



eden training

Health & Safety Statement and Policy

January 2018

Health and Safety Policy

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eden training

Health and Safety Policy Statement

Eden Training is committed to working in accordance with the Health and Safety at Work etc Act 1974 and all applicable regulations made under the Act.

Our policy is to:

- **Maintain safe and healthy working conditions**
- **Develop and maintain a working culture where no job is seen as so important that health and safety considerations should not be given priority**
- **Ensure that health and safety considerations are an integral part of all of our decision making procedures**
- **Provide adequate control of health and safety risks arising from our work activities**
- **Consult with staff and learners on matters affecting their health and safety**
- **Provide and maintain safe equipment**
- **Ensure safe handling and use of substances**
- **Provide information, instruction and supervision for staff and learners**
- **Ensure all employees are competent to do their job and are provided with high quality training**
- **Work to prevent accidents and work related ill health**
- **Provide clear guidance and instruction in relation to Eden Training's rules concerning smoking, alcohol and drug misuse.**
- **Review and revise this policy as necessary at regular intervals**

The senior manager with prime responsibility for implementing Eden Training's health and safety policy is **Trevor Saxon**. The Directors of Eden Training are fully committed to supporting and resourcing all necessary measures to ensure the full and effective implementation of our health and safety policy as far as is reasonably practical.

Signed: _____

Position: _____ Date _____

Links with other policies

Other policies and guidelines that link with the Health and Safety policy are:

- Asbestos policy
- Stress in the workplace policy
- Equality policy
- Staff training and development
- Drug and alcohol policy
- Staff confidential reporting policy
- Group guidelines for staff

Organisation and leadership

Overall and final responsibility for health and safety sits with the Managing Director **Judith Saxon**.

Day to day responsibility for ensuring this policy is put into practice sits with the Health and Safety Manager **Trevor Saxon**. This includes all aspects of emergency planning.

All employees of Eden Training have a responsibility to:

- Co-operate with managers and supervisors on matters relating to health and safety
- Not interfere with anything provided to safeguard the safety of themselves or others
- Take responsibility for the care of their own health and safety
- Report any health and safety concerns to the health and safety manager or in his absence the Managing Director or another senior manager.

Leadership

The directors of Eden Training are fully committed to resourcing and implementing this health and safety policy and intend to demonstrate this active commitment through being seen to take a lead in safe working practices.

It is the intention of the directors to develop and maintain appropriate systems to communicate through the management structure relevant information relating to the health and safety of staff, and to effectively involve staff at all levels.

The directors of Eden Training intend to ensure that health and safety considerations are integral to the process of business decision making.

The directors are committed to developing and maintaining a working culture where no job is seen as so important that health and safety considerations should not be given priority.

In order to ensure appropriate director level review the Managing Director, Judith Saxon endorses the policy and the other Director Trevor Saxon is the Health and Safety manager responsible for implementing it.

The directors of Eden Training are committed to ensuring sufficient human and financial resources are available to enable the effective implementation of this policy.

Responsibility for ensuring safe working practices is cascaded down through the senior management team which has health and safety as a specific agenda item, through to all staff.

Competent health and safety advice is received through:

- Ensuring the Health and Safety manager is appropriately trained and qualified
- Seeking guidance and advice from the Health and Safety Executive
- Engaging appropriate expertise when required such as fire safety advice, contracts for fire safety equipment, licensed contractor for asbestos survey etc.

Responsibility for ensuring appropriate risk assessments are carried out and necessary control measures are implemented sits at Director level.

Because Eden Training is a small company it should be relatively easy to facilitate two-way communication in relation to health and safety matters. All staff in whatever position are encouraged to participate in regular discussions on health and safety matters at the regular focus and staff meetings and to bring to the attention of the directors any concerns they have regarding health and safety.

The directors will monitor and review with the senior management team the effectiveness of this health and safety policy.

Consultation with employees and learners

All employees of Eden Training will be consulted about issues of health and safety and where appropriate involved in the development of relevant policies and procedures. Responsibility for effective consultation sits with the Health and Safety manager. Consultation methods will include, Induction feedback, staff meetings, training days, individual consultations either face to face or through correspondence and staff support sessions.

Learners will be surveyed periodically to ascertain their views in relation to matters of health and safety.

Recruitment

Health screening questions are included as part of the recruitment process to ensure that any information required to ensure the health and safety of potential employees is taken into account. This is also a mechanism for ensuring the health, safety and welfare of existing employees and learners is not compromised.

