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Version	Action	Author	Verifier	Comments	Date
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3.3	Review	Sharon Maguire	Dale Ball	Reviewed	05/07/2023
				Next Review	05/07/2024

Signature of Person Responsible





Dale Ball
Head of People

Introduction

PET-Xi recognises and accepts the Company's responsibility and duties under the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999 as an employer and as a company falling within the requirements of the legislation.

PET-Xi will provide a safe and healthy workplace and as far as is reasonably practicable, will cause no harm or ill health to employees, contractors or the general public, by the work, working environment or other undertakings of the company.

PET-Xi will be guided by the recommendations in the appropriate Codes of Practice published by the Health and Safety Executive (HSE). It will endeavour at all times to have policies relevant to the current activities of the company seeking to eliminate or minimise the risks arising from such activities.

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PET-Xi understands that continuous improvement in health and safety performance is essential and is the responsibility of all employees. The company undertakes to:

- accept responsibility for health and safety at senior management level.
- appoint a competent person to be responsible for health and safety.
- consult with employees on matters affecting their health and safety.
- provide information, instruction and supervision for employees.
- ensure that all employees are competent to do their work and to provide adequate training.

PET-Xi understands that health and safety for all employees, learners and subcontractors off-site requires substantial and specific policies which can be found in the sub-policy, Health and Safety off-site working.

Responsibilities



PET-Xi has appointed Bob Pinner (Head of Business Development) as a competent person who is considered to have adequate knowledge and information to be responsible for all health and safety within the company. He will constantly review health and safety performance for the company, liaise with all relevant parties and remain updated on current legislation which may have an effect on the company. Bob Pinner will consult with Micheal Lewis CMIOSH, DipNEBOSH through Lewis Safety Solutions on all health and safety policies and procedures.

Bob Pinner, as Health & Safety Officer, has overall responsibility for the implementation and monitoring of this policy and shall:

- ensure that the health and safety policy is brought to the attention of all staff/clients.
- ensure that responsibilities for health and safety are assigned, accepted and implemented by other staff.
- plan for resources and funding to ensure safety.

Under the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1992, employees have a responsibility to.

- take reasonable care for the health and safety of themselves and any person who may be affected by their acts and omissions.
- co-operate with the company in meeting statutory requirements.
- not interfere or misuse anything provided in the interests of health, safety or welfare
- make themselves aware of the safety rules, procedures or safe working practices relative to their posts.

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Health and Safety Arrangements

Head of Business Development will conduct safety audits periodically to monitor the effectiveness of the Company's policy.

All office facilities will be provided and maintained in accordance with the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999 and the Workplace (Health, Safety and Welfare) Regulations 1992 and any other relevant legislation.

Measures to control the outbreak and spread of fire are covered in the emergency arrangements section.

Toilet provisions will be available for both male and female staff. There will be a rest area designated for food and relaxation. There will be a provision for drinking water. These facilities will be regularly cleaned, and employees will be required to use them properly and ensure they are left clean and tidy. Good hygiene practices will be observed.

All work areas will be planned in accordance with the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999 and the Workplace (Health, Safety and Welfare) Regulations 1992 and any other relevant legislation.

All electrical equipment and installation will be in accordance with the IEE Regulations for the Electricity at Work Regulations and will be installed, tested and maintained by an authorised, competent electrician.

It will be the responsibility of the Contract Manager, with the support of Head of Business Development, to ensure risk assessments will be carried out on all contract locations to ensure that the location, staff and resources comply with the above regulations and all staff are briefed on the health and safety procedures, such as reporting and recording, emergency procedures, First Aid and welfare provisions.



Emergency Arrangements

PET-Xi has appointed Sharon Maguire (Compliance Officer) to be responsible for ensuring that the information regarding fire, First Aid and emergency procedures are available to all staff and that each member of the staff understands how they are to operate.

Sharon Maguire has been designated 'appointed person' for First Aid at PET-Xi's Offices, which will include contacting emergency services as and when required. Sharon Maguire will also ensure that the First Aid box is maintained and stocked.

First Aid facilities are available in at the first aid point in the main office. A second First Aid box can be found in the in the first-floor training room (The Darkin Suite).

Contract Managers and Lead Trainers will have the responsibility for implementing and making their teams and learners aware of emergency arrangements at delivery location.

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Fire Action

PET-Xi will carry out Fire Risk Assessments with an external body in accordance with the Regulatory Reform (Fire Safety) Order 2006.

In the event of fire.

- On hearing the fire alarm sound, leave the building in an orderly fashion and make your way to the assembly point.
- YOUR FIRE ASSEMBLY POINT IS AT THE RIGHT-HAND SIDE OF THE CAR PARK ENTRANCE OUTSIDE THE BUILDING
- At the assembly point it is essential that you notify the Fire Marshall that you are out of the building.
- Do not leave the assembly point until you are told to do so by the person in charge.

Evacuation Procedures – Fire Duties

In the event of a fire, Fire Wardens will take the First Aid kit to the evacuation point and contact the emergency services by mobile phone.

Sharon Maguire will liaise with all parties and ensure that all personnel are evacuated from the building.

