

## Health, Safety and Environmental Policy

**Version:** Rev 1 | **Approved:** May 2025 | **Review Due:** May 2026

### 1. Statement of Intent

Salt Training Ltd is committed to providing a safe, healthy, and supportive environment for all learners, apprentices, staff, employers, contractors, and visitors. We recognise our legal and moral responsibilities under the Health and Safety at Work etc. Act 1974, and relevant associated legislation including COSHH, RIDDOR, and CDM regulations.

This policy applies across all Salt Training Ltd operations, including classroom delivery, online provision, employer settings, and subcontracted environments. It complements our Safeguarding and Prevent Policy, and works in conjunction with our Equality, Diversity and Inclusion (EDI), Employer Engagement, and Quality Assurance frameworks. This Policy should not be read in isolation and should be read with the Health and Safety / Procedure.

### 2. Aims

We aim to:

- Prevent accidents, injuries, ill health and unsafe working conditions.
- Provide safe premises, training venues, equipment, and systems of work.
- Ensure all learners and apprentices receive appropriate health and safety training, including in remote and workplace settings.
- Assess and mitigate risks across all delivery and operational contexts.
- Monitor employer and subcontractor compliance with health and safety legislation.
- Foster a culture of proactive reporting, prevention, and continual improvement.
- Recognise that mental health and wellbeing are integral to health and safety, and take proactive steps to mitigate associated risks.
- Ensure H&S systems and risk assessments promote equity, with adaptations made for protected characteristics under the Equality Act 2010.

### 3. Responsibilities

Managing Director – holds overall accountability for health and safety compliance.

Health and Safety Officer – responsible for implementing, monitoring, and reviewing the policy, conducting risk assessments, and ensuring staff are trained.

Tutors and Trainers – must identify and mitigate risks during teaching and assessment. They ensure classroom, workshop, and remote learning environments are safe and accessible.

Apprenticeship Delivery and Employer Engagement Teams – responsible for conducting health and safety due diligence with all employers before an

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apprentice starts. They monitor ongoing employer compliance and record all checks.

Apprentices and Learners – have a duty to take reasonable care for their own and others' safety, report concerns promptly, and follow all Salt Training and employer H&S protocols.

#### **4. Health and Safety in Apprenticeship Delivery**

Salt Training Ltd recognises its duty to safeguard apprentices in both education and workplace settings. We will:

- Conduct employer health and safety checks prior to confirming placements. These include confirmation of insurance, risk assessments, supervision arrangements, and safeguarding provisions.
- Review the employer's H&S practices annually and spot-check during progress reviews.
- Train apprentices on their rights and responsibilities under workplace H&S law as part of induction.
- Ensure that apprentices working offsite or remotely are included in relevant risk assessments and provided with guidance on safe working practices.
- Remove apprentices from placements if their safety is at risk.
- Assess travel risks for apprentices attending off-site training or employer placements. Where concerns are identified, adjustments may include alternative transport, flexible scheduling, or additional support.
- Ensure that subcontractors and employer partners meet Salt Training Ltd's H&S standards and are supported to implement inclusive and safe working environments for all apprentices, particularly those under 18, care-experienced, or with additional needs.

For learners under 18 or up to 25 with SEND and those with EHCPs, enhanced checks are completed in conjunction with the Designated Safeguarding Lead (DSL). All employers are expected to sign a Commitment Statement and contract that confirms their duty to provide a safe and legally compliant environment.

#### **5. Health and Safety in Training Venues and Delivery**

We maintain training centres that are safe, accessible, and compliant with HSE regulations. This includes:

- Regular risk assessments and premises checks
- Display Screen Equipment (DSE) guidance for staff and learners
- Fire safety drills and evacuation procedures
- COSHH registers for any hazardous substances in use
- First aid-trained staff present during all training sessions

Where training is delivered online or remotely, we:

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- Provide learners with ergonomic guidance
- Offer digital safety tips and security awareness training
- Record attendance and engagement to monitor wellbeing

We ensure that all health and safety arrangements take account of individual needs and protected characteristics, in line with our EDI Policy. Risk assessments and working arrangements are adapted accordingly to promote equity and accessibility.

## **6. Mental Health and Wellbeing**

Salt Training Ltd treats mental health with the same importance as physical health in line with HSE and DfE guidance. We:

- Train all staff to identify early signs of mental health issues such as anxiety, stress, and burnout.
- Provide apprentices and staff with signposting to internal wellbeing support and external services.
- Include mental health and wellbeing considerations in ILPs and support planning.
- Consider stress and emotional fatigue as part of individual risk assessments and curriculum planning.

## **7. Training and Induction**

All staff complete mandatory health and safety training at induction and annually. This includes:

- Risk assessment awareness
- First aid and emergency procedures
- Reporting incidents and near misses
- Lone working and site security

Apprentices and learners receive age-appropriate safety briefings, behavioural expectations, and escalation pathways at the start of their programme. Safety messaging is reinforced throughout their learning journey.

## **8. Reporting and Emergency Response**

Salt Training Ltd follows a structured approach to reporting:

- All accidents, incidents, and near misses are reported immediately to the Health and Safety Officer.
- Reports are logged, investigated, and outcomes recorded within 48 hours.
- Where appropriate, RIDDOR notifications are made.

In the event of a serious incident involving an apprentice, Salt Training Ltd activates its emergency response protocol:

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- Notify the Designated Safeguarding Lead (DSL)
- Contact the apprentice's emergency contact
- Liaise with the employer and arrange immediate support or withdrawal
- Inform the ESFA or other regulators as appropriate

Lessons learned are shared at SLT meetings and inform our Quality Improvement Plan (QIP).