All staff working for Eden Training are required to have an enhanced DBS check.

Information, instruction, supervision and training

The Health and Safety Law poster is displayed on the upstairs landing by the main office.

Health and safety advice is available from the Health and Safety manager.

Supervision of learners whilst at an Eden Training college site is the responsibility of the appropriate tutor. A **Health and Safety leaflet for learners** will be given to every learner who attends Eden Training College as part of the college induction.

Health and safety issues relating to pre schools and nurseries are also covered as part of the induction process for new learners.

Visitors will be required to sign the visitors' book and will be provided with a **Health and Safety leaflet for visitors** which they will be asked to sign for.

All staff will be provided with Health and Safety instruction as part of their induction. Staff training and development needs will include health and safety considerations. Individual Continual Professional Development (CPD) plans are maintained for each employee.

Health and Safety Information will be provided in the Staff Handbook to all new employees In addition:

- All new staff will receive a copy of the health and safety policy and current information as part of their induction.
- All staff will receive updated information about health and safety as it is available.
- Comments from staff are welcome and will be used to improve health and safety procedures as appropriate.
- As necessary, health and safety training is included in the annual training plans for staff, and health and safety is discussed regularly at staff meetings.

Safe Learners

Eden Training is committed to the safe learner concept and will ensure that awareness of health and safety is integral to all activities directed by Eden Training staff.

All employers and work placements have to meet the same responsibilities under the Health & Safety at Work etc Act 1974 and Management of Health and Safety Regulations 1999.

We will implement practices and procedures to ensure placements are safe in line with guidance produced following the Skills Funding Agency's decision to remove from their contract the requirement for training providers to undertake any form of workplace health and safety assessment. (Health, safety & work placement checks, are you doing enough? ACeR 7/2/2012).

We will differentiate between two types of work placement:

Learners whose employer engagement is based on existing work arrangements where a formal contract of employment exists. Where learners are already in a workplace health and safety checks will take place as soon as practicable once the learner has been recruited to funded training. This will take the form of a check sheet (HASS Review – Workplace Assessment check sheet) undertaken by the assessor.

Learners whose employer engagement is secured by Eden Training Ltd. Before learners are placed in a workplace a Health and Safety Standards (HASS) assessments will be completed to confirm with employers that necessary policies and procedures are in place for them to meet their obligations satisfactorily.

Eden Training is committed to ensuring that so far as it is reasonably practical learners on work experience will not be placed in a work environment where they are exposed to significant risk to their health and safety.

We will maintain a systematic record of all work placements and HASS assessments. These should be undertaken once every one, two or three years depending on the level of risk – low medium or high. Reviews should take place in the interim as follows:

Risk level	Full HASS Assessment	Monitoring Review
Low Risk	Every three years	Annually
Medium Risk	Every two years	Every six months
High Risk	Annually	Every three months

Eden Training’s policy is to ensure that no workplace assessed as low risk (most early years settings can be expected to fall into this category) has a HASS assessment that is more than two years old. Our system operates to ensure that all workplaces are reviewed at least annually prompted when confirmation is sought that the employer liability insurance is renewed when it becomes due.

Placements for learners under 19 years old will be reviewed at least annually using the checklist (HASS Review – Workplace Assessment check sheet).

Eden Training’s policy is to train all assessors to achieve HSS8 accreditation or equivalent. This will ensure that the learner environment is not only assessed effectively but also monitored throughout the period of placement. To ensure quality and consistency of assessments HASS assessor meetings will take place periodically, co-ordinated by the Health and Safety Manager, and HASS updates will be part of the regular Staff meetings or focus meeting agenda.

Young people

Under the Management of Health and Safety at Work Regulation 1999 all employers have particular responsibilities towards young people. These include:

- Assessing risks to young people under 18 before they start work
- Ensuring any risk assessment takes into account their psychological or physical immaturity, inexperience, and lack of awareness of existing or potential risks
- Eliminating or minimising any risks identified so far as is reasonably practicable

Guidance is issued to staff regarding responsibilities whilst learners are on Eden Training premises, which includes the need to take into account the above considerations.

All learners will have a simple risk assessment as part of their interview to identify any issues that may require action to ensure they are safe whilst at college.

For courses where learners are referred as part of an alternative education programme a fuller risk assessment will be completed to evaluate suitability for the course and to identify any known risk associated with particular needs (including aggressive or violent behaviour – see below).

