

## Health and Safety Policy

IKON Training Ltd recognises and accepts its obligations as an employer in providing a safe and healthy workplace and working environment for all employees, visitors, client and any others affected by company activities both on IKON Training Ltd premises and off site on clients' premises or rented premises.

This Health and Safety Policy provides details of the arrangements for health and safety within the company and is in three parts:

**Part 1.** General Statement of Health and Safety Policy

**Part 2.** Organisation

**Part 3.** Arrangements

Each of us has a part to play in making the policy work. By accepting the responsibility and challenge that this policy presents, we all stand to benefit by having a safer and healthier place of work. It is always only by giving safety a high priority that we can ensure that we, our colleagues, clients, delegates and the public are protected from the hazards which may exist throughout our working operations.

We expect all employees and associates to make themselves fully conversant with, and conscientiously discharge, their duties and responsibilities as defined in this policy document, thereby ensuring that our operations are undertaken with full regard to health, safety and welfare.

Safety is the concern of each employee within our organisation. We would therefore ask you to read and comply with the contents of this document and encourage others to do likewise.

**Jason Keeley**  
**Managing Director**  
**IKON Training Ltd**

## Part 1

### **General Statement of Health and Safety Policy**

IKON Training Ltd accepts that it has both a moral and legal responsibility for the health, safety and welfare of its employees, and clients. We recognise that injury, damage, and loss can be avoided and that consideration for health, safety and welfare should rank equally with all other commercial considerations. In accordance with our duty as an employer we have produced the following statement in respect of company policy on health and safety.

It is the policy of IKON Training Ltd to take all reasonably practicable steps to ensure the safety, health and welfare of our employees, contractors, clients, visitors, and any others affected by the activities carried out. The management fully recognises its responsibilities in providing safe and healthy working conditions and we will ensure that our statutory duties are always met.

It is our intention to promote and maintain high standards of safety by providing a safe workplace, safe equipment, safe materials, and safe systems of work to minimise the risk of injuries or damage to health.

Each employee will be given such information, instruction, and training as is necessary to enable the safe performance of work activities. Adequate facilities and arrangements will be maintained to enable employees to raise issues of health and safety. As a responsible company we will consult with employees on health, safety, and welfare matters.

IKON Training Ltd will appoint competent people to assist in meeting our statutory duties. Adequate funds, time and other resources will be allocated to meet the objectives of this policy. This policy will be reviewed at least annually or as legislation demands and reissued. Where appropriate any amendments will be incorporated into this policy and will be brought to the attention of employees as new changes are implemented and during staff training. Whilst the responsibility for compliance with Health and Safety legislation will always remain with management, everyone has a legal obligation to take reasonable care for their own safety, and for the safety of those affected by their acts or omissions. The successful promotion and implementation of this policy relies on the full commitment and co-operation of each employee to enable us to comply with our statutory duties.

## Part 2

### Organisation

Director Jason Keeley is responsible for the overall effectiveness of the company's safety, health, and welfare. It is his duty to periodically review and amend this Health and Safety policy as required by changes in legislation, as the business changes its work activities and grows. As and when the company grows this role may be delegated to a suitable employee with this responsibility.

The Directors will ensure that the objectives of this policy are fully understood and observed by all levels of the workforce.

They will ensure adequate funds are allocated to meet the requirements of the Policy, and that adequate arrangements exist to enable effective management of health and safety matters. Further they will ensure that projects are adequately priced to allow for safety resources, proper welfare facilities, safe working methods and equipment to avoid injury, damage, and wastage.

They are to make themselves aware of all appropriate safety statutory requirements affecting the company - this they will achieve by regularly liaising with all necessary agencies such as the Health and Safety Executive (HSE), Local Authority Health and Safety and Trade Associations.

They will ensure that sound working practices are observed as laid down in Approved Codes and Codes of Practice.