### **9. Contractors, Subcontractors and Employers**

All contractors and subcontractors must:

- Provide Salt Training with a copy of their H&S policy
- Demonstrate insurance, DBS checks, and risk assessment procedures
- Be inducted to Salt Training's procedures if operating on our premises

All employers offering placements to apprentices:

- Must undergo due diligence
- Sign a Salt Training Commitment Statement
- Agree to act immediately on any concerns raised by staff, apprentices, or Salt representatives

### **10. Monitoring and Review**

This policy is reviewed annually by the Health and Safety Officer and approved by the Managing Director. Compliance is monitored through:

- Site and delivery audits
- Health and safety logs and dashboards
- Learner, employer, and staff feedback
- Safeguarding, complaints, and whistleblowing records
- Subcontractor reviews and employer monitoring reports

**Approved by:** Kurt Salter

**Position:** Managing Director

**Date:** May 2025



**Policy Owner:** Managing Director

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# **Salt Training Limited**

## **HEALTH, SAFETY AND ENVIRONMENTAL PROCEDURE**

**May 2025**

**Salt Training Limited  
West Industrial Estate  
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**Tel: 01227 204444**

***Effective Date:1/05/2025 Review Date: 30/04/2026***

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Revision.	Date	Section Revision.	Reason	Print Name and Signature
00	16.05.25	N/A	Initial version.	KURT SALTER <i>K Salter</i>
01	18.05.25	Section 3.29	Additional information.	KURT SALTER <i>K Salter</i>

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# SECTION 1

## Salt Training Limited

### 1.1: Health, Safety and Environmental Policy Statement

It is the intention of Salt Training Limited to ensure that all work activities are carried out in accordance with our Health, Safety and Environmental Policy and all relevant statutory provisions. Practicable measures will be taken to avoid health and safety risks to our employees or others who may be affected by our operations. We will also commit to reduce our carbon footprint as far as is reasonably practicable.

Salt Training Limited will provide all necessary information, instruction, training, funds and supervision for employees and contractors, to ensure that their work activities do not put at risk, themselves, their colleagues, and occupiers of our premises, other contractors, visitors or members of the public.

Ensure we utilise the services of an external health and safety consultant where required.

All contractors undertaking works at our premises will be required to demonstrate proof of their training and competence prior to their appointment.

Salt Training Limited will consult all employees regarding activities that may affect their health, safety or welfare. We will influence a positive H&S culture and adopt all appropriate measures to prevent accidents and occupational health exposures.

This policy will be brought to the attention of all employees and contractors employed by Salt Training. The contents of the policy will be reviewed annually with the assistance of an external H&S consultant where necessary.

MD Signature: \_\_\_\_\_

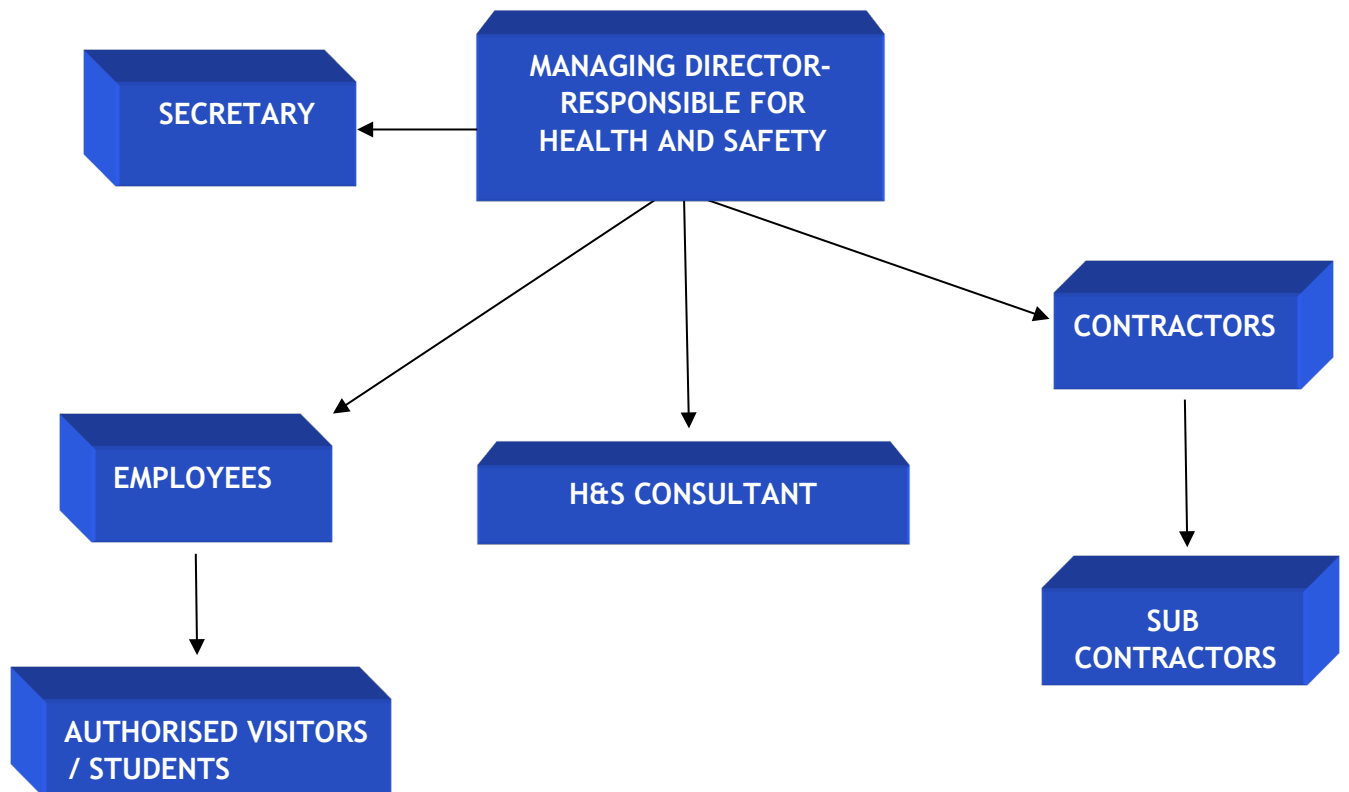
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# SECTION 2

