

## Health and Safety Policy

### 1. Policy Statement

- 1.1 GEM Partnership recognises that Occupational Health and Safety is of prime importance to its business activities at all levels and will comply with all relevant UK health, safety and welfare legislation.
- 1.2 GEM Partnership will devote sufficient effort and resources to health and safety to ensure all staff, apprentices, candidates, contractors and visitors to our premises (Centre or Satellite) work in a safe way and do not (by their acts or omissions) cause danger or harm to others.
- 1.3 All staff, apprentices, candidates, contractors and visitors to our premises will be made aware of the arrangements for health and safety and the reporting procedures applicable in the event of an accident or a dangerous situation occurring, and that they have a duty to comply with these arrangements.
- 1.4 The person with overall responsibility for health and safety is our company **Safety Manager (Lee Rankin)**; who can be contacted on 0191 5872999 – [lee.rankin@gempartnership.com](mailto:lee.rankin@gempartnership.com).
- 1.5 Candidates can inform their recruitment contact of any concerns about health and safety within their own workplaces that affect their ability to safely carry out their contracted duties.
- 1.6 Apprentices can inform their Trainer, Safety Manager – Lee Rankin, Safeguarding Officer – Kelly Lee or Safeguarding Lead – Julie Hunter (all can be contacted on 0191 5872999) of any concerns about health and safety within their own workplaces that affect their ability to safely carry out their contracted duties.

### 2. Relevant Legislation

- 2.1 GEM Partnership will work within the framework of UK health and safety legislation, much of which is shown below. However, it is acknowledged that legislation changes constantly and that some of our candidates will work in unusual environments. Where this is the case, specialist advice may be sought with regard to the relevant legislation and approved codes of practice applicable to the working environment.
  - 2.1.1 The Health and Safety at Work Act 1974
  - 2.1.2 The Management of Health and Safety at Work Regulations
  - 2.1.3 The Control of Substances Hazardous to health (COSHH)
  - 2.1.4 The Workplace Health Safety and Welfare Regulations
  - 2.1.5 The Provision and Use of Work Equipment Regulations (PUWER)
  - 2.1.6 The Lifting Operations and Lifting Equipment Regulations (LOLER)
  - 2.1.7 The Electricity at Work Regulations
  - 2.1.8 The Noise at Work Regulations
  - 2.1.9 The Fire Precautions (Workplace) Regulations
  - 2.1.10 The Health and Safety (First Aid) Regulations
  - 2.1.11 The Manual Handling Regulations
  - 2.1.12 The Health and Safety (Display Screen Equipment) Regulations
  - 2.1.13 The Personal Protective Equipment at Work Regulations
  - 2.1.14 The Health and Safety (Safety Signs and Signals) Regulations

### 3. Employer Duties

- 3.1 GEM Partnership will:
  - 3.1.1 Provide information to all stakeholders to ensure that legislation and Company health and safety policy is followed.
  - 3.1.2 Clearly display all legally required health and safety related documentation within each premises.

- 3.1.3 Provide a safe, well maintained office environment complete with adequate welfare facilities and any necessary safe systems of work.
- 3.1.4 Conduct regular training for staff to update knowledge and competence in all aspects of health and safety, starting with a formal induction and periodically when introducing new practices or equipment.
- 3.1.5 Train staff in subject areas such as COSHH and Moving and Handling to ensure that articles or substances are moved, stored and used safely.
- 3.1.6 Provide such personal protective clothing or equipment (PPE) as may be necessary to safely carry out their duties in the workplace.
- 3.1.7 Provide adequate information, instruction, training and supervision to enable staff, apprentices and candidates to work safely.
- 3.1.8 Develop, monitor and review procedures and practices to ensure the health and safety of all stakeholders.
- 3.1.9 Provide clear information (names and work telephone numbers) to allow staff and candidates to contact responsible staff, I.E. First Aid trained personnel will be listed in a prominent place to allow contact in medical emergency, the Safety Manager will be clearly identified in the Staff/Candidate Handbook and on the notice board in each premises.
- 3.1.10 Ensure staff allocated responsibility for health and safety issues receive training (as necessary) to enable them to comply with the legislation, job role and company policy.
- 3.1.11 Conduct regular safety checks linked to the risk assessment process to ensure safety in the areas of Fire Safety, First Aid, COSHH, Manual Handling, Electrical Safety, and the working environment. Responsibility for safety checks lies with the **Safety Manager (Lee Rankin)** who will conduct quarterly safety inspections (safety monitoring) in order to identify those systems are working, identify trends, update information and take remedial action as necessary.
- 3.1.12 Conduct quarterly fire alarm tests and a full fire evacuation on an annual basis in line with our Fire Safety Plan.
- 3.1.13 Ensure that all accidents or work-related illnesses occurring within our premises are reported in line with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995, the Social Security Act 1975 and the Data Protection Act 2018. The person responsible for accident reporting will be displayed on the notice board within each facility and within the accident reporting procedure and in staff and candidate handbooks.
- 3.1.14 Provide sufficient first aid equipment and trained personnel as recommended in the Approved Code of Practice for Health and Safety (First Aid) Regulations 1981. First aid trained staff will be listed by name in a prominent place (notice boards) and the location of first aid equipment clearly signed.
- 3.1.15 Request Health and Safety information from clients in line with GEM Partnerships Client Health and Safety Policy and provide this client specific information on Candidate Assignment Schedules.
- 3.1.16 Carry out Health and Safety vetting of client's venues where apprentices will be placed or where training will be carried out in line with GEM Partnerships Training Facility Management Policy.
- 3.1.17 Consult with employees over health and safety practice and improvement.
- 3.1.18 This policy will be reviewed annually by the board of directors, or in line with legislation changes and amendments made accordingly.

