U.W.E.R.).

1. Before new equipment is introduced into the working environment, an assessment will be made by the manager to ensure that the equipment is suitable for its intended use.
2. No employees will use work equipment for which they have not received specific training.
3. No employees will knowingly misuse work equipment or remove any guards that are in place to minimise a specified risk.
4. All work equipment will be maintained and inspected at suitable intervals by specialist external companies.
5. The frequency of work equipment maintenance or inspection will be based on manufacturer's guidance and industry best practice.
6. Any maintenance/inspections undertaken on Evolution equipment will be formally recorded with a copy on file.
7. If any faults or damage are found on any equipment, employees are to stop using the work equipment and report the fault to the manager.

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Personal Protective Equipment

Under the Personal Protective Equipment Regulations 2016 (PPE) are required to provide employees with appropriate PPE which is suitable for the tasks employees undertake.

1. Appropriate personal protective equipment will be issued to employees as and when necessary for work activities.
2. Training will be provided for employees on the safe use, storage and maintenance of the relevant equipment before issue and a written record detailing what PPE has been issued will be signed by the employees on receipt of the equipment and the hard copy kept on file.
3. Employees have a legal duty to wear PPE as specified in relevant site rules, risk assessments and method statements.
4. Any defects or malfunction of PPE must be reported to the Health and Safety Manager.

Accidents

1. Serious accidents where hospital treatment is required must be reported to the Health, Safety and Training Manager / Managing Director as soon as possible after the incident who will determine if the accident will be required to be reported under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (R.I.D.D.O.R.)
2. (R.I.D.D.O.R.). Certain accidents are reportable to the HSE's Incident Contact Centre, incidents causing the following injuries:
 - a. Any work-related injury that leads to an employee being absent from work for more than 7 working days.
 - b. Fracture other than to fingers, thumbs, or toes.
 - c. Amputation
 - d. Dislocation of the shoulder, hip, knee, or spine.
 - e. Loss of sight (temporary or permanent).
 - f. Chemicals or hot metal burn to the eye or any penetrating injury to the eye.
 - g. Injury results from an electric shock or electrical burn leading to
 - h. Any other injury: leading to hypothermia, heat-induced illness or
 - i. unconsciousness; or requiring resuscitation or requiring admittance to hospital for more than 24 hours.
3. All accidents/incidents will be investigated by an Officer appointed by the SMT, with the following objectives:
 - a. To determine the cause(s) with a view to preventing recurrence.
 - b. To gather information for use in any criminal or civil proceedings.
 - c. To confirm or refute a claim for industrial injury benefit.
 - d. To prepare notification to be made to the Health and Safety Executive.
 - e. The degree of investigation will be dependent on the seriousness of the accident.

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4. The aim of the investigation will be to seek an answer the following questions:
 - a. WHAT caused the accident?
 - b. WHO was involved?
 - c. WHEN did it occur?
 - d. WHY did it occur?
 - e. HOW could it have been prevented?
 - f. HOW can a recurrence be prevented?

First Aid and Accident Reporting

Adequate first aid provision will be made at every place of work occupied by Evolution as identified in the Health and Safety (First Aid) Regulations 1981

1. Each first aid box will be suitably marked and be easily accessible to all employees at all times when they are at work.
2. On Project Sites – wherever appropriate arrangements are to be made with clients/principal contractors to use their first aid facilities.
3. An individual nominated as the appointed person for first aid and a first aid box supplied, which will contain adequate supplies for the total number of employees on site.

COSHH

The Control of Substances Hazardous to Health 2002 (COSHH) this legislation controls the use, handling and storage of articles and substances that may be harmful when used in Evolution 's activities.

1. All substances will be identified, assessed and records updated on a continuing basis and, where necessary, the correct remedial measures will be incorporated into the Safe Systems of work.
2. Before any hazardous substances are used during a work process, a material safety data sheet (MSDS) will be requested from the supplier and an appropriate assessment made of the risks from that substance will be undertaken an Officer appointed by the SMT.
3. Alternative less harmful substances will be used wherever possible.
4. Assessments will consider storage, handling, aspects of use, exposure, PPE requirements, workers health, and emergency actions. Supervisors will brief staff on any hazard or substance precautions, with all written records being located in an accessible location within each department.
5. An inventory of all substances and materials hazardous to health is held at our office.