**2.1 ORGANISATION**

The effective implementation of this policy is dependent upon the people who are responsible for ensuring that all aspects of their work are carried out with due consideration for health and safety issues.

Ultimate responsibility lies with Salt Training Limited, however, specific duties have been delegated to Managing Director and other employees, taking into account their role, experience and training.



## **2.2 RESPONSIBILITIES**

### **2.2.1 Managing Director Responsible for Health and Safety**

Managing Director is responsible for ensuring that adequate funds are in place for health and safety, insurances, etc. He will be required to have an understanding of all appropriate statutory requirements affecting the range of Salt Training Limited's operations and ensure that this policy is brought to the attention of all employees.

Specific attention is to be given to the requirements set out in the following: -

- The Health and Safety at Work Act.
- The Control of Substances Hazardous to Health Regulations
- The Noise at Work Regulations.
- The Manual Handling Operations Regulations.
- The Lifting Operations and Lifting Equipment Regulations
- The Management of Health and Safety Regulations.
- The Workplace (Health, Safety and Welfare) Regulations
- The Construction (Design and Management) Regulations
- The Provision and Use of Work Equipment Regulations.
- The Personal Protective Equipment at Work Regulations
- The Control of Asbestos Regulations
- The Dangerous Substances and Explosive Atmosphere Regulations
- The Electricity at Work Regulations
- The Regulatory Reform Fire Safety Order
- All other associated legislation and guidance

### **Managing Director Responsible for Health and Safety (cont.)**

Promote an interest and enthusiasm for health and safety matters throughout the company and foster an understanding that accident prevention and occupational hygiene are an integral part of business and operational efficiency.

Monitor the effectiveness of the policy against the health and safety performance of the company. Ensure that this policy is reviewed on a regular basis, at least annually, and is updated as necessary.

Liaise with the company's appointed external health and safety consultants on health and safety issues and utilise their available expertise.

Ensure employees receive appropriate H&S training. The training will cover issues such as: induction for new employees; general health and safety awareness; premises familiarization; safe use of plant; technical update regarding work equipment; presence of asbestos containing materials; fire risk assessment details etc.

Initiate discussion and consultation with Salt Training Limited employees on health and safety issues. Where seen to be beneficial in reducing any risk to the health and safety of workers, or others, who may be affected by company activities, change or update the arrangements contained in this document.

Ensure that all contractors employed by the company produce, prior to working at our premises, their own Health, Safety and Environmental Policy, Construction Phase Plan, Risk Assessments, Method Statements and training records.

Ensure that adequate procedures are in place to report all incidents affecting the health and safety of workers or others, and to initiate investigations and implement any remedial measures necessary to prevent, where reasonably practicable, a reoccurrence. The Director Responsible for Health and Safety will ensure the HSE or Environment Agency are informed of any notifiable accidents, ill health or dangerous occurrences that may occur.

Set an example from a H&S perspective by wearing appropriate personal protective equipment.

Ensure that anyone who visits the premises receives an appropriate induction. Provide DSE guidance and DSE self-assessment forms to pertinent employees and action H&S observations accordingly. Ensure all appropriate risk assessment and COSHH information is effectively communicated to employees, students, visitors and contractors.

### **2.2.2 Contractors**

Salt Training Limited may be liable for the actions of any contractors in their employment, who adversely affect health or safety whilst working at the premises.

To minimise the risk of this occurrence, all contractors will be assessed for their competence in health and safety issues **prior** to their appointment, and they must accept and follow our company procedures.

All contractors will be required to demonstrate proof of their training and competence prior to their appointment.

Contractors should adhere to all relevant statutory requirements applying to the work they are carrying out. They must also:

Ensure that proposed works are discussed with Salt Training Limited, so that potential hazards and risks to our site personnel and MOP are known and appropriately mitigated.

Provide detailed methods of working, sequence of operations and their risk assessments for the specific activity.

Brief their own employees or sub-contractors on site safety issues, method statements and procedures.

Provide suitable and adequate protective clothing to their employees e.g., safety boots and hard hats as necessary.

Wear their corporate clothing provided for identification and security purposes.

Provide suitably skilled supervision, who are competent in H&S, to ensure the work is carried out correctly and in compliance with company rules and procedures, and the above mentioned legal requirements.

Liaise with the Salt Training Limited Manager Director at the start, during and on completion of the work.

All portable electrical equipment includes up-to-date 3-monthly PAT certification.

Contractors must adhere to all relevant statutory requirements, applying to the work they are carrying out.

They must also work in accordance with project documentation, implement any H&S rules specified by Salt Training, and provide suitable and sufficient competent supervision to ensure compliance.