New starters

Whether new to college or work placement young people will encounter unfamiliar risks from activities they will be undertaking. An appropriate induction will be given which includes health and safety instruction. The induction period will take particular account of the following:

- During the first weeks and months new learners may be unaware of existing or potential risks.
- Young people may lack experience or maturity or may be unaware how to raise concerns or inhibited about doing so
- Lack of physical maturity may present hazards due to lack of strength or co-ordination
- An eagerness to please or impress may make them vulnerable to overlooking or not recognising risks

Identifying hazards, assessing and controlling risks

Risk assessments will be undertaken by the Health and Safety Manager reporting to the Managing Director.

Actions required to remove or control risks will be implemented by the Health and Safety Manager reporting to the Managing Director.

Risk assessments will be kept in the health and safety file and reviewed at least annually except where a sooner review period is indicated and if circumstances relating to the risk change.

Sub contractors

Sub contractors are rarely used. Where they are, such as in the delivery of First Aid training, the contractor is required to work within Eden Training's health and safety policy and guidelines when training is delivered within Eden Training premises. Should a sub contractor be used to deliver training outside of Eden Training premises Eden Training will satisfy itself – through the Health and Safety Manager – that risk assessments have been carried out and any appropriate control measures, and where appropriate method statements, are in place.

Smoking

In keeping with our legal requirements Eden Training has a no smoking policy. Smoking is not permitted within any Eden Training building.

Equipment maintenance records

Where appropriate, records are kept of the maintenance of equipment used within Eden Training.

Electricity and lighting

Nationally electrical appliances are the cause of many injuries each year through electric shock and fire. Staff are informed about proper use of electrical appliances and things to look out for.

Regular safety checks include:

- Ensuring that electrical equipment is checked at least annually
- All electrical/gas equipment conforms to safety requirements
- There are sufficient sockets to prevent overloading

- The temperature of hot water is adequately controlled to prevent scalds
- Lighting and ventilation is adequate in all areas including storage areas.

Slips and Trips

Slips and trips are the most common cause of major injury at work. Our intention is to highlight the risks to all staff and maintain awareness of the potential trip and slip hazards within Eden Training buildings through different communication means including staff meetings.

Part of the regular checks of the workplace will include looking out for actual or potential trip or slip hazards.

Lifting and handling

Manual handling activities such as lifting and carrying are the most common cause of musculoskeletal disorders (MSD) which are the most common cause of occupational ill health in the UK.

Our policy is to provide staff with information, instruction and training to prevent manual handling accidents. In general terms this means:

- Ensuring any lifting tasks are carried out with a proper assessment of why the task is necessary and how it should be carried out
- Ensuring that any staff member required to carry out lifting tasks is fit to do so and has appropriate knowledge of how to lift safely
- Ensuring all staff are aware, through training if required, how to assess the safety of a load taking into account the weight, size and shape
- Ensuring the environment in which lifting takes place is safe

No staff member at Eden Training is expected to carry heavy loads. Where lifting activities can not take place safely without the provision of equipment this will be assessed as a matter of priority and the appropriate equipment purchased. Such measures are the responsibility of the health and safety manager.

Hazardous substances

Within Eden Training's normal work practices it can be considered that there is little need to handle substances that might be considered hazardous compared with other higher risk occupations. However, under the Control of Substances Hazardous to Health Regulations 2002 (COSHH) we will act on the need to:

- Assess the risk to health arising from any hazardous substances that can be found in the workplace
- Decide what precautions are needed
- Prevent or adequately control exposure
- Ensure that control measures are used and maintained
- Ensure staff are properly informed, trained and supervised as necessary
- Monitor and review measures

In accordance with the COSHH regulations an assessment has been carried out of the possible dangers of using various substances at work. The only dangerous substances identified are:

Toner used in the photocopier, printers and fax machine. Guidelines have been produced in response to this risk which state:

- in the case of spillage do not inhale the fine powder
- in case of skin contact wash with soap and water
- in case of eye contact treat as a foreign body

Bleach and other cleaning products are used primarily by the cleaning staff. Ordinary domestic cleaning products and materials are used. These are stored in the cleaning cupboards and should not be left out. Cleaning products should be used with care from the original labelled containers according to the instructions and should not in any circumstances be decanted from their original containers into unmarked containers.

When Eden Training moved to the Pall Mall building an Asbestos survey had been completed previously showing no risks. This was shared with the building contractor responsible for the building changes and decoration. This work was completed in 2009 and revealed no previously unknown hazards. There is a separate Asbestos Policy.