They will ensure that all suitable and sufficient risk assessments are undertaken to safeguard the health and safety of the workforce and others not in the employment of IKON Training Ltd but affected by company undertakings. The reason for this is so that appropriate control measures can be put into place.

They are also to ensure that risk assessments are reviewed as necessary and that significant findings are recorded.

They will initiate the reporting (in accordance with RIDDOR), investigation and costing of injury, damage, and loss. They will further promote analysis of these investigations to discover trends and implement as necessary further control measures to reduce risk.

They will consult as necessary with the employees and associates to discuss accident prevention, safety performance, and safety improvements welcoming any positive safety suggestions that they may present. They will further ensure that all safety suggestion, grievances, and complaints from the workforce are fully investigated and take the appropriate action.

They will reprimand any member of the workforce failing to satisfactorily discharge their responsibilities to health and safety, making sure that good health and safety practices do not go unrecognised.

The Directors will liaise closely with the client and contractors in respect to all matters appertaining to safety.

Directors will ensure staff understand and comply with:

- Pre course checks
- Emergency procedures
- First aid and welfare arrangements
- Risk assessment protocols

Staff will be encouraged to report to the Directors upon all matters relating to health and safety:

- Unsafe, unhealthy, or illegal working practice.
- Any accident or near miss and any consequence resulting.

They are to ensure that an appropriate risk assessment is carried out for any work under their control. Where risk is significant this must be recorded in writing.

Staff will be briefed to take on the role of the competent person to guide persons to safety in the event of an emergency. They are to take the appropriate action to notify the emergency services and until such time as relieved of their duties take charge of the situation ensuring no one is put into danger.

Staff will be instructed to reprimand any member of staff, delegates or clients failing to satisfactorily discharge their responsibilities to health and safety.

Employees visiting a client's site should always wear ID badges and sign in on the clients' premises before commencing work.

Where work is being delivered at a client's site, prior to commencing work the trainer should familiarise themselves with the site safety requirements and identify appropriate fire safety precautions, emergency procedures and fire exits, ensuring that all fire escapes are free of obstruction and all fire assembly points are identified. Work will only take place if these fire exits are clear.

## **Employees**

The Health and Safety at Work Act 1974, places certain responsibilities and obligations upon employees whilst at work. These are:

- To take reasonable care of the health and safety of him/herself and other persons who may be affected by acts or omissions at work, and
- As regards any duty, liability or requirement imposed upon his/her employer or any other person or under any of the relevant statutory provisions or measures, is to co-operate with them so far as is necessary to enable that duty, liability, or requirement to be performed or complied with.

No employee shall:

- Intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety or welfare in pursuance of any of the relevant statutory provisions.
- Take risks that may cause an accident to themselves and/or other persons.

All employees are reminded of their responsibility to co-operate with management and to take reasonable care of themselves and others. Whenever they are aware of any unsafe conditions or notice a health and safety problem that they cannot put right without putting themselves at risk, they are to bring this matter to the attention of an appropriate manager.

All employees are required:

- To make themselves aware of emergency procedures for company premises and for other areas they may be required to work on. Where in doubt of procedures they are to ask for clarification from a manager.
- To work in a safe manner always and are not to take any risks that could endanger themselves or others.
- To warn others of all known hazards or when they are stepping into danger.
- Not to play dangerous or practical jokes or 'horseplay' whilst at work.
- To report to management any injury or illness to himself or herself which has been caused through a working incident, even if they consider it to be very minor and does not stop them working.
- To report to management any illness, disability, or whether they are undergoing treatment or have been prescribed medication which could constitute a hazard to themselves or others whilst at work.
- Not to work if under the influence of alcohol or illegal substances.

## Part 3

### Arrangements

Under the Health and Safety (Display Screen Equipment) Regulations IKON Training Ltd must carry out an analysis of workstations for the purpose of assessing risks, in particular the risks of muscular-skeletal discomfort, visual disturbance, and mental stress. Risks must be remedied, so far as reasonably practicable.