### **2.2.3 Employees**

Employees must:

Assist Managing Director with the implementation of the Salt Training Limited's policy and procedures for minimising risk to health and safety.

Co-operate with all persons who have a legitimate interest in the health and safety of Salt Training Limited's operations.

Not do anything recklessly, interfere with or misuse anything; work in such a way that could adversely affect their H&S or the H&S of anyone else.

Ensure that all materials stored on site are kept in a manner that will not cause harm (e.g., adequately secured against interference, especially by young persons).

Notify Managing Director of any defects or concern you may have regarding health and safety, or any potential improvements to procedures/equipment which may facilitate a safer work environment.

Any defects noted, which may jeopardize the health or safety of any person and/or cause any detrimental circumstances to ST's operations, must be reported immediately to Managing Director.

Ensure you are fully aware of the emergency arrangements relating to fire and other types of emergency e.g., injury and spillage response procedures.

If any employee is involved in an accident, personal injury, or occupational ill health, no matter how slight, such incidents must be reported immediately to Managing Director who will ensure that it is logged in the accident book and contact specialist H&S advice where necessary.

If an Inspector of the Health and Safety Executive (HSE) or Local Authority (EHO) visit site, employees must immediately notify Managing Director.

Employees must co-operate with their employer and wear any protective clothing or equipment provided as failure to do so may jeopardize their health and safety. Employees must work in accordance with any pertinent risk assessment, manual handling training, and COSHH information provided by Salt Training Limited.

#### **2.2.4 Office Manager (Secretary)**

The office manager shall: -

Read and understand Salt Training Limited's Health, Safety and Environmental Policy, and procedures and carry out work in accordance with its requirements. Ensure this policy and procedures are implemented in his/her area of control, on a daily basis.

Have an understanding of the requirements of the appropriate safety standards or legislation, and ensure these standards are adequately applied to all office activities undertaken by Salt Training Limited and ensure that staff are adequately trained regarding any pertinent matters.

Ensure that, as part of works documentation, adequate written procedures and assessments are provided for all repetitive hazardous office operations. Ensure there is adequate equipment to provide safe access to high-level storage areas.

Plan for and maintain a tidy workplace and ensure that all means of access and egress are free from obstructions. Ensure that all materials and equipment are stored and secured in such ways as to minimise the risk to health and safety of persons.

Ensure that all registers, records and reports are properly completed and maintained, up to date and appropriately stored. Ensure copies of procedures and regulations are available on the premises, and statutory notices are prominently displayed.

Ensure that records of induction and further training of employees are maintained and available for inspection (where required).

Set a personal example by his/her demeanour around the workplace.

Understand Salt Training Limited's Display Screen Equipment (DSE) guidance document, complete a DSE self-assessment and provide this information to Managing Director for their action.

#### **2.2.5 Office Staff**

The office staff shall: -

Read and understand Salt Training Limited's Health, Safety and Environmental Policy and procedures and carry out work in accordance with its requirements.

Understand Salt Training Limited's Display Screen Equipment (DSE) guidance document, complete a DSE self-assessment and provide this information to Managing Director for their action.

Do not repair or maintain any office equipment or machinery for which you have not been adequately trained. Report any defects in office equipment or machinery immediately to the office manager.

Find out from their manager the position of the first aid kit and the names of the first aiders. Ensure they are fully aware of the emergency arrangements for fire and other types of emergencies.

Ensure that all corridors, office floors, doorways etc. are kept clear and free from obstructions.

Do not allow the accumulation of trailing cables across the floor.

Do not attempt to lift or move, on your own, articles or materials likely to cause injury due to weight, size or shape.

Do not attempt to reach items on high shelves unless using properly designed equipment. Do not improvise or climb office furniture.

#### **2.2.6 Visitors / Students**

Attend and complete Salt Training Limited's induction (including accompanying questionnaire).

Complete tasks in accordance with the pertinent risk assessment, manual handling training, and COSHH information communicated to you by Salt Training Limited during induction.

Immediately notify Salt Training of any H&S concerns, accidents or incidents.

Do not perform any tasks that you are uncomfortable to do, or that you believe may potentially cause injury.

# SECTION 3

## **ARRANGEMENTS**

### **3.1 OFFICE**

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, The Control of Asbestos at Work Regulations 2012** and other relevant legislation.

Fire precautions will be provided in accordance with **The Regulatory Reform Fire Safety Order 2005**.

An asbestos register (where ACMs are present within the building fabric) will be retained by Salt Training Limited, and provided to anyone required to disturb the building fabric for their information. Salt Training Limited's building owner/landlord is required to provide this information to Salt Training Limited as part of their tenancy agreement and statutory duties under The Control of Asbestos Regulations 2012.

The asbestos register will describe the presence of any asbestos containing materials, their form, type, location and condition. No building, construction or other works, liable to damage any ACMs if they are present, will be undertaken without detailed survey information being available. Only specialist HSE licenced asbestos removal contractors will be involved with ACM removal and/or disturbance works.

Office layouts will be planned to avoid trailing cables across floors to office equipment. All access ways, stairways, fire exits will be kept clear of materials and well lit.

All office equipment will be sited and maintained correctly and serviced in accordance with the manufacturers' recommendations. All staff required to use office machinery will be given training and instruction in its use.

Proper access facilities will be provided for office staff required to reach items from high shelving.

