

# ETT Health & Safety Policy

## 2017/18

**Signed:** 

**Position:** Chief Executive

**Date:** November 2017

**Review Date:** November 2018

## General Statement

The Electrical Training Trust (ETT) will direct its activities to ensure as far as reasonably practicable the health, safety and welfare of its employees and others under its responsibility, as required by the Health and Safety at Work Order (NI) 1978. The Management will promote a culture of health and safety awareness to all its employees in compliance with the Management of Health and Safety at Work Regulations and any other relevant legislation.

The Management will promote a positive health and safety culture throughout the Organisation by policy, procedure and personal example.

The general objectives, in relation to health and safety, are as follows:

- The Management of ETT recognize the primary importance of ensuring the health, safety and welfare of its employees. The duty of care extends to persons who occupy the premises of ETT. This shall include sub-contractors, persons undergoing formal training or assessment and visitors to the premises.
- ETT will provide plant and equipment which is suitable for purpose and maintain it in accordance with manufacturer's recommendations and / or best practice. This shall include providing information, instruction, training and supervision including safe systems of work.
- Any articles or substances will be stored, used and disposed of in a manner which minimises risk to health. This shall, where appropriate, include monitoring of exposure levels and relevant health surveillance.
- The Organisation will provide adequate training and supervision to allow employees to carry out their duties in a competent manner and as far as reasonably practical without risk to safety and health.
- Regular consultation with employees will be undertaken by Management with employees in relation to health, safety and welfare to raise general and personal awareness and improve overall health and safety standards within the organisation's operational areas.
- Premises will be maintained and cleaned in accordance with Management (Health, Safety and Welfare) Regulations.

This policy will be reviewed annually and revised to reflect any changes in legislation, operational working practice or scope of the Organisation's operations

## **Organisation and Responsibilities**

### **Roles and Responsibilities (For Organisational Chart See Appendix 1)**

#### **Chief Executive**

- The Chief Executive (CE) has overall responsibility for the formulation and implementation of policy and procedure within the Organisation. The CE shall ensure adequate resources and competent personnel are available to carry out the Organisation's activities in compliance with current legislation and in a professional manner.
- Ensuring that prompt action is taken to eliminate unsafe practices.
- Ensuring that all necessary risk and COSHH Assessments have been carried out, and control measures specified are implemented. Risk reduction shall reflect the hierarchy of control as outlined in the Management of Health and safety at Work Regulations and COSHH Regulations.
- Ensuring that all accidents and dangerous occurrences are promptly reported and investigated. Remedial action shall be implemented where appropriate.
- Ensuring that all employees have received adequate training in the use of plant and equipment and in the safe methods of work.
- Ensuring that all staff are aware of their duties as outlined in this health and safety policy and are competent to carry out their role.
- Set a personal example to all employees.

#### **Business Improvement Manager**

The Business Improvement Manager shall be responsible for the day to day operations within the office and training rooms

- This shall include ensuring that all equipment is serviced and maintained in a safe condition.
- Stationary and other supplies are stored, used and disposed of in a safe manner
- Offices, training rooms and welfare facilities are maintained in a clean and safe condition
- That staff are provided with instruction, information and training relevant to their role.
- Issues that arise in relation to health and safety are appropriately dealt with or brought to the attention of the Chief Executive.
- Identify and recommend appropriate Health & Safety related training for all staff under their control.

## **AM2 Centre Manager**

- The AM2 Centre Manager shall be responsible for the day to day operations within the workshop and assessment areas.
- This shall include ensuring that the premises and equipment are maintained in a clean and safe condition.
- Organisation equipment and tools shall be stored in designated areas and under lock and key where necessary.
- All assessment candidates are given an induction and familiarisation brief prior to commencing any training or assessment. All assessment candidates shall be appropriately supervised whilst on the premises.
- Inspection and maintenance of equipment shall be carried out in accordance with the requirements of current legislation and best practice.
- Matters brought forward, disclosed or discovered in relation to health, safety and welfare are dealt within the limits of responsibility or clearly reported to the Chief Executive.