Visitors are the responsibility of the employee hosting them.

Accident Reporting

Accident prevention is the highest priority for PET-Xi Directors, Managers and employees.



Employees must use the following approved procedure for reporting all injuries or ill health resulting from accidents, 'dangerous occurrences' or near miss incidents at or within the workplace which affect employees, visitors, contractors or members of the public.

The details of all incidents resulting in physical harm to an employee – however minor- must be entered in the PET-Xi Accident Book which is kept at the First Aid point.

In addition, it must be reported to a member of the SLT or another responsible person without delay.

Reportable incidents are those which involve.

- deaths
- major injuries such as fractures, dislocations, loss of sight, electric shock or burns, unconsciousness or hospitalisation for over 24 hours.
- any injury making the employee unable to undertake their normal work for more than 3 days.

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Where the accident or incident is reportable to the HSE, it will be reported by senior management to **The Incident Contact Centre**, Caerphilly Business Park, Caerphilly, CF83 3GG, Tel 0845 300 9923 or on-line at <http://www.riddor.gov.uk>

Risk Assessments

Current legislation demands that for all work activities, the risks to the health and safety of employees and other people should be identified and assessed. PET-Xi will assign competent people in all areas to carry out risk assessments. Written records will be produced and means of control, if necessary, will be identified. Generic assessments may be produced for specific work types. Employees will be consulted regarding the content of risk assessments.

Lead trainers will ensure that health and safety guidelines are followed on premises other than at PET-Xi and ensure that any risks are reported to the contact.

Contract Managers will ensure sufficient risk assessments are in place and Health and Safety guidelines are followed by staff and learners in premises other than at PET-Xi

Where delivery of training is undertaken on-line, the contracted organisation is responsible for ensuring a suitable environment and equipment is provided for the purposes of delivery.

Also refer to the:

Risk Rating

The risk rating indicates the level of the residual risk and takes into account the existing control measures. Ratings are given as high, medium or low, depending upon likelihood of the activity causing harm and the severity of the outcome.

The risk is **LOW** - if it is unlikely that harm would arise under the controlled conditions listed, and even if exposure occurred, the injury would be relatively slight.

The risk is **MEDIUM** - if it is more likely that harm might actually occur, and the outcome could be more serious e.g., individual requires time off work or sustains a minor injury.



The risk is **HIGH** - if accident is likely to arise and the injury is likely to be serious e.g., fracture, amputation, loss of consciousness, individual requires hospital treatment, or a fatality.

Protective Clothing

Under normal circumstances protective clothing will not be required. If there are times when it is needed, then PET Xi will provide suitable equipment.

Handling and Lifting

PET-Xi will take into account the Manual Handling Operations Regulations 1992 when specifying work tasks. Guidance will be given to employees on manual handling or lifting best practice.

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Work Equipment

PET-Xi will provide adequate information, instruction and training in respect of work equipment.

Line managers will ensure that all new equipment specified will conform to UK regulations and the EC product safety regulations.

Lone Working

It is inevitable that in the course of the activities at PET-Xi, employees may work alone on some occasions. Line managers should be informed of the fact that they will be working alone and will implement the following procedure:

- consider potential risks and implement measures to control them.
- ensure employee is aware of risks and are fully trained in using any equipment and maintaining a safe working environment.
- pre-agree intervals of regular contact to support employee and check progress.
- ensure employee is trained in the office security protocols.
- ensure employees are aware of and trained in emergency procedures.

The relatively low risk nature of the work would indicate that this is acceptable although wherever practicable a minimum of 2 employees shall attend together.

Training Events

PET-Xi's Safeguarding Policy, in conjunction with this Health and Safety Policy covers the Health and Safety of Young People on Training Courses.

Skills tutors and Lead trainers will be responsible to ensure their team is fully aware of and follow the training accommodation's Health & Safety procedures, including designated First Aider and emergency procedures.

Induction

All new staff will receive a Health and Safety induction and will be required to watch the Health and Safety video.



Further training will be provided for specific roles where there is a greater degree of health and safety.

Records

All training records will be kept in the secure files by Dale Ball (Head of People). All training needs will be identified jointly with line management and the employee.

Non-Compliance

It is a condition of employment that employees co-operate with PET-Xi in meeting this policy. Failure to comply with this policy or the associated procedures will result in disciplinary action being taken.

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Wellbeing

Dale Ball (Head of People) is the Wellbeing Officer at PET-XI and is responsible for the wellbeing of the staff.

PET-Xi has a number of services and resources to support staff and any staff wanting more information should contact Dale Ball (Head of People).

Equality Impact Assessment

This policy has been assessed for its impact on equal opportunities and has been informed by the aim to eliminate all forms of discrimination in all strands of the equal opportunities legislation.

Review of Policy

This policy statement and the accompanying procedures and arrangements are a clear declaration of PET-Xi's intention to provide safe and healthy working conditions and to ensure that as far as is reasonably practicable any work activity will not cause harm.

This policy will be reviewed periodically and where appropriate be revised with the aim of recognising changes in the working environment, improving health and safety standards or as required by changes in the legislation.

Related Policies

Health and Safety (Off-site) Sub Policy