### **3.2 INDUCTION PROCEDURES (STUDENTS, VISITORS, STAFF, CONTRACTORS)**

Salt Training Limited will induct all personnel who visit our premises. We will confirm to all personnel the scope of our operations, HSE objectives, first-aid and welfare provision including first-aider contact details, our fire and emergency response procedures including fire marshal contact details, all hazards and risk control measures associated with the various activities we have on-site. We will also provide a level of manual handling training (methods prescribed by the HSE).

Only when personnel successfully complete our induction and associated questionnaire will they be permitted to tour our premises without direct supervision from Managing Director. Please refer to the appendices for a copy of Salt Training Limited's induction pack.

Salt Training Limited will request confirmation from all personnel regarding any pre-existing medical conditions that ST should be aware of. Any individuals with potential medical

concerns will be subject to risk assessment and appropriate actions adopted. Salt Training Limited have medical waiver documents to be understood and signed before personnel enter our premises- this is separate to the induction pack included under the appendices.

### **3.3 Communications**

Prior to commencement of work activities, Salt Training will provide contractors or designers with all pertinent pre-construction information (e.g., premises H&S File).

Regular discussions will take place with the contractors and designers to ensure all parties are aligned with HSE matters.

Salt Training Limited will maintain consultation with their employees and all contractors working on the premises and ensure that they consult with their employees accordingly. Salt Training Limited will, at regular intervals, discuss the task information plans with employees & contractors working on site at that time, to ensure that their views are considered in arranging for future phasing of works to minimise risk to all site personnel.

### **3.4 Asbestos**

The Control of Asbestos Regulations 2012 will be adhered to. If the Asbestos Survey information provided by the landlord does not cover the area affected by the proposed works scope (to be confirmed by an asbestos specialist), then an additional asbestos survey will be commissioned before construction activities commence.

Persons must not assume that there is no asbestos present, positive confirmation must be obtained.

If works are required in an area where there is asbestos, only personnel who have up-to-date and accredited asbestos awareness training will be permitted to work in the area. However, it should be noted that this does not allow them to remove or disturb any asbestos containing materials.

Any person discovering a substance which they suspects to be asbestos, or the identity of which is not known, will cease work immediately in that area and notify Managing Director, so that appropriate response action can be taken i.e. quarantine area/ prohibit access, and contact an asbestos specialist for advice; notify the landlord and agree a suitable response.

Note: Only specialist HSE licenced asbestos removal contractors will be involved with ACM removal and/or disturbance works.

### **3.5 Fire Safety**

Salt Training will engage with a specialist fire safety consultant who will complete a Fire Risk Assessment and Fire Response Plan for our premises. Salt Training will implement any recommendations given by our specialist fire safety consultant. Our fire safety consultant will confirm to Salt Training Limited at what intervals and/or under what circumstances our FRA is required to be reviewed. We will consult our fire safety specialist in accordance with their

recommendations. Salt Training Limited will communicate the prescribed fire response plan to all site personnel during the induction process.

Managing Director is a trained fire marshal for the premises. Salt Training Limited will always have a trained fire marshal on-site. Salt Training Limited will brief all site personnel regarding our fire and emergency response procedures during induction.

Contractors will adopt a Hot Work permit procedure and provide appropriate fire extinguishers.

### **3.6 Electrical Safety**

Salt Training has up-to-date inspection and testing certification for the electrical installation within our premises (certs provided by a competent electrician). Salt Training Limited will maintain up-to-date electrical inspection records in accordance manufacturer's instruction and our electrical specialists' recommendations. Salt Training Limited will immediately report any electrical faults to a specialist and any repairs will be completed.

Contractors will operate a 'lock out and tag out' system to prevent inadvertent re-energisation of electrical circuitry during any maintenance and/or repair works. All details relating to the premises' services will be provided to contractors for their consideration before works commence. Only competent persons permitted to access and/or work on electrical systems (e.g., NICEIC members).

All contractors' portable electrical tools will require 3-monthly PAT certification e.g., charging devices for lithium-ion batteries.

### **3.7 Unauthorised Access**

All reasonable measures will be taken to minimise unauthorised access into our premises and other locations, which may endanger any persons (e.g., during skip removal operations).

All such protection will be the responsibility of Salt Training and our suppliers/contractors. Where works are to be undertaken in the vicinity of areas in which members of the public, and especially children, are at risk, a greater degree of protection will be provided.

If ST's operations interfere with normal road traffic (not suspected), either vehicle or pedestrian, a safe system of work will be developed and barriers, signs, or other necessary equipment will be provided.

No persons under the influence of drugs or alcohol will be allowed on our premises.

### **3.8 Contractors**

Salt Training Limited may be liable for the actions of any contractors in their employment, who adversely affect health or safety whilst working at the premises.

To minimise the risk of this occurrence, all contractors will be assessed for their competence in health and safety issues prior to their appointment, and they must accept and follow our company procedures.

All contractors will be required to demonstrate proof of their training and competence prior to their appointment.

Contractors should adhere to all relevant statutory requirements applying to the work they are carrying out. They must also:

Ensure that proposed works are discussed with Salt Training Limited, so that potential hazards and risks to our site personnel and MOP are known and appropriately mitigated.

Provide detailed methods of working, sequence of operations and their risk assessments for the specific activity.

Brief their own employees or sub-contractors on site safety issues, method statements and procedures.

Provide suitable and adequate protective clothing to their employees e.g., safety boots and hard hats as necessary.

Wear their corporate clothing provided for identification and security purposes.

Provide suitably skilled supervision, who are competent in H&S, to ensure the work is carried out correctly and in compliance with company rules and procedures, and the above mentioned legal requirements.