## **Health & Safety Officer**

The Chief Executive shall nominate a Health & Safety Officer within the Organisation.

The Health and Safety Officer's duties shall include:

- Overseeing the day to day activities in relation to health and safety
- Reporting areas of concern to the CE
- Reviewing new legislation and implementing necessary procedures and practical actions to comply.
- Carry out inspections and record findings
- Consult with other departmental managers on health and safety issues
- Carry out accident / incident investigations and file reports
- Ensure risk assessment s are carried out and reviewed as required.

## **Fire Wardens Duties**

ETT Fire warden pairs (see sign displayed at the main entrance of building)

A fire warden will effectively have two roles: a day-to-day role and one for when the fire alarm sounds in response to a fire or when conducting a test of the system.

### **Day-to-day role:**

- To be vigilant with general fire safety of the area, building or floor the warden has been allocated,
- Keep an eye on corridors and walkways to ensure combustible materials are not stored there,

- Monitor escape routes to see they are kept free of obstructions,
- Check that fire doors are not tied, propped or wedged open where they should not be,
- To check that final exit doors are not obstructed,
- To check that extinguishers are where they should be and no obvious misuse or defect has occurred,
- During scheduled fire alarm tests over a period of weeks or months, check that the alarm can be heard in all rooms and all parts of their allocated area,
- Assist with the creation of personal emergency evacuation plans if requested by their manager,
- Assist with fire risk assessments (FRA) if requested by the Health and safety Officer or whoever carries out the FRA. N.B. This may seem like a lot of extra work but in reality it can be done as part of the “day job” just by being a little more observant. Any problems or defects need to be reported to the Health and Safety Officer.

### **Trainers/Assessors**

Trainers/Assessors are responsible to the Chief Executive for the delivery of training and assessment of candidates. This involves visiting other business premises and construction sites.

Trainer/Assessors shall:

- Comply with health and safety rules of the Organisation and any other organisation which they visit. The higher standard of safety applied with respect to business premises rules and procedures
- Conduct themselves in a professional manner which sets a high personal example of health and safety
- Carry out assessment in a fair manner and in compliance with National Occupational Standards.
- Ensure that they do not put themselves at risk.
- Where there are concerns in relation to health, safety and welfare of candidates, the matter should be initially raised with the candidates employer verbally followed by a written letter, if required.
- In the event of dispute or harassment the Trainers/Assessors should withdraw from site and report the matter to the Chief Executive.
- In a situation where the candidate or the Trainers/Assessors is in imminent risk of danger, action must be taken to stop work immediately and withdraw from the area. The matter must be report to the appropriate authority.

### **All employees**

Share a collective responsibility for ensuring we offer safe environments to all staff/customers/visitors. All employees have a responsibility to familiarise themselves with the contents of this health and safety policy and any other relevant policies, procedures or organisation rules.

In accordance with the Health and Safety at Work Order (NI) 1978, employees have a duty to:

- Take reasonable care for personal safety and that of others.
- Co-operate with the employer on health and safety related matters to ensure the employer fulfils their legal duty.
- Not to deliberately or intentionally interfere or damage any safety device or system

In addition employees should report any unsafe conditions, unsafe or defective equipment relating to their role or working environment.

## **General Arrangements**

### **Accident / Incident Reporting**

An incident is defined as:

- Any event or occurrence which has the potential to cause personal injury or damage to property or the environment.
- Commonly called a “near miss”, these incidents should be reported to your line manager or the health and safety officer to enable investigation of the incident and preventative measures to be implemented.

An accident is defined as:

- An undesired event or occurrence which results in personal injury or harm, property or environmental damage or a combination of these. These are usually the result of unsafe acts or conditions.

All incidents / accidents, no matter how small should be reported to your line manager and / or the health and safety officer. A record of the incident should be kept and an incident investigation may follow to establish root causes. This investigation may lead to corrective actions being implemented to prevent a re-occurrence of the incident or a similar one.