#### **4. Duties of Staff**

- 4.1 Participate through consultation in the development and improvement of health and safety practice both within the business and at client facilities.
- 4.2 All Staff have a responsibility to work in such a way as to ensure their own safety and the safety of those around them.
- 4.3 Report any accidents or near misses to their line manager as soon as possible and complete the premises accident book.
- 4.4 Staff have a duty to read and comply with safety instructions provided by GEM Partnership and to ensure that candidates are provided with safety information in a suitable and timely fashion so as to ensure their safety.

- 4.5 Staff nominated to be responsible for safety functions, must carry out their duties in a diligent way, as directed by legislation and company policy and ensure that where difficulties arise the Safety Manager is notified so that suitable action can be taken.
- 4.6 Staff who feel that they are not adequately qualified to carry out a task relating to health and safety must report this fact to their line manager, recruitment contact or the company Safety Manager so that suitable training and support can be provided. The Action Response Form would be a suitable means of communicating their training needs.
- 4.7 Staff have a duty to report unsafe acts, occurrences, accidents or situations within GEM Partnership, however recruitment consultants also have a responsibility to report on the health and safety provision within a candidate's workplace. This would typically occur at the vacancy booking stage and would involve discussion with the client contact on likely health and safety risks and how health and safety is communicated to new workers. Should issues of health and safety arise during visits the consultant must inform the candidate's employer in order that the issue can be resolved.

## **5. Duties of Apprentices**

- 5.1 Apprentices have a duty to read and comply with safety instructions provided by GEM Partnership.
- 5.2 Apprentices have a responsibility to work in such a way as to ensure their own safety and the safety of those around them.
- 5.3 Apprentices must wear such personal protective clothing or equipment (PPE) as may be necessary to safely carry out their duties in the workplace.
- 5.4 Apprentices have a responsibility to report unsafe acts, occurrences, accidents or situations within GEM Partnership's premises but also within their place of work as an unsafe workplace may impact on the candidate's ability to safely carry out their contracted duties. Apprentices may report their concerns to their Trainer, Safety Manager – Lee Rankin, Safeguarding Officer – Kelly Lee or Safeguarding Lead – Julie Hunter within GEM Partnership.

## **6. Duties of Candidates**

- 6.1 Candidates have a duty to read and comply with safety instructions provided by GEM Partnership.
- 6.2 Candidates have a responsibility to work in such a way as to ensure their own safety and the safety of those around them.
- 6.3 Wear such personal protective clothing or equipment (PPE) as may be necessary to safely carry out their duties in the workplace.
- 6.4 Candidates have a responsibility to report unsafe acts, occurrences, accidents or situations within GEM premises but also within their place of work as an unsafe workplace may impact on the candidate's ability to safely carry out their contracted duties. Candidates may report their concerns to the consultant or to the Safety Manager within GEM.

## **7. Arrangements**

### **7.1 Risk Assessment**

- 7.1.1 Written general risk assessments will be completed as per the management of health and safety and welfare regulations 1999. Written safe working practices/procedures will be produced and issued to branch / site personnel as appropriate.

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

- 8.1 Suitable assessment of workstations which have DSE will be conducted in the first instance by DSE operators using the assessment forms provided by GEM. Once completed, the forms are to be copied, with one copy remaining in the branch file and the other forwarded to the safety manager. Operators who have difficulty using the assessment of who require advice and guidance should contact the safety manager who will arrange for a suitably qualified person to conduct a full DSE assessment for the individual.
- 8.2 DSE operators must take regular breaks in order to reduce the risk of work-related upper limb disorders. DSE operators who suffer pain or discomfort whilst using DSE must report that fact to their line manager as soon as possible.

- 8.3 DSE assessments need reviewing when:
  - 8.3.1 Users change workstations
  - 8.3.2 Major changes are made to the furniture, equipment, work environment or software
  - 8.3.3 The nature of work tasks changes considerably
  - 8.3.4 The controls in place are thought to be causing other problems
  - 8.3.5 There is a change to DSE worker population
  - 8.3.6 There is a substantial increase in the amount of time required to be spent using DSE
  - 8.3.7 If the workstation is relocated
  - 8.3.8 If there are reports of ill-health due to DSE work

## **9. Accident Reporting**

- 9.1 Accidents, incidents and near misses must be reported in the first instance to the line manager/ branch manager who will report them in the premise's accident book. The safety manager should be informed and they in turn will carry out an investigation and report any RIDDOR event to the HSE.
- 9.2 Minor injuries that do not constitute a RIDDOR reportable event must still be entered into the accident book. Accident book pages are to be forwarded to the Safety Manager for central retention.
- 9.3 Any accidents, incidents or illnesses of Apprentices must be reported to their Trainer, GEM Partnerships Safety Manager – Lee Rankin, Safeguarding Officer – Kelly Lee or Safeguarding Lead – Julie Hunter who will report or investigate as per GEM Partnerships policies and procedures as well as ensuring the clients Health and Safety's Manager is informed.