### Electricity

Electrical equipment is an integral part of the modern training environment. Electricity can not only cause shock, but also cause burns and start fires. It should therefore never be treated lightly. All electrical equipment and systems within the workplace are to be installed and maintained by a competent person.

Avoid using long extension leads wherever possible. If a reel extension lead is used, ensure that the cable is completely wound off the reel before connecting to main supply.

Most people are aware of the health and safety hazards associated with electricity. To avoid injury, or death, it is essential that employees adopt the following precautions:

- Report faults immediately, do not use or continue to use faulty equipment.
- Do not carry out repairs, etc., or even fit plugs, unless authorised.
- Daily check to ensure that there are no obvious faults. Any faults must be reported to the appropriate Manager immediately and the equipment not used.

An approved company appointed competent person would carry out all tests and inspections. As well as testing as part of the planned maintenance programme, combined inspection and testing will be carried out:

- If there is reason to suspect the equipment may be faulty, damaged, or contaminated, but this cannot be confirmed by visual inspection.
- After any repair, modification, or similar work to the equipment, which could have affected its electrical safety.

Any electrical equipment supplied by IKON Training Ltd for use off-site by operatives or clients must be checked before use for sparks or loose connections. This equipment is likely to consist of computers, data projectors, tape recorders and CD players. In case of any suspected fault, operatives should immediately stop using the equipment and report the problem to a Director (in the case of IKON Training Ltd supplied equipment).

## Emergency Procedures

It is the intention of IKON Training Ltd to ensure that any risks arising from work activities are eliminated or reduced to a minimum. However, management acknowledges that despite these measures it cannot be assumed that a major incident will never occur, although, such an incident is highly unlikely if all risks are adequately controlled. An emergency could be expected in the "classroom" environment as well in outdoor activities, which could on face value appear more dangerous.

The consequences could be catastrophic if risks are not controlled. To this end, IKON Training Ltd has put in place certain emergency procedures to ensure injury and damage limitation in the event of such an incident.

To be prepared for any emergency event, IKON Training Ltd will plan for reasonably foreseeable incidents. Management in consultation with employees and contractors or their representatives will:

- Carry out a risk assessment to identify foreseeable major incidents for which emergency procedures would be required. See RA1 (appendix 1)
- Establish procedures to be followed by employees, clients, and visitors in the event of an emergency, including:
  - Raising the alarm
  - Means of escape
  - Assembly points and "safe havens"
  - Summoning the emergency services
  - Evacuation of persons

Emergency procedures are devised for all to follow in the event of a situation presenting serious and imminent dangers. The aim is to set out clear guidance on when employees, clients, visitors, and other persons, should stop what they are doing and be moved or guided to a place of safety.

In the event of emergencies such as power supply failure, lift breakdown, gas or water emergency, flood, or failure of building or where a suspect package is found, immediately report it to the building manager.

**DO NOT ATTEMPT TO REMEDY THE SITUATION.**

## **Employment**

IKON Training Ltd will ensure that on engaging a person, and that all existing employees do not suffer from any illness, disability or are undergoing treatment or prescribed medication which would constitute, in the working environment, a hazard to themselves or others.

IKON Training Ltd will only employ or contract persons that are competent to carry out the work for which they are engaged. This includes appropriate qualifications and/or experience, an interview (telephone and/or face-to-face), reference checking of previous employers, and a police check where their work involves working within schools and/or with vulnerable people.

Employees and associates will be provided with information and given suitable training to enable them to conduct their work safely. Each person will be made aware, prior to the commencement of any work, of all relevant legislation, codes of practices and/or guidance notes to comply with safe working practices.

All employees and associates are required to read this company's Health and Safety policy. They are to append their signature on the appropriate page of the master copy kept by the company administrator to indicate that they understand our company's health and safety objectives, rules, and regulations.

It is our intention to update employees on all health and safety matters as and when it is considered necessary, and when there is a change in legislation that may have effect on company operations.