Working at height

The need for anyone at Eden Training to work at height is minimal in normal circumstances. Mainly this will be in relation to:

- the storing of files, folders or boxes in the attic which requires access by a retractable ladder
- top shelf storage
- displays and seasonal decorations
- to undertake maintenance tasks

A risk assessment has been completed in relation to foreseeable hazards and the resulting rules and guidance should be followed.

Required equipment will be properly maintained and is only to be used by competent persons with the permission of the Health and Safety manager following appropriate instruction.

Contractors working at height within Eden Training buildings will be required to take appropriate precautions.

Display screen equipment

- A workplace assessment will be carried out with each member of staff by the Health and Safety manager using the HSE guide on Working with Display Screen Equipment (DSE).
- Where indicated any necessary actions will be recorded with a timescale for completion agreed.
- A record of the assessment date and outcome will be placed on the health and safety file

Stress in the workplace

The Health and Safety Executive define stress as “the adverse reaction people have to excessive pressure or other types of demand placed on them”. This makes an

important distinction between pressure, which can be a positive state if managed correctly, and stress which can be detrimental to health.

Eden training has a stress in the workplace policy which sets out Eden Training's commitment to protecting the health, safety and welfare of our employees by recognising that workplace stress is a health and safety issue and acknowledging the importance of identifying and reducing workplace stressors.

Eden Training's Stress in the Workplace policy sets out how we will identify all workplace stressors, consult with all employees on all proposed action relating to the prevention of workplace stress, provide training for all managers and supervisory staff in good management practices and provide adequate resources to enable managers to implement the company's agreed stress management strategy.

Safe working practices

- All staff will be made aware of safety procedures to adopt in relation to building access.
- If working alone in the office the door entry system must be used enabling visitors to be identified before being allowed entry.
- If there is a concern that there may be a potential risk to the safety of staff or learners from a visitor to the college the above procedure should be followed. The most senior member of the management team available should be informed.
- If there is a **known** risk to the health or safety of learners, staff or others (such as a threat has been received) the most senior member of staff present should inform the police.

Lone working

Eden Training wants to ensure its staff adhere to safe systems of work both within and outside of the college environment. To this end the following practices are to be adhered to:

College days

Our policy is to ensure that on college days when there are groups of learners expected there will be at least two staff members present.

Workplace visits

Where a significant amount of time is spent away from the college to undertake workplace assessments etc. the procedure to ensure staff whereabouts is known and to reduce risks is as follows:

- All staff should ensure their diary sheet / outlook calendar is up to date and any changes to visits are notified to the office.
- If there are any identified adverse indicators to suggest there may be a risk to health or safety, staff should not attend the appointment. The reasons for the risk and a suitable way to manage it should be agreed with the relevant line manager or if unavailable the Managing Director.

All supervisors and managers have a responsibility to monitor these arrangements and ensure they are adhered to. The effectiveness of these procedures will be monitored and reviewed by the Health and Safety manager annually or more frequently if required.

Safe Driving

Eden Training has a Driving at Work policy which all employees who use their vehicle for work must adhere to. This covers driving licence, insurance, fitness to drive, sensible driving, vehicle reliability, driver and passenger safety and notification of incidents.

A Vehicle policy and Mobile phone policy is also included in the Employee Handbook.

Aggressive and violent behaviour

Work related violence includes verbal abuse, threats or physical attacks. No member of staff is expected to have to tolerate in any way any such behaviour whether over the phone, in writing, through electronic media or by any other means. Any concerns should be raised immediately with either a line manager or other available senior staff member. A record should be made in the incident record and the matter brought to the attention of the Health and Safety manager who is responsible for ensuring that appropriate action is taken. (This does not preclude any necessary immediate action being taken as appropriate to the circumstances.)

Conduct that places the safety of learners or staff at risk will not be tolerated. Fortunately such incidents are very rare and we are committed to taking all necessary steps to ensure the possibility of such incidents is reduced as much as possible and where possible eliminated.

Because it is Eden Training's business to deal with people there will always be a residual risk that unforeseeable or unpredictable behaviour will occur. Staff should work to ensure all relevant information about learners or visitors is available to enable a proper assessment of the risk of aggressive or violent behaviour taking place. Staff should not put themselves at risk and all reasonable steps should be taken to avoid situations where aggressive or violent behaviour may be likely to occur.

Safe working practices (see above) should be followed at all times.

All learners will have a simple risk assessments as part of their interview to identify any antecedents likely to identify them as a potential risk of aggressive or violent behaviour. This will preclude learners from courses where this behaviour would present a risk to children or work placement colleagues.