Where personal injury is involved the incident should be recorded in the accident book. The record will be removed and filed securely and confidentially, in accordance with the Data Protection Act, by the Health and Safety Officer.

ETT will comply with its legal obligations in accordance with the Reporting of Injuries Diseases and dangerous Occurrence Regulations (NI) 1997 (RIDDOR).

The following are reportable immediately by telephone or fax to HSENI at Ladas Drive, Belfast.

Telephone: 028 90243249

Fax: 028 90235383

- Fatal incident
- Major injury (fractured bones, amputation, and dislocation of major joints, electrocution requiring medical assistance, asphyxiation or unconsciousness.)  
This is not an exhaustive list
- Dangerous occurrences

Incidents which result in time off work or requiring the injured party to be given alternative light duties for more than three days after the day of the incident are also reportable in writing.

All of the above require a written report form, NI 2508A, to be filled out and forwarded to HSENI within 10 days of the incident. These forms are downloadable from the HSENI website – [www.hseni.gov.uk](http://www.hseni.gov.uk)

The accident book shall be completed by the attending first aider.

RIDDOR forms shall be completed by either the Health and Safety officer or the Chief Executive.

Records of incidents shall be retained for a minimum of three years.

Reportable diseases are those listed in the RIDDOR legislation. The listed diseases broadly cover respiratory diseases, skin disease, cancers, biological disease and musculo-skeletal conditions.

The following criteria must be met to qualify as a reportable disease:

- There must be a proven link to work activity
- Diagnosis of the disease by a competent medical practitioner.

Employees should inform their employer as soon as they become aware of a work related disease or condition. The Organisation should then complete a NI 2508A form and forward it to HSENI.

All medical records or health surveillance records shall be retained for a minimum of forty years.

## **Fire Wardens Duties**

ETT Fire warden's pairs (see sign displayed at the main entrance)

A fire warden will effectively have two roles: a day-to-day role and one for when the fire alarm sounds in response to a fire or when conducting a test of the system.

### **Role when the fire alarm sounds:**

- Put on the yellow high-visibility vest,
- Sweep through their allocated area, turning off equipment and closing doors/windows in passing but not delaying their own escape unduly, while encouraging people to leave via the nearest fire escape route. The fire wardens should normally be the last persons to leave the building.
- Checking all accessible rooms including toilets and offices to make sure people are beginning their evacuation,
- Checking any refuge in their area in case someone is waiting for assistance to evacuate
- Reporting to the person in charge of the evacuation, at the assembly area or just outside the building, to advise their area is clear (or to report anyone who can't or won't leave the building)
- To assist the officer in charge with crowd control, verbally encouraging people towards the assembly area.
- To take part in any post-alarm de-briefing to identify any shortcomings in the evacuation procedures.

**Lecturers should act as fire warden for their lecture room if an alarm occurs during a lecture.**

### **What extra responsibilities does a fire warden have?**

- Apart from the actions listed above, a fire warden will not take on any additional responsibility for fire safety. That remains with the Health and Safety Officer and Chief Executive.

### **Who is responsible for providing fire wardens?**

- The Health and Safety Officer instructs all fire wardens that during occupied hours, two fire wardens will provide adequate coverage. If a fire warden permanently leaves the building an alternate replacement should undertake the responsibility.

### **What happens if the fire warden is not on their floor when the alarm sounds?**

- The officer in charge should record this fact and, if the Brigade are called, pass that information to the chief fire officer so they can decide what to do.



## **In the event of an incident / accident**

- Raise the alarm
- Contact the first aider if personal injury is involved
- If required, contact emergency services. Dial 999 and ask for the appropriate emergency service. Give your name and location clearly and slowly  
Give any details of the incident that you are aware of, nature of the incident, number of casualties, type of injuries etc.  
Report back to the first aider and confirm emergency services are on route.  
Assist in any way you can

**N.B. – Never compromise your own personal safety in trying to help others. If there are unsafe conditions related to the incident, rectify them if you can or seek help. It will not help the injured party, yourself or emergency services if you become an additional casualty.**

## **Planning for Hazard identification, risk assessment and risk control**

ETT will establish and maintain procedures for ongoing identification of potential hazards and evaluation of risks.