Liaise with the Salt Training Limited Manager Director at the start, during and on completion of the work.

All portable electrical equipment includes up-to-date 3-monthly PAT certification.

Contractors must adhere to all relevant statutory requirements, applying to the work they are carrying out.

They must also work in accordance with project documentation, implement any H&S rules specified by Salt Training, and provide suitable and sufficient competent supervision to ensure compliance.

### **3.9 Monitoring**

Salt Training will review its policies and procedures on an annual basis. This will also be completed following a review of trends shown in safety audits and inspections. The effectiveness of our procedures will be monitored by Salt Training Limited, and any shortcomings perceived will be communicated to our specialist health and safety consultants and their advice requested/actioned.

### **3.10 Training**

Salt Training Limited's Policy is to provide all relevant training in health and safety, as well as in technical or managerial issues, when either changes in technology, materials or poor working practices dictate.

All employees must be directly inducted to Salt Training by Managing Director or their nominated employee before starting work.

All employees receive general health and safety awareness training, for either office or site activities, on a regular basis, and this training is supplemented by training in specific aspects as shown below.

Details of the various aspects of health and safety training, required by or provided by Salt Training, are stated in various sections of this policy.

Records of all such training will be held by the Office manager, and kept in the company offices.

### **3.11 CDM REGULATIONS**

Salt Training Limited are involved with a full insuring and leasing agreement. In this regard, ST may be required to appoint contractors to carry out works at the premises. ST represent a commercial client organisation under CDM 2015, and will perform their statutory functions which include: the provision of appropriate pre-construction information (e.g., existing Health and Safety File for the building; up-to-date asbestos register/survey information) to inform the works planning phase.

Also, ST will perform contractor competence assessments and only appoint personnel with the appropriate skills, knowledge and experience. ST will ensure the contractor prepares a Construction Phase HSE Plan. ST will liaise with contractors to ensure works are suitably planned and supervised.

ST will retain any Health and Safety File information to assist with any subsequent works planning. ST will submit an F10 notification (where required). ST will appoint a Principal Designer under CDM 2015 where two or more contractors are appointed to undertake works at the premises.

#### **CDM DUTIES (CONTINUED)**

All those with duties under CDM 2015 must satisfy themselves that businesses that they engage or appoint are competent. This means making reasonable enquiries to check that the organization or individual is competent to do the relevant work and can allocate adequate resources to it. Those taken on to do the work must also be sure that they are competent to carry out the required tasks before agreeing to take on the work.

#### **The CLIENT must**

- Know his duties under the regulations.

- Allocate adequate resources for health and safety and allow sufficient time for the preparation of the project plan.
- Engage competent Designers
- Appoint a competent Principal Designer (where necessary) and provide him/her with all the information that is available about the site.
- Appoint a competent Principal Contractor (where appropriate) and/or contractor.
- Ensure all persons engaged on the project are competent.
- Make all reasonable enquiries about the safety implications of the site.
- Ensure that the Construction Phase Plan is prepared prior to work commencing on site.
- Ensure adequate arrangements for welfare have been made.
- Receive and keep the safety file after completion of the project.
- They review, amend and add to the file as necessary.

In order to show that this has been completed the following checks need to be made:

**Check that the Designer:**

- Is competent to the standards described in Appendix 4 to the ACOP, (L144).
- Has a system in place to ensure that their designs meet applicable standards of health and safety.
- Takes due account of the health and safety of those involved in the construction phase.
- Takes due account of the health and safety of those involved in the future maintenance of the building.
- Has a system in place to ensure that health and safety is reviewed at regular intervals during the development of the design.
- Has a system in place to ensure that potentially hazardous substances are not specified within the design, and that all alternatives are fully considered.
- Has a clear understanding of what information needs to be supplied to the PD and the Principal Contractor for inclusion in the pre-construction information and construction phase health and safety plan and the health and safety file.

**Check that the Principal Designer:**

- Has the relevant design and safety qualifications supported by experience in the type of construction the project will involve.
- Has adequate experience of design work.
- Has adequate knowledge of the risk assessment procedure.
- Has the ability to co-ordinate designers and Principal Contractors.
- Has the information required to compile the pre-construction information document.
- Has authority from the client to be able to do his job properly.

**Check that the Principal Contractor:**

- Has developed the construction phase health and safety plan to a satisfactory standard to allow works to start.
- Will allocate sufficient time to selected contractors for the preparation of documentation relevant to their disciplines.
- Has a system in place for assessing risks prior to construction work commencing.
- Has a comprehensive set of site rules which all contractors must comply with.

- Has a procedure for vetting contractors health and safety performance.
- Will regularly monitor work carried out by contractors in terms of health and safety.
- Has a system in place for bringing the safety plan to the attention of all contractors.
- Has a procedure to ensure that only authorized persons are allowed on to site.
- Has a mechanism in place for consultation on health and safety matters with Safety Representatives and employees of other contractors.
- Can put in place proper arrangements for the safety induction of all those involved in, or affected by, construction work.
- The organization is providing adequate resources for the management of health and safety in construction.
- Can properly add to the health and safety file.
- Has a procedure to ensure that subcontractors properly add to the safety file.
- Check that the history of the site has been researched appropriately, the site has been audited for safety implications and that all information discovered has been passed on to the PD.