For courses where learners are referred as part of an alternative education programme a fuller risk assessment will be completed to evaluate suitability for the course and to identify any known risk associated with aggressive or violent behaviour. Identifying such a risk will not necessary preclude learners from the course but no learner will be able to join a course where a risk has been identified without a robust management plan agreed by the Managing Director in place prior to the learner joining the course.

Bullying and harassment

The ethos of Eden Training is that everyone has a right to be treated with dignity and respect. Bullying and harassment of any kind will not be tolerated. The measures to tackle any incidents are set out within Eden Training's *Equality policy*.

Incidents of bullying or harassment can have a significant impact on how safe people feel in their environment and is therefore seen as a health and safety risk which should be reported. All measures possible will be taken to maintain confidentiality when investigating reported incidents.

Anyone wishing to report bullying or harassment should do so to their line manager or alternatively the HR or Health & Safety Manager or the Managing Director.

Drugs and alcohol

Eden Training's *Drug and Alcohol policy* states that employees are not permitted to consume drugs or alcohol whilst on duty. Employees are not permitted to attend for work whilst under the influence of drugs or alcohol as both can have an effect on the health and safety of themselves or others.

Alcohol is known to affect judgment and physical co-ordination. Because drinking even small amounts of alcohol before or while carrying out work increases the risk of an accident doing so will lead to disciplinary measures being taken.

There are separate Drugs and Alcohol procedures and information produced for learners.

Accident procedure and first aid

All accidents and cases of work related ill health are to be recorded in the accident book. The accident book is reviewed regularly by the senior manager responsible for health and safety.

Any serious accidents or incidents (where a serious accident was avoided) must be reported to the Health and Safety manager as soon as possible for appropriate action to be considered.

The accident book is kept with the first aid box in the main office.

The first aid box complies with the Health and Safety (First Aid) Regulations 1981. Responsibility for ensuring the first aid box is appropriately stocked sits with the Health and Safety manager. Details are kept in the health and safety file.

The appointed First Aiders are:

- Judith Saxon
- Sara-Jayne South
- Nicola Dukelow-Saxon
- Samantha Taylor
- Kendra Saxon
- Trevor Saxon

Reportable incidents

The Health and Safety manager is responsible for investigating all accidents and for reporting accidents, diseases and dangerous occurrences to the Health and Safety executive to comply with requirements of **RIDDOR** (the Reporting of Injury, Disease and Dangerous Occurrences Regulations 2013). This includes;

- A work related accident to a member of staff, learner or visitor as defined. This specifically includes acts of non-consensual violence to people at work;
- Specified dangerous occurrences – as amended definition (HSE Oct 2013). This may be an event that causes injury or fatalities or an event that does not cause an accident but could have done, such as a gas leak.
- Reportable occupational diseases as set out in the regulations
- An “over seven days injury” - an accident at work causing the person to be unable to do their normal job (notifiable within 15 days)
- Specified injuries to workers

Any dangerous occurrence is recorded by the Health and Safety manager on the incident record form which is kept in the Health and Safety file.

Reporting of accidents, diseases and dangerous occurrences will be through the appropriate means indicated on the HSE website. <http://www.hse.gov.uk/riddor/>

The Health and Safety Manager is responsible for ensuring the Learner Incident Record is completed in accordance with Nova guidance and sent to Nova (contract compliance).

Dealing with incidents

Incidents for the purposes of incident records include occurrences that do not necessarily cause harm but have the potential to do so.

An incident book is kept for recording incidents including those that are reportable to the Health and Safety Executive as above but also incidents such as:

- break in, burglary, theft of personal property;
- fire, flood, gas leak or electrical failure;
- attack on member of staff, learner or visitor on the premises or near by;
- any racist incident involving a staff, learner or visitor on Eden Training premises;

In the incident book we will record the date and time of the incident, nature of the event, who was affected, what was done about it - or if it was reported to the police, and if so a crime number. Any follow up, or insurance claim made, will also be recorded.

The Health and Safety manager is responsible for reporting actions taken to the Managing Director and maintaining appropriate records of actions planned and completed.