Asbestos

The Control of Asbestos at work Regulations 2012 provides control which employers must adhere to such as:

1. Survey and identify asbestos containing materials in the offices.
2. Assess the risk of exposure and put control in place.
3. Maintain and inspect areas containing asbestos.
4. And in the event of any signs of deterioration will have the asbestos removed

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Lone working

Management of Health and Safety at Work Regulations 1999

The following arrangements and information have been written to provide staff with a guidance relating to lone working and the potential problems it can cause. The document sets out specific procedures which must be followed when working alone and staff are reminded that under health and safety law:

General

Employees can be at risk when working alone in the following circumstances:

1. They find themselves in a remote, unoccupied location or they have an accident or mishap.
2. They are then unable to summon assistance as no one is aware of their whereabouts or their expected return time.
3. This could include home-working or those who travel on behalf of Evolution Training and Consultancy Services Ltd.
4. They attempt to deal with a difficult situation with a member of the public or client in an isolated situation.

Controls

1. A detailed risk assessment will be developed for activities where this is a relevant consideration.
2. Staff will be trained to ensure they do not place themselves in a situation that carries any form of uncontrolled risk. The employee will be trained to carry out a documented risk assessment in any event that may be deemed a situation carrying risk. If the risk assessment confirms this, then the member of staff MUST phone their manager or any member of the SMT and request guidance. In any situation carrying "risk" the member of staff must err on the side of caution and the activity will not go ahead. The staff member will remove themselves for the situation that carried the risk.
3. Evolution Training and Consultancy Services Ltd accepts that many of our contractors and employed staff are by definition "lone workers" many of whom work on construction sites. Each staff member will be in receipt of training which acknowledges the safety requirements on each site. The staff member will conform to those requirements, unless it is apparent that those safety measures are not adequate. In this instance the staff member resorts back to point 2.
4. Considering point 3, all lone workers will receive health and safety training to assist in the control of any risk, they will be appointed a line manager and have contact details of all of the SLT. This in effect will open communication corridors with a view to keeping all our personnel safe.

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Display Screen Equipment

The Health and Safety (Display Screen Equipment) Regulations 1992 regulate the use of display screen equipment within the workplace. These regulations apply to persons who regularly use VDUs as a significant part of their normal work. The employer must complete a risk assessment to ensure employees can identify what if anything is causing them problems.

What is display screen equipment?

1. Display screen equipment (DSE) is a screen that is used for displaying information such as text, numbers, or graphics.
2. A user is generally a person to whom most, if not all, of the following apply:
 - a. They are dependent on the equipment to do their normal job and alternative means of doing the job are not readily available.
 - b. They have no discretion as to whether to use or not to use the equipment.
 - c. They use the equipment for continuous spells of one hour or more.
 - d. They use the equipment more or less on a daily basis.
 - e. High levels of accuracy are essential, and errors would be critical.

The health problems identified when using display equipment can include:

1. Upper limb disorder (including pains in the neck, arms, elbows, wrists, hands, fingers) especially after long periods of use.
2. Temporary eyestrain (but not eye damage) and headaches.
3. Fatigue and stress.

Problems can be avoided with good workplace design, so that you can work comfortably, and in line with good working practices. Prevention is the easiest option, if action is taken early, before the problem has become serious.

1. Take regular breaks. How long you should work without a break depends on the work you are doing.
2. Changes in activity
3. The individual has discretion over when the breaks are taken as they are aware of how they are feeling.
4. Most jobs frequently involve carrying out other activities other than VDU work i.e. filing or photocopying.

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Manual Handling

Manual Handling Regulation 1992 require employers to identify all manual handling activities that will be undertaken by Evolution employees and then avoid the need for manual handling if this is not reasonably practicable then suitable controls must be identified to reduce the likelihood of injuries through the development of risk assessments for the task.

1. Risk assessments will be undertaken, and procedures created to determine suitable control measures for the management of risk and to identify the action required to prevent injury.
2. Evolution Training and Consultancy Services Ltd will endeavour to eliminate manual handling operations where practicable with any remaining risks being controlled by:
 - a. Reducing weights.
 - b. Reducing the frequency of manual handling.
 - c. The use of additional manpower.
 - d. Through the provision of suitable equipment to assist in the operation.
3. These actions will be recorded and included in the safe system of work for the task and issued to the employees.
4. The selection of persons to carry out manual handling or lifting tasks will be based on the training given, age, physique, etc.

Co-operation and Co-ordination

1. Employees will always familiarise themselves with client procedures when first attending site, in particular general site access, emergency procedures and high-risk work activities including permit to work systems.
2. Clients site procedures and specific instructions will be adhered to at all times.
3. Before commencing work, Evolution employees will inform site supervisor of their presence on site and the tasks they are there to undertake.