**DESIGNERS must ensure that they:**

- Check client is aware of duties and Principal Designer has been appointed (where necessary)
- Provide any information needed for the health and safety file.
- Eliminate hazards and reduce risks during design following the principles of prevention.
- Provide information about remaining risks.
- Co-operate with the PD.
- Check own competence.

**The Principal Designer must ensure that:**

- The HSE is notified of the project (where appropriate).
- They check and confirm their competence to carry out the Duty.
- The designer has taken into account the need for health and safety in the building, maintenance and repair processes.
- Ensure that the pre-construction information document is prepared and handed to the Principal Contractor.
- The health and safety file is compiled with the co-operation of the Principal Contractor and handed to Client on completion of the works.
- They are able to give advice to the client on the competence and allocation of resources by designers and ALL contractors.
- They hand the health and safety file to the Client on completion.

**The PRINCIPAL CONTRACTOR must:**

- Check their own competence.
- Ensure the project has been notified by the Principal Designer (where appropriate).
- Show that they have vetted contractors for health and safety resource and are satisfied as to their competence prior to letting work to the contractor. This might include:
- Vetting the company for their health and safety record.
- Checking the company's health and safety training records for both staff and management.

- Checking the company's equipment maintenance procedures and records.
- Checking the company's details.
- Before the contractor gets onto site, the principal contractor must ensure:
- That they understand the safety plan;
- They have had adequate time to prepare their plan relative to their works.
- That any risks un-addressed by the safety plan are brought to the attention of the principal contractor for inclusion in the safety plan;
- That they have a system in place to discuss health and safety with their staff and their sub – contractors;
- That they have a system in place for collecting all the necessary information for inclusion in the safety file;
- That there will be a site safety induction training course.
- Suitable welfare facilities are provided.
- Adequate provision for the exclusion of un-authorized personnel is established.

Once on site the Principal Contractor will need to:

- Monitor the on-site safety practices of all contractors;
- Bring any defects to the contractors attention;
- Ensure that the contractor has put some form of corrective action into place (within an agreed time frame);
- Keep the safety plan up to date.

In addition, the principal contractor must ensure:

- That there is a communication system to impart health and safety information to contractors (this is likely to be a regular site safety meeting with compulsory attendance);
- That there is co-operation on safety matters between contractors;
- That the site is secure and will not allow access to those who are not authorized to be on site;
- Compliance with the safety plan, any site rules and the health and safety legislation by the other contractors on site.

**The CONTRACTOR must:**

Show that they have vetted the company for health and safety resource and found no problems, prior to letting work to another contractor. This might include:

- Vetting the company for their health and safety record.
- Checking the company's health and safety training records for both staff and management.
- Checking the company's equipment maintenance procedures and records.
- Checking the company's details.

Before the contractor gets onto site the (employing) contractor must ensure:

- That they understand the safety plan;
- The Client is aware of his duties.
- A Principal Designer and a Principal Contractor has been appointed.

- That any risks not addressed by the safety plan are brought to the attention of the principal contractor for inclusion in the safety plan;
- That they have a system in place to discuss health and safety with their staff and their sub – contractors;
- That they have a system in place for collecting all the necessary information for inclusion in the safety file;
- They attend a site safety induction training course.

Once on site the (employing) contractor will need to:

- Monitor the on-site safety circumstance;
- Bring any defects to the contractors attention;
- Ensure that the contractor has put some form of corrective action into place (within an agreed time frame);
- Add to the safety plan as necessary (this will probably involve an ongoing risk assessment process).

In addition the contractor must ensure:

- That there is a communication system to impart health and safety information to other contractors;
- That there is co-operation on safety matters between contractors and the principal contractor (this will probably include the compulsory attendance at a regular site safety meeting);
- Compliance with the safety plan, any site rules and the health and safety legislation by the other contractors on site.

### **THE SAFETY PLAN/ CONSTRUCTION PHASE PLAN**

The safety plan will be in two phases. The PD or Client will provide the relevant pre-construction information. This will include details of all risks (which a competent contractor would not be able to foresee) so far as is possible. It will be on this basis that the principal contractor will tender, (if not already selected).

The Principal Contractor will then develop the plan into the construction phase safety plan. It will now take into account any new factors that arise. It will define in some detail how the work will be completed safely.

#### **3.12 EMERGENCY ARRANGEMENTS.**

Salt Training Limited have appointed Managing Director, to be responsible for ensuring that equipment and information regarding all fire, first aid, and emergency procedures is available to all staff and that they are all conversant with their operation. All emergency response procedures and arrangements will be confirmed during the induction process. Note: There will always be a trained first-aider and fire marshal on-site.

The following emergency procedures will be implemented: -

- Methods of raising the alarm and calling emergency services

- First aid personnel and equipment
- Fire extinguishers or similar provision
- Precautions and procedures necessary to facilitate evacuation of the premises

Location of emergency escape routes will be confirmed to all personnel during the induction process. Fire exit signage is displayed as appropriate/ as determined by the premises FRA.

Correctly stocked first aid boxes will be located at various positions. The name of first aiders and other relevant information is given to all staff, visitors, and students.

### **3.13 ACCIDENT REPORTING**

Accident prevention is a high priority for all Salt Training Limited management and all employees.

If an accident occurs, the MD, or his appointed representative will immediately deal with the individual, investigate the accident, and action will be taken to prevent, or minimise the likelihood of, a recurrence (this includes consulting our H&S specialists to determine the RCA).

Specific categories of injury or dangerous occurrence, as set out in the **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)**, have to be reported to the enforcing authorities for the workplace. The report must usually be by the quickest means, i.e. telephone or fax, with a follow up, written report on form F2508, within 15 days.

