

POLICY DOCUMENT

• Health & Safety Policy (FWS)



Name of Policy	Date Effective	Review Date	Signature
Health & Safety Policy	1 August 2021	31 July 2022	

Health and Safety General Policy

This Policy is provided in accordance with The Health and Safety at Work Act 1974.

FW Solution's policy is to ensure, so far as it is reasonably practicable, the health and safety welfare (at places of employment and in work placements) of its employees, learners, trainees and visitors and others who may be affected by the activities of FW Solutions.

In pursuance of its general policy relating to health and safety and welfare (available on request from Head Office), FW Solutions will comply with all the relevant statutory requirements and codes of practice and will, so far as is reasonably practicable:

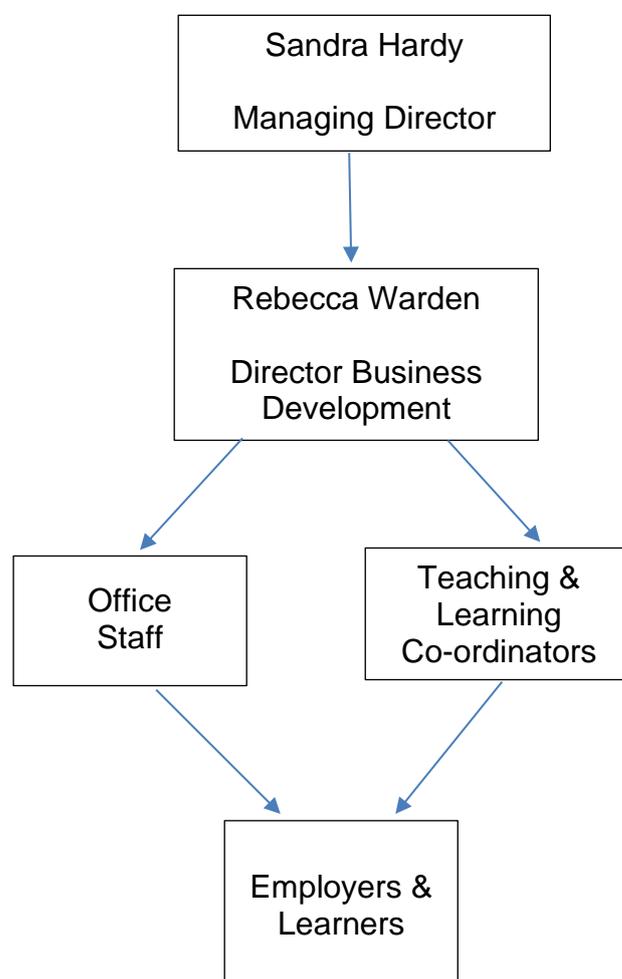
- Provide and maintain a safe working environment, which is free from risks to health and adequate in facilities and arrangements for the welfare of those on company premises and located within work placements.
- Eliminate any hazards which may be encountered in company activities and reduce to a minimum any risk to health and safety which may remain.
- Provide suitable protective clothing for employees, where necessary and ensure that learners are suitably provided for within work placements.
- Conduct our activities in a manner such that members of the public who may be affected thereby are not exposed to risks to their health and safety.
- Ensure that any hazards or work with harmful substances, agents or articles are identified, that safety and health risks associated with those hazards are assessed and that suitable arrangements for safety precautions and control measures are provided and used.
- Make suitable arrangements for safety and for the removal of health risks associated with the storage, use, handling, processing, transportation and disposal of articles and substances.
- Provide such instruction, training and supervision as is necessary to ensure health and safety at work of its employees and learners.

Nominated members of staff of FW Solutions Ltd undertake inspection and risk assessment of all venues and work placements used for training and corrective actions are instigated before training commences. General Health and Safety obligations at work placements following risk assessment by FW Solutions are the responsibility of that workplace. FW Solutions commits to monitoring the Health and Safety of all student work placements.

To assist the company to comply with its Health and Safety obligations the following organisational responsibilities have been recognised. Responsibilities have been laid down which are designed to enable the Directors to achieve and maintain suitable standards for health and safety and to establish accountability within its management structure for the company's health and safety performance.

The chart below defines the procedure for Health and Safety policy approval within the Company and its dissemination route to the employees and other persons identified by their relationship as a 'learner'.

Organisational Arrangements Chart



This section of our Policy sets out the division of health and safety responsibilities.