All activities undertaken by the organisation will be evaluated for risk. The evaluation will assess the likelihood of the risk occurring and adequate control measures will be put in place to reduce the risk to as low a level as is reasonably practical.

Any hazardous substance or potentially hazardous substance will have a COSHH assessment supported by material safety data sheets.

The organisation shall develop and implement where necessary control measures. These will cover routine and non – routine activities and include access and egress to and from workplaces.

ETT methodology for hazard identification and risk assessment is set out later in this document. The emphasis will be on proactive prevention with relation to scope, timing of control measures, also provision of equipment such as other resources may be necessary.

ETT will call on the operating experience of its staff to identify the effectiveness of the risk control methods employed. Reviews of risk assessment will be carried out periodically and after an incident - either an accident or near miss.

Training needs analysis will be identified with reference to job skills criteria and in reference to risk assessments.

Risk assessments and non – conformance reports will be used to monitor all required actions to ensure the effectiveness and timeliness of their implementation.

## **Risk Assessments and Method Statements**

Risk assessments are completed for routine activities and held on file. These are reviewed regularly. All the findings and requirements of risk assessments are communicated to employees and are available for reference. In relation to the Trainer/Assessors, a risk assessment is carried out by the individual teams on site.

Each site will have bespoke risk assessments based on the risks laid out on the organisation pro-forma and any other unique site conditions.

The risk assessment schedule will be compiled in conjunction with the line managers and the health & safety advisor.

Any activity which requires a method statement will be prepared in advance of the undertaking. Method statements will take account of the activity, timing of planned actions, equipment required and any instruction, information, training and supervision necessary to the activity.

### **Review of Risk Assessments**

Risk assessments are reviewed and amended through the mechanism of management review, review of accident / incident reports, changes to processes, working practice, plant or personnel.

The review shall also include non – routine activities, e.g. maintenance, relocation of plant or installation of new equipment.

Corrective action from non - conformances will include a review of the risk assessment.

To help with the process of identifying hazards it is useful to categorize them in different ways, for example by topic:

- a) Mechanical
- b) Electrical
- c) Substances
- d) Fire and explosion.

### **Hazards Prompt List**

A complementary approach is to develop a prompt-list of questions such as:  
*During work activities could the following hazards exist?*

- a) Slips/falls on the level
- b) Falls of persons from heights
- c) Falls of tools, materials etc. from heights

- d) Inadequate headroom
- e) Hazards associated with manual lifting/handling of tools, materials etc.
- f) Hazards from plant and machinery associated with assembly, commissioning, operation, maintenance, modification, repair and dismantling
- g) Vehicle hazards, covering both site transport and travel by road
- h) Fire and explosion
- i) Violence to staff
- j) Substances that may be inhaled
- k) Substances or agents that may damage the eye
- l) Substances that may cause harm by coming into contact with or being absorbed through the skin
- m) Substances that may cause harm by being ingested (i.e. entering the body via the mouth)
- n) Harmful energies (i.e. electricity, radiation, noise, vibration)
- o) Work-related upper limb disorders resulting from frequently repeated tasks
- p) Inadequate thermal environment, i.e. too hot
- q) Lighting levels
- r) Slippery, uneven ground/surfaces
- s) Inadequate guard rails or hand rails on stairs
- t) Contractors activities.

The above list is NOT exhaustive.

### Risk Level Estimation

Estimated risk level is based on the potential severity of the harm and the likelihood that the harm will occur. Estimating the potential severity of harm when attempting to establish the potential severity of harm two main issues need to be considered.