## **10. Electrical Safety**

- 10.1 Responsibility for fixed electrical equipment (lighting, sockets etc) lies with the landlord, however staff must ensure that any obvious defect is reported to the line / branch manager to allow a report to be passed to the landlord for action.
- 10.2 Portable appliances will be tested annually however, items such as laptops, hoovers, kettles etc. must be visually inspected prior to use. Defective items should be taken out of service, marked as defective and not used until repaired by a competent person.
- 10.3 A safety register should be maintained by the safety manager at each branch showing all portable equipment.

## **11. Fire Safety**

- 11.1 The arrangements for fire safety will be displayed at each branch in a prominent place. These should include: escape routes, actions on discovering a fire, actions on hearing the alarm, fire assembly 'points and the names of any fire wardens. Branch Managers / responsible persons are responsible for ensuring that staff and visitors are aware of these arrangements.
- 11.2 Firefighting equipment will be inspected and certified annually by a competent person. Fire drills will be conducted annually by GEM or landlords and a record kept by the branch manager / responsible person; alarm tests are conducted by the landlord on a weekly basis.
- 11.3 Staff are to ensure that they do not obstruct fire routes and exits, nor are they to store waste combustible materials such as cardboard boxes within the building. Smoking is completely forbidden within all of GEM's premises. Full details are provided in the GEM Partnership – Fire Evacuation Plan.

## **12. First Aid**

- 12.1 First aid equipment will be provided and appointed persons nominated at each premises (as recommended in the approved code of practice for health and safety (first aid) regulations 1981. First aid kits must be prominently positioned and suitable training provided for nominated staff. Branches are to maintain their own accident book with completed pages returned to the safety manager.

## **13. Manual Handling**

- 13.1 Any employee who is required to move or handle goods will be provided with instruction and safe working practice/procedures applicable to the risk. Training may be provided as a control measure following the risk assessment of the task.
- 14. Training**
- 14.1 All employees will receive initial induction training to both company and branch; where a change of job necessitates further health and safety training, branch managers should liaise with the safety manager for assistance. Training records are to be reviewed on an annual basis in order to ensure compliance with changes to health and safety legislation. Only qualified personnel are to be allowed to operate plant and machinery, training must be provided by a competent person.
- 15. PPE**
- 15.1 Personal protective equipment will be provided in accordance with the PPE regulations 1992. PPE will be issued, if required following a suitable risk assessment of the work activity or request from a client. Staff must be trained / instructed in the correct use of PPE.
- 16. COSHH**
- 16.1 Where appropriate, assessments must be carried out as per the control of hazardous substances to health regulations 2002. The majority of GEM premises are office settings however, where domestic cleaning products are in use within an office environment, supervisors are to ensure that staff follow the manufacturer's instructions for use and disposal. If in doubt do not use the product.
- 17. Plant and Equipment**
- 17.1 All working equipment provided by GEM, shall be suitable for the work to be undertaken and comply with the provision and use of work equipment regulations 1998 and the lifting operations and equipment regulations 1998. Only qualified personnel are to be allowed to operate plant and equipment and training must be provided by competent persons.
- 18. Welfare Facilities**
- 18.1 Welfare facilities will be provided to comply with Health and Welfare regulations 1996.
- 19. Good Housekeeping**
- 19.1 All personnel are to ensure that they maintain their workplace in a clean and tidy condition. Cardboard and other office waste is to be disposed of (recycled if possible) as soon as possible, rather than allowed to build up and become a hazard for others. The area under desks is not to be used as a storage area, as this creates a hazard for the user. All bins should be emptied into a central bin area on a daily basis to prevent the deterioration of waste. Cables are to be safely routed or covered with a cable cover to prevent a trip hazard.
- 20. Ladder Safety**
- 20.1 The work at height regulations 2005 state that 'a ladder should only be used where a risk assessment demonstrates that the use of more suitable work equipment is not justified because of the low risk and short duration of the use or existing features on site cannot be altered'. Within the GEM office environment, it is likely that a ladder would be considered suitable, however staff must be trained in the safe use of the equipment, the ladder must be inspected prior to use, used in a safe manner and for the purpose for which it was designed. Defective equipment must be taken out of use and labelled as such. Personnel requiring training in safe ladder use should contact the safety manager.
- 21. Monitoring and Review**
- 21.1 Company performance with regard to Health and Safety will be monitored by the Safety Manager using analysis of feedback from staff, apprentices, candidates and information from the company

accident reports and safety inspections. It is intended that our systems will be responsive and that changes can be made at any time; however, this policy will be reviewed at least annually to confirm that it remains fit for purpose, in line with legislation and amendments made as necessary.