The Managing Director

The Managing Director has overall responsibility for implementing the Health and Safety Policy and in particular for:

1. Appointing a suitably qualified Health and Safety Advisor and keeping them informed of incidents, proposed changes to the business, contact from enforcing authorities etc.
2. Investigating, or ensuring that others investigate, accidents and work-related ill-health and ensuring that statutory reports are made for serious incidents in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations.
3. Continuously reviewing health and safety practices.
4. Ensuring that appropriate training is provided.
5. Ensuring that staff are consulted on health and safety matters through full team meetings.
6. Ensuring that staff performance objectives include health and safety.
7. Ensuring that Employers' Liability insurance is maintained and that the details are publicised to employees.
8. To ensure members of staff have the appropriate business insurance for their vehicles.
9. Ensuring that statutory requirements are met in relation to working hours, employment of children, young persons, pregnant employees and new mothers at work.

Managers

Managers lead by example in matters of health and safety and are responsible for:

1. Ensuring that staff reporting to them understand their health and safety responsibilities.
2. Monitoring the health and safety performance of direct reports.
3. Ensuring adequate manpower and compliance with working time legislation.
4. Ensuring that risk assessments cover all employee activities, that any actions arising from them are implemented and that the findings are shared with employees.
5. Consulting employees on health and safety matters during team meetings and

1:1s.

6. Providing appropriate training for employees, including induction training and training in job skills, general health and safety matters and other specific safety issues as required.
7. Ensuring that work equipment is suitable for purpose.
8. Reporting to the Managing Director any health and safety concerns which they are not able to resolve.

Health and Safety Advisor

FW Solutions contract specialist Health and Safety Advice from Citation Business Support who are responsible for maintaining the general Health and Safety policy with up to date health and safety matters, carrying out monitoring as agreed with the Managing Director, providing advice as requested and in response to observations, and maintaining the health and safety procedure.

FW Solutions also has an internal Health and Safety officer who is responsible for implementing health and safety standards as part of the day-to-day activities of the business including:

1. Instructing staff in health and safety requirements and supervising to ensure that rules are followed.
2. Produce risk assessments as required by Managers/Directors.
3. The appointment and training of a fire marshal.
4. Arranging for a periodic test and inspection of the electrical installation and portable appliances.
5. Carrying out periodic inspections of the workplace and work activities and ensuring that high standards of health and safety are achieved.
6. Ensuring that employees are suitably competent and have any necessary licences and qualifications for carrying out the work instructed.
7. Making staff aware of arrangements for the provision of eyesight tests for those using computers.
8. Referring to the Directors, disciplinary action against staff who fail to follow company rules, as appropriate.
9. Reporting to an appropriate manager or director any health and safety concerns which they are not able to resolve.
10. Not work under the influence of alcohol or drugs.

Facilities Manager (Windsor House)

The Facilities Manager appointed by Boulton Brooks (Windsor House) is responsible for ensuring general maintenance of the premises and in particular:

- Implementing the findings of the fire safety risk assessment including the provision, maintenance and testing of fire extinguishers, the fire alarm system and emergency lighting, the provision of signage, drills etc. and
- Monitoring that high standards of housekeeping are maintained, with emergency escape routes kept clear and all parts of the workplace maintained in a clean condition.
- Ensuring that appropriate first aid arrangements are implemented including a sufficient number of first aiders and carrying out regular checks of the contents of first aid kits.
- Ensuring compliance with the Construction (Design and Management) Regulations 2007; construction and maintenance contractors should demonstrate that they are competent to work safely and that they receive, and are requested to provide, adequate information to enable safe working.
- Maintaining a log of all premises checks, testing, maintenance and repairs.

All employees

All employees must take care of themselves and others affected by their work and in particular are expected to:

1. Behave in a professional manner, follow health and safety rules and not act in a way which would deliberately endanger others.
2. Familiarise themselves with the health and safety policy, risk assessments and any other instructions relating to their work and comply with the requirements set out.
3. Report unsafe working practices, shortcomings in safety procedures, accidents and near-misses to their manager.
4. Stop work and liaise with their manager in the event that a procedure appears unsafe.
5. Know the emergency procedures for the location at which they are working.
6. Use vehicles, equipment, materials or substances in accordance with information, instruction and training provided.
7. Make proper use of safety devices and guards and only carry out such maintenance, repair or adjustment to work equipment as they are authorised to

do so.

8. Ensure that equipment and materials are stored safely when not in use.
9. Keep their work area clean and tidy, avoid the creation of tripping hazards and cleaning up any spillages immediately.

No employee of the Company may carry out or authorise practices which place staff or others in danger, or which are in direct breach of legal requirements.

Policy Review

Overall responsibility for this Health & Safety Policy (FWS) within FW Solutions Ltd and the implementation thereof lies with Sandra J Hardy, Managing Director.

This policy will be reviewed annually by Sandra Hardy, Managing Director, Rebecca Warden, Business Development Director and Janet Williams, Office Manager.

This Health & Safety Policy (FWS) is Version 4 and was adopted on 01/08/2021 following annual review.

This Health & Safety Policy (FWS) is due to be reviewed on 31/07/2022