- i) The affected parts of the body in term of either acute trauma injury (e.g. burn, cuts, amputations etc) or chronic ill-health effects (e.g. emphysema, musculoskeletal disorders, cancer etc.)
- ii) The nature of harm. This can range from no injury to fatal:
  - **No Injury**, e.g. insignificant harm.
  - **Minor Injury**, e.g. lacerations, minor burns, minor concussion, minor fractures; temporary deafness ill-health leading to temporary disability.
  - **Medium Injury**, more than three day lost time injury but not serious injury as defined below
  - **Serious Injury**, e.g. work-related upper limb disorder's deep laceration, serious concussion, serious sprains; dermatitis, ill-health leading to permanent disability, permanent deafness, asthma.
  - **Fatal**, e.g. fatal injury, fatal diseases.

### Estimating the Probability of the Harm Occurring

Likelihood is a combination of many factors and these include:

- Population exposed to potential harm.
- Frequency of exposure.
- Duration and level of exposure.
- Potential failure of services and protective control measures.

Quantitative analysis is based on the following scoring system.

### Likelihood

- 1 – improbable, only under freak conditions
- 2 – remote probability, only with other factors present
- 3 – possible occurrence
- 4 – probable
- 5 – likely

### Severity

- 1 - Negligible risk of injury
- 2 - Minor injury, cuts, bruises etc.
- 3 - More than three day injury, RIDDOR reportable but not major injury
- 4 - Major injury (As defined by RIDDOR)
- 5 – Fatality

**Risk Rating = severity x likelihood**

**Risk rating:**

**Low = 1 – 8**

**Medium = 9 -15**

**High = 16 - 25**

Likelihood /Severity	1	2	3	4	5
1	1	2	3	4	5
2	2	4	6	8	10
3	3	6	9	12	15
4	4	8	12	16	20
5	5	10	15	20	25

**Control measures** are the list of actions, safe working procedures, equipment, training and competence of personnel which will, if properly applied, reduce the risk to an acceptable level. Ideally it should reduce the risk to a negligible level.

## Fire Safety

### In the event of fire:

- Raise the alarm
- Fight fire if trained and it is safe to do so.
- Evacuate the building and report to the assembly point at the entrance gates to the car park area. Evacuate in a calm manner. Do not collect belongings or run. Use the nearest emergency exit to your location. Where possible, close all doors and windows.
- Remain at the assembly point until a roll call is carried out and then follow any further instructions.
- Check that all your colleagues are there and report any missing persons to the person doing the roll call.
- Never re-enter a burning building

The Organisation's policy is to manage fire safety effectively. This shall involve prioritising fire safety in the following manner:

- Fire prevention by proper storage of materials and good housekeeping
- Provision and maintenance of fire detection and fire fighting equipment
- Procedures for evacuation including training and drills
- Appointment of competent personnel to oversee the above.

The Chief Executive has overall responsibility for fire safety but will delegate the day to day practical aspects of this to the Health and Safety Officer or appointed fire wardens.

Flammable and /or hazardous substances shall be identified. Appropriate signage and storage will be provided. Good housekeeping practice shall be employed.

Fire risk assessment shall be undertaken

Fire detection equipment is installed throughout the building. This shall be tested and maintained by competent personnel.

Fire fighting equipment is provided. This shall be maintained and tested in accordance with legal requirements.

Emergency lighting shall be tested and maintained.

Fire awareness training shall be given to employees. This shall include emergency evacuation drills, fire safety awareness and training in the use of fire extinguishers.

In event of a fire the evacuation procedure outlined above shall be followed.

## **Work Equipment**

All work equipment shall be procured and maintained in accordance with the Provision and Use of Work Equipment Regulations (NI) 1998 (PUWER)

All work equipment shall be fit for purpose and maintained in accordance with manufacturer's guidelines, statutory requirements and / or best practice.

The use of any work equipment, which could pose a risk to personnel, will be restricted to competent and authorised personnel. Trainees may use the equipment under close and constant supervision of a competent person.