## **Housekeeping**

Poor standards of housekeeping are common cause of injury and damage at work and can create unnecessary fire hazards. Low standards often result from poor working practices and/or organisation deficiencies. Poor housekeeping is a common cause for accidents and fires in the workplace.

Employees and clients must ensure that areas they are responsible for are always maintained to satisfactory standards of housekeeping. Workplace inspections are to be carried out on a regular basis to identify where standards require improvement. These are to be highlighted for remedial action.

All employees and clients are responsible for ensuring that they do not allow waste material to accumulate in their working area and for keeping their workstations and work areas tidy. They are to report problems relating to storage or removal of articles and waste to the appropriate manager.



Rubbish is to be kept in suitable containers and must not be allowed to overflow. Combustible waste must be kept away from ignition sources. Large items of rubbish that may pose a particular hazard must be removed separately and without delay. Obsolete items of equipment or furniture and "come-in-hand" items must also be disposed of.

To ensure that satisfactory standards of housekeeping are achieved the following arrangements are to be adhered to by all:

- Check the workplace is free of hazards at the start of each day
- Always put equipment away after use
- Clear up any spillage, etc.
- Ensure that waste materials are properly stored and removed.

### **Incidents and Ill Health Reporting**

All injuries, disease, damage and/or 'near-miss' resulting from incidents related to IKON Training Ltd working activities must be reported. If working on a Clients premises this will be to the appropriate person at these premises.

On the completion of first aid and emergency procedures all details of injuries are to be entered into the appropriate accident book and if a notifiable incident, reported in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 1995 (RIDDOR).

### **Manual Handling**

The Manual Handling Operations Regulations are the result of European Directive on minimum health and safety requirements for manual handling of loads where there is a risk injury to employees. The objective of the regulations is to apply an ergonomic approach to the prevention of injury while carrying out manual handling tasks.

IKON Training Ltd has a duty to make evaluations and then assessments of workplace manual handling operations. So far as it is reasonably practicable, we will avoid the need for employees to carry out those operations, which involve the risk of injury. Where this cannot be done, we will ensure the following:

- To take appropriate steps to provide employees who are carrying out manual handling operations with the general indications and, where reasonably practicable to do so, precise information on the weight of each load and the heaviest side of any load whose centre of gravity is not centrally positioned.
- To make, keep up to date, review and amend a suitable and sufficient assessment of all such manual handling tasks.
- To take appropriate steps to reduce the risk to employees arising from any such operation to the lowest level reasonably practicable.

All employees are warned to always think before carrying out manual handling tasks and to get assistance where necessary.

## **Monitoring of Company Safety Policy**

Suggestions on where and how safety arrangements can be improved will be most welcome. Employees are requested to pass on health, safety, and welfare suggestions to the Directors.

## **New Equipment**

The Directors will ensure that all purchased, leased, or loaned equipment introduced into our working environment, meets all specific provisions of regulations, and conforms to recognised BS and safety standards.

Before equipment is used, a competent person will ensure that it is maintained to an efficient state (in accordance with the manufacturers' specification) and is in good working order.

Before employees are expected to use equipment, they will be given training in the correct and safe use of the said equipment.

No employee or contractor is to use any equipment, which they are unfamiliar with or have not been previously trained to use. If in any doubt they must seek the assistance of the Directors.

## **Risk Assessments**

The Management of Health and Safety Regulations makes it a legal requirement for risk assessment to be carried out for every work activity. Risk assessments are conducted to enable hazards to be identified and correct control measures to be put into place.

We need to have an idea of the relative importance of risks and to know as much about them as we can to take decisions on controls, which are appropriate and cost-effective. Where risk is deemed to be significant, results are to be recorded. Information based on the risk identified will be given to employees and clients associated with the risk.

Hazard and risk - a hazard is something with the potential to cause harm and covers such areas as injury and ill health, loss of production and damage to equipment and property; a risk is the likelihood of damage, injury or harm occurring. Risk reflects both the likelihood that harm will occur and its severity.