Risk Assessments

Management of Health and Safety at Work Regulations 1999

1. The Manager will carry out and record formal risk assessments.
2. In addition, risk assessments are carried out continuously by employees throughout their work. Hazards are considered and work methods established to minimize the risk of injury to themselves, and others affected by the work.
3. The Managing Director of Evolution Training and Consultancy Services Ltd will ensure employees are provided with appropriate instruction and training on risk assessments.

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Environment Protection Act 1990

Evolution Training and Consultancy Services Ltd will maintain the required environmental conditions both within and external to Evolution Training and Consultancy Services Ltd premises.

Regulation's which are applicable to Evolution Training and Consultancy Services Ltd include:

1. The Management of Health and Safety at Work Regulations 1999
2. Provisions and Use of work Equipment Regulations 1998
3. Personal Protective Equipment at Work Regulations 1992
4. Workplace (Health, Safety, and welfare) Regulations 1992
5. Manual Handling Operations Regulations 1992
6. Construction (Design and Management) Regulations 2015
7. Lifting Operations and Lifting Equipment Regulations 1998
8. Display screen equipment regulations 1992
9. Control of Substances Hazardous to Health 2002
10. Health and Safety (First Aid) 1981
11. RIDDOR 2013
12. The requirements set out in these, and other relevant regulations are applicable to activities in which Evolution Training and Consultancy Services Ltd is involved, and at the locations they are undertaken, shall, where appropriate, be incorporated into the Safe Working Practices.
13. Where specific requirements such as Risk Assessment are needed, these will be carried out and recorded.
14. The information collected shall be made available as required under the RIDDOR Regulations.

The above is not an exhaustive list of regulations.

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General Health and Safety Directives

Introduction

Establishment of Evolution Safety Standards:

To enable Evolution Consultancy Services to attain the highest possible standards in health and safety, all employees are required to adhere to the requirements of this policy. General Safety Directives will form an integral part of Evolution’s Safety Policy and must be regarded as minimum acceptable standards.

Objectives

This instruction is issued to establish the General Safety Directives that will be published as and when necessary to extend the arrangement section of Evolutions Health and Safety Policy.

These directives will be designed to ensure that the Safety Policy leads the active implementation of safe working practices and procedures.

This document provides the basis to issue successive general safety directives or policy statements.

These general safety directives will be signed by the Managing Director.

General Safety Rules – (Do’s and Don’ts) **Do:**

- a. Use guards, safety equipment and personal protective equipment provided.
- b. Report loss of or damage to, guards, safety equipment and personal protective equipment so that the defect can be remedied.
- c. Observe the instructions on the warning notices displayed around the premises.
- d. Have minor cuts attended to by a first aider.
- e. Report accidents, breakdowns, defects and “near misses” to your supervisor.
- f. Switch off machines when not in use.
- g. Switch off and unplug portable equipment and flexible cables when not in use.
- h. Keep to pedestrian routes and paths.
- i. Wash your hands before and after going to the toilet particularly if you work with chemicals, oils, oily components, etc.
- j. Ensure that Manager is notified about visitors and that visitors wear required protective equipment where appropriate.
- k. Keep areas around machines, gangways, steps, and stairs etc, clear and unobstructed.

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- l. Familiarise yourself with the positions of the Fire Exits, Fire Extinguishers and Fire Alarms.
- m. Make sure you understand emergency procedures and location of assembly points.
- n. Make sure you are familiar with alarm procedures from adjacent companies/sites which may affect you whilst working at Evolutions sites.
- o. Keep Fire Exits clear.

General Safety Rules – (Do’s and Don’ts)

Do Not:

- a. Wear loose clothing and/or jewellery when operating machines.
- b. Attempt to carry out work to operate machines and equipment you are not competent with or authorised to use.
- c. Take short cuts and chances.
- d. Run in the workplace.
- e. Become involved in horseplay.
- f. Wear unsuitable footwear on any site.
- g. Clutter up gangways, paths, or stairs.
- h. Misuse equipment or use makeshift equipment.
- i. Use any tools, plant, or machinery which you have identified to be at fault.
- j. Misuse or damage any emergency systems in place, for the safety of yourself and others i.e., Fire warning Systems.

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Employee Declaration

I hereby declare that I have received a copy of and have verbally been inducted into the Evolution Training and Consultancy Services Limited Health and Safety Policy.

I agree to read the policy and safe working procedures contained therein.

I agree to inform my Managing Director should there be any matter within the policy that I do not understand.

| | |
|---------------|--|
| Print Name: | |
| Job Title | |
| Signature | |
| Date | |
| Inductor Name | |

| |
|---------------------------------------|
| Comments Box (add comments if needed) |
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