All work equipment shall be inspected before use by the user. Any defects should be reported to the line manager. Any equipment which is unsafe or poses a risk to personal safety shall be identified and removed from service until appropriate repairs are carried out by a competent person.

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

The Organisation will provide all necessary PPE. It shall comply with the PPE Regulations in terms of personal fit and comfort, suitability for use and of reasonable standard and quality.

Where necessary, personnel shall receive information, instruction and training in the use of PPE. This shall include the maintenance and cleaning of the PPE.

PPE will be replaced as necessary. All damage or defects shall be reported promptly and the equipment shall not be used if unsafe.

Employees are required to store, wear and use PPE in a proper manner. PPE should be kept in a clean and serviceable condition. All defects or concerns should be raised with your line manager.

## **Manual Handling Operations**

Manual handling involves any operation where physical effort is required to move materials or equipment. Where possible, it should be avoided or mechanical aids such as trolleys, hoists etc. should be used.

If manual handling is required an assessment should be carried out addressing the following:

Task requirements, individual capability, the object properties in terms of size, shape, weight etc. and the working environment

In general, moving of heavy objects or furniture should be restricted to male staff.

Training in manual handling techniques will be provided to all staff.

New and expectant mothers are required to inform the organisation in writing of this fact to enable a specific risk assessment to ensure the health and safety of the mother and her child. This may involve allocation to lighter duties or making adjustments to the work routine to allow appropriate rest periods.

New mothers are those who have given birth in the last six months.

### **Control of Hazardous Substances (COSHH)**

The Health and Safety Officer will identify and make an assessment of risk in relation to the use of substances in the workplace. This shall be based on manufacturer's data, labels and personal assessment of the use of the chemical including the form of the substance, duration of use and environmental conditions.

Exposure to hazardous substances will be minimised and controlled. All personnel who come into contact with hazardous substances will receive information, instruction and training in relation to health and safety issues related to their work and use of the substance. Assessments will be reviewed periodically, whenever there is a substantial change to working conditions, chemicals being utilised or where there is reason to suspect that the assessment is no longer valid.

### **Housekeeping & Premises**

All aisles, corridors and exit routes will be kept clear of obstructions. Wet surfaces shall be clearly marked with warning signs, covered with non-slip material or blocked off. No litter or trailing cables shall traverse passageways.

Emergency escape routes will be kept clear of litter / obstructions and maintained in a safe condition.

Equipment shall be properly stored so that sharp edges do not protrude into walkways. Changes in floor elevation shall be clearly marked. Edge protection shall be fitted to ramps or edges where personnel could fall.

All waste shall be stored in suitable containers for disposal by the local council or appointed recycling organisation.

Paper records will be stored in files on shelves or filing cabinets in the offices or the designated archive store room.

### **Tools & Electrical Equipment Maintenance**

Organisation machines and tools should only be used by competent and authorised personnel. It is the responsibility of the supervisor to determine who is competent

to use specific tools and equipment. Trainees may use tools and equipment under close and constant supervision by a competent person.

All employees shall be responsible for visually inspecting equipment prior to use and ensuring that it is in a safe and serviceable condition. Faulty or improperly used are a safety hazard. Any tools or equipment which is defective or unsafe to use shall be removed from service and repaired or replaced, as appropriate.

Portable appliances testing shall be carried out annually. Any repairs required shall be recorded and a retest carried out. A report on the condition of equipment shall be made.

Employees are prohibited from using any tool or equipment which is defective or faulty in any way or for any purpose other than that which it is intended to be used.

### **Display Screen Equipment (DSE)**

The Organisation shall meet its requirements in relation to the Health and Safety (Display Screen Equipment) Regulations 1992. This shall include information, instruction and training in the use of workstations, computer equipment and software.

Each display screen user will perform online self assessment tutorial and assessment. Any items highlighted in the self assessment should be reported to your line manager to allow arrangements for remedial action to be taken.