Fire and Emergency procedures

The Health and Safety manager is responsible for ensuring that the fire risk assessment is undertaken and implemented. To meet the requirements of the Regulatory reform (fire safety) order 2005 a risk assessment has been completed and the following is implemented and maintained:

- A fire detection and warning system comprising a break glass alarm system producing a continuous ringing alarm bell sound
- Appropriate portable fire extinguishers for fighting small fires, located throughout the building on both floors and maintained through an annual contract (These conform to BSEN standards, are fitted in appropriate high risk areas of the building and are checked as specified by the manufacturer.)
- Emergency evacuation procedures (previously approved by the Fire Safety Officer) and:
 - clearly displayed in the premises;
 - explained to new members of staff, learners and visitors; and
 - practiced regularly
- Safe exit routes on both floors with fire doors which are clearly signed, well lit and kept clear of obstacles
- Fire doors throughout the building to suppress the spread of fire
- Safety signs displayed throughout the building
- All learners and visitors are required to sign in and out of the building to provide a record in case of the building being evacuated.
- It is the responsibility of the most senior manager present to take the signing in register and visitors book to the assembly point or delegate this task appropriately on the day.

In case of fire the most senior member of staff is responsible for contacting the emergency services in the usual way by dialling 999.

The emergency evacuation procedure will be practiced at regular intervals. The times chosen will facilitate the inclusion of as many different learners and staff groups as possible i.e. not always on the same day at the same time.

Members of staff will be involved in the organisation of fire drill practices to enhance familiarisation with the procedure.

The Health and Safety manager will maintain and implement a check list and record of fire and evacuation procedures which will include:

- The fire alarm will be tested every week
- Escape routes are checked every month
- The fire evacuation procedure will be tested at regular intervals which should throughout the year equate to around once each two months
- The fire risk assessment will be reviewed at least annually and as appropriate in between annual reviews
- Fire extinguishers are maintained and checked annually

Any actions required following the above checks will be recorded and an action plan agreed with the Managing Director to be implemented as soon as possible.

Emergency plan

Eden Training staff are expected to follow the Emergency procedures above in the event of the need to evacuate the building. Should it not be possible to re enter the building the most senior member of staff present will decide the actions required of each staff member, usually this will be in consultation with the Managing Director unless un-contactable.

In the event that staff are sent home, they should ensure they remain contactable in order to be informed about any contingency plans.

Emergency contacts are:

Judith Saxon:	Managing Director	07795822198
Trevor Saxon:	Health and Safety Manager	07919532871
Nicola Dukelow-Saxon:	Early Years Manager	07851256344

Serious and imminent danger

Under the Management of Health and Safety at Work Regulations 1999 s8 employers are required to establish procedures to be followed in the event of serious and imminent danger that may be reasonably foreseen given the particular work undertaken, giving weight to any relevant external influences or circumstances. Eden Training does not undertake activities that would reasonably require a specific procedure in addition to the emergency procedure and plan established (above).

Eden Training gives its staff a commitment that they will be made aware immediately of any information relating to actual or potential serious and imminent danger, should it occur. Eden Training staff will not be required to work in situations where there is serious and imminent danger to themselves or others.

Investigation of accidents and incidents

The purpose of risk assessments and control measures is to reduce the likelihood of an accident happening. Any accident – an undesired event that results in injury, or incident – an event that does not cause harm but has the potential to do so, will be investigated to find out how or why it happened. This is primarily to prevent it happening again but also for the following reasons:

- To collect information needed to pass on to the HSE or other authority as required
- To gather information needed for an insurance claim
- To determine the cost of an accident

The Health and Safety manager is responsible for investigating any accident or incident. Any investigation will consider not just the immediate cause but the underlying and root causes. The process for investigation will include:

- Information gathering
- Analysis of the information to identify what happened and why
- Reviewing risk control measures
- Action planning – deciding on what changes will be made by whom and by when,

All investigation findings will be considered by the directors and senior management team.

Monitoring and review

The Health and Safety manager is responsible for monitoring that safe working practices are being followed and for investigating accidents, work related causes of sickness absence and incidents and for reporting to the Managing Director on actions to be taken to prevent reoccurrence.

The Health and Safety manager will produce, maintain and regularly update a checklist to demonstrate that the Health and Safety policy is being effectively implemented.

A record of each review will be maintained on the health and safety procedures file. The period between each review will be agreed with the Managing Director but will take place not less than annually.

Part of the review will include an evaluation of whether staff sickness / absence indicates work related health or safety issues, where this is pertinent, and report to the Managing Director with recommendations.

The Nova Health and Safety Audit will be part of the monitoring process.

The Health & Safety policy will be reviewed at least annually which will include a review by the Directors and senior management team of health and safety management arrangements.

Signed:_____

Position:_____ Date:_____