The Directors will ensure that risk assessments are recorded for areas of work they are responsible for. Once the risk assessment has been carried out the assessor will formulate the control measures and make a judgement as to what preventive action is to be taken.

As far as is reasonably practicable this judgement will weigh the costs (generally time, trouble, effort, money) of reducing the risk to health against the risk. Where the costs are shown to be grossly disproportionate

to the benefits that would arise, it may not be reasonably practicable for the costs to be incurred. However, all IKON Training Ltd employees and clients can be assured that they will not be put at or expected to take risks that they are unaware of.

When establishing detailed control measures and writing safe systems of work for a specific working activity, risk assessors will conduct the risk assessment at and for the proposed place of work. They will make the assessment in relation to additional hazards identified at this place and other work activities involved, paying particular attention to emergency procedures and training requirements.

Risk Assessments will be carried out either by the Directors or another person with relevant experience. All risk assessments must be approved by the directors prior to the activity taking place. Where the directors feel that a particular risk assessment is beyond their experience, or the residual risk remains high despite control measures, outside advice will be sought prior to the activity taking place.

## **Training**

IKON Training Ltd will ensure that all employees and contractors have received training on health and safety, to assist them in undertaking their tasks safely and efficiently. Training on safety within a teaching or training environment forms part of recognised teacher training and so all staff should consider this. Effectively dealing with MASLOW issues for each session will assist with this.

No employee or contractor shall be engaged in any work activity where technical knowledge or experience is necessary to prevent danger or injury, unless he or she possesses such knowledge or experience, or is under such degree of supervision as may be appropriate having regard to the nature of the work. IKON Training Ltd undertakes to provide to all its employees and associates suitable instruction, information, training, and supervision as may be required to carry out their duties safely.

## **Violence at work**

It is recognised that some employees may be exposed to risk of assault (be it verbal or physical) by the very nature of their work. This is likely to be quite rare in our line of work, but Education generally is recognised as a risk environment.

The Health and Safety Executive's definition of work-related violence is: 'any incident in which a person is abused, threatened or assaulted in circumstances relating to their work'. Verbal abuse and threats are the most common types of incident. Physical attacks are comparatively rare.

If a member of staff feels under threat they should, where possible, remove themselves from the situation. When working with clients they should report to an appropriate manager to discuss their concerns. If clients do not remove those using or threatening violence you will be supported if you refuse to return to the environment. Under no circumstances should you attempt to physically control any unruly person other than as a last resort in self-defence.

IKON Training Ltd has therefore adopted this policy for dealing with violence to employees whilst at work. Under this policy the Directors are responsible for monitoring and ensuring the implementation of the policy within IKON Training Ltd. This can only be achieved if employees report all assaults and potential violent confrontations. Reports should be made within one working day, by letter or email if possible.

These events will be monitored and evaluated. Where necessary additional control measures will be put in place. The Directors will provide support and advice to any employee who is assaulted and should be the first point of contact.

## **Lighting**

Every room used will have suitable and sufficient lighting. Such lighting will, as far as is reasonably practicable, be natural and emergency lighting will be provided in any room in circumstances where employees would be exposed to dangers in the event of the failure of artificial lighting. The lighting provided will be such that it is adequate for the needs of the individual.

## **Monitoring and Records**

Risk assessments will be filed with the appropriate course folders. It is intended that these will be "living" documents, but a process of annual inspection will be carried out with amendments, as necessary.

Health and Safety will be an agenda item at each AGM so that performance can be analysed and discussed in a formal arena with a full written record. If any interim meetings are required, then full minutes will be taken and stored with the company documents.

If you have any questions or comments concerning this document, please contact Jason Keeley Director IKON Training Ltd.

Appendix 1:

## Risk assessment template

**Company name:**

**Assessment carried out by:**

**Date of next review:**

**Date assessment was carried out:**

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done