Risk shall be reduced so far as reasonably practicable. Scope of assessment shall include, but not necessarily limited to:

- Chair – condition and adjustment
- Legroom under desk
- Keyboard
- Computer screen – location, height, distance away and reflection
- Desk – size and stability
- Working environment – light, heat, humidity and room temperature
- Software – user friendliness and adequate training in use of software
- Health – eye strain, muscular or skeletal disorders, headaches etc.

A “user” of DSE is someone who uses DSE for a significant part of their day and at least an hour continuously. All users are entitled to free eyesight tests upon request and if corrective appliances (glasses or contact lenses) are required, these shall be supplied. These shall be limited to basic frames and lenses.



## **Working at Heights**

All work at height is hazardous. This includes use of ladders, step ladders and any other access which involves working above floor level. All tasks shall be undertaken using the following principles:

- All work at height shall be planned and organised.
- Risk reduction shall be achieved by the following hierarchy – avoid work at height where possible, prevent falls by using edge protection or fall arrest equipment.
- Select appropriate access equipment
- Access equipment shall be inspected before use. Defective equipment shall be removed from service for repair or disposal
- Work at height shall be adequately supervised.

Under no circumstances should chairs, stools or other makeshift means of access be used.

## **New and Expectant Mothers**

A new mother is a woman who has given birth in the last 6 months.

Any female member of staff who is a new or expectant mother shall notify her line manager of this fact in writing to comply with the requirements of the Management of Health & Safety at Work Regulations (NI) 2000.

Once notified, the Organisation shall undertake a specific risk assessment in relation to the duties carried out by the individual. Specific attention should be given to manual handling operations.

## **Young Persons at Work**

Young persons at work are considered to be between 16 -18 year olds.

All young persons at work must be properly supervised when carrying out any work. This includes, but is not limited to work at heights, use of tools or equipment, working on electrical installations or any other tasks relative to their employment.

## **Visitors, Course Delegates and Assessment Candidates**

Visitors, course delegates and assessment candidates shall be directed to appropriate areas by staff in the main office. Visitors will be restricted to office areas.

Course / assessment candidates will be directed to the canteen in the first instance and from there they will be taken to the appropriate area. Prior to course beginning, a short familiarisation induction will be given by the course tutor.

The AM2 Centre Manager or his deputy shall give an induction to candidates relating to that area. Candidates will be required to sign an acknowledgement of induction.

## **Safety Rules**

The following safety rules shall apply to all employees of ETT during all working hours. Failure to comply with these rules may result in disciplinary action in accordance with the Organisation Grievance & Disciplinary policy.

1. All employees should be aware of, respect and adhere to the rules and procedures contained in this policy statement
2. All employees shall immediately report any unsafe practices or conditions to their line manager or the health and safety officer
3. Suitable clothing and footwear shall be worn at all times. Personal protective equipment shall be worn where appropriate
4. All personnel are expected to attend departmental safety meetings, internal or external training courses relative to their duties
5. Any person under the influence of alcohol, illegal or prescriptive drugs which may impair motor skills or judgement shall be requested to leave the premises or prohibited from entry. The organisation will make arrangements to provide safe travel
6. Horseplay, practical joking or any other acts which may endanger the health, safety or welfare of themselves or others is prohibited
7. Work shall be well planned and supervised to avoid personal injury in the handling of materials and whilst using equipment
8. Any person whose levels of alertness and ability are reduced due to illness or fatigue will be asked to vacate the premises or refused entry. The Organisation will make arrangements to provide safe travel
9. Employees should take care to ensure that all protective guards and / or other safety devices are properly fitted and in good working order. Any deficiencies shall be reported immediately to their line manager and / or the health and safety officer. Where possible and within the ability of the

individual, the equipment shall be isolated or removed from service.  
Appropriate signage may be attached to the equipment

10. Employees shall not adjust, move or otherwise tamper with any electrical equipment, machinery, air or water lines in a manner not within the scope of their duties unless instructed to do so by a senior member of staff
11. All incidents or accidents which have the potential to or actually cause personal injury or ill health must be reported to the Health and safety Officer
12. All waste materials must be disposed of carefully and in such a manner that does not constitute a hazard to yourself or others
13. No employee should undertake a task which they feel is beyond their ability or appears to be unsafe
14. No employee should undertake a task until adequate instruction, information and authorisation is given
15. No employee should use any chemical or substance until they have read and understood instructions of use and or the COSHH assessment.

### Advice & Information

Advice and Information is available from the following:

Department of Enterprise, Trade and  
Investment (NI)  
Health & Safety Executive  
83 Ladas Drive  
Belfast  
BT6 9FR

Tel: 028 90243249

Web: [www.hseni.gov.uk](http://www.hseni.gov.uk)

Employment Medical Advisory Service  
(EMAS)  
Avenue House  
42 – 44 Rosemary Street  
Belfast  
BT1 1QE

Tel: 028 90408004

e-mail: [emasmail@detini.gov.uk](mailto:emasmail@detini.gov.uk)

Health and Safety Works NI

Longbridge House  
16-24 Waring Street  
Belfast  
BT1 2DX

Phone: 0300 020 0030

Fax: 028 9034 7490

E-mail: [hswni@detini.gov.uk](mailto:hswni@detini.gov.uk)

Northern Ireland Fire & Rescue Service  
Headquarters

1 Seymour Street  
Lisburn  
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BT27 4SX

Tel.: 028 9266 4221  
Fax: 028 9267 7402

## **Annex A**

### **General Statement**

The Electrical Training Trust (ETT) will direct its activities to ensure as far as reasonably practicable the health, safety and welfare of its employees and others under its responsibility, as required by the Health and Safety at Work Order (NI) 1978. The Management will promote a culture of health and safety awareness to all its employees in compliance with the Management of Health and Safety at Work Regulations and any other relevant legislation.

The Management will promote a positive health and safety culture throughout the Organisation by policy, procedure and personal example.

### **AM2 Health and safety instruction for the In the event of an incident / accident**

- Raise the incident with the AM2 Assessor
- Contact the first aider if personal injury is involved
- Co-operate with ETT Staff in corrective and preventative action

### **AM2 Candidate read carefully**

#### **Accident / Incident Reporting - General Arrangements**

All incidents / accidents, no matter how small should be reported to your AM2 Assessor. A record of the incident should be kept and an incident investigation may follow to establish cause and effect. This investigation may lead to corrective actions being implemented to prevent a re-occurrence of the incident or a similar one.

- Risks which present danger arising from work activities shall be identified by the **AM2 Centre Manager** and/or the AM2 duty **Assessor**. Corrective action will be implemented to minimised potential harm.

- Where unacceptable risk still exists action shall be taken to cease work immediately, prohibit the work activity and personnel evacuated to a place of safety.
- The Health and Safety Officer shall be informed and suitable arrangements made effective for planning, organisation, control, monitoring and review of the preventative and protective measures.
- All assessment candidates are given an induction and familiarisation brief prior to commencing any training or assessment. All AM2 candidates shall be appropriately supervised while on the premises.
- Inspection and maintenance of equipment shall be carried out in accordance with legislation and best practice.
- Any person under the influence of alcohol, illegal or prescriptive drugs which may impair motor skills or judgement shall be requested to leave the premises or prohibited from entry. The organisation will make arrangements to provide safe travel.
- Horseplay, practical joking or any other acts which may endanger the health, safety or welfare of themselves or others is prohibited.
- Work shall be well planned and supervised to avoid personal injury in the handling of materials and whilst using equipment

### **Fire Safety: In the event of fire**

- Raise the alarm at the nearest fire alarm call point.
- Fire extinguishers should only be used if trained to do so.
- Evacuate the building and report to the assembly point at the entrance gates to the car park area.
- Evacuate in a calm manner. Do not collect belongings or run.
- Use the nearest emergency exit to your location. Where possible, close all doors when you exit.
- Remain at the assembly point until a roll call is carried out and then follow any further instructions.
- Never re-enter a burning building.