#### **Specified injuries to workers**

The list of 'specified injuries' in RIDDOR 2013 replaces the previous list of 'major injuries' in RIDDOR 2013. Specified injuries are (regulation 4):

- fractures, other than to fingers, thumbs and toes amputations
- any injury likely to lead to permanent loss of sight or reduction in sight
- any crush injury to the head or torso causing damage to the brain or internal organs
- serious burns (including scalding) which:
  - covers more than 10% of the body
  - causes significant damage to the eyes, respiratory system or other vital organs
- any scalping requiring hospital treatment
- any loss of consciousness caused by head injury or asphyxia
- any other injury arising from working in an enclosed space which:
  - leads to hypothermia or heat-induced illness
  - Requires resuscitation or admittance to hospital for more than 24 hours

Reports should be made to:

Tel: 0845 3009923

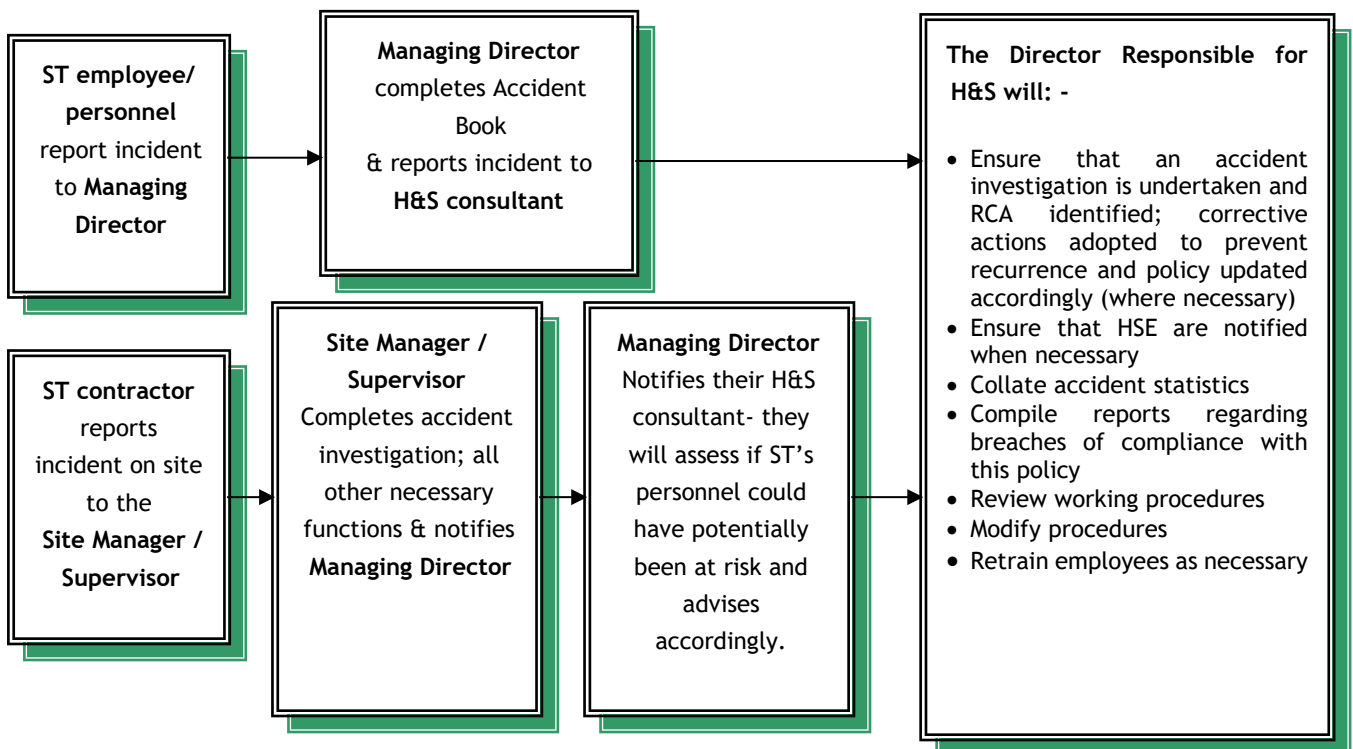
Fax: 0845 3009924

<http://www.riddor.gov.uk>

RIDDOR Reports  
Health and safety executive  
Redgrave court

Merton road  
Bootle  
Merseyside  
L20 7HS

In addition to the requirements of RIDDOR, the details of incidents, however minor, must be entered in the **Accident Book**, which is kept for at least 3 years, as required by the Social Security (Claims and Payments) Regulations 1979 and the Social Security Administration Act 1992.



Note: All accident book entries will be retained by ST.

### **3.14 WELFARE ARRANGEMENTS**

ST will ensure all necessary welfare facilities are in accordance with current legislation, and relevant to their work activities.

All welfare facilities will be kept clean, waste paper and other materials not allowed to accumulate.

Employees and contractors are required to use welfare facilities properly, and see that the area is left clean and tidy, during and at the end of each shift, and ensuring that good hygiene practices are observed.

All protective clothing is to be kept in a clean and serviceable condition and stored in the facilities provided.

### **3.15 HEALTH SURVEILLANCE**

To help provide employees with information regarding ill health, ST will carry out regular checks, by asking employees, about illnesses, to establish any pattern or relationship to their work.

If this appears to produce any potential evidence linking work activities to illness, medical advice and / or assistance will be sought. Although, it should be noted that all work activities have been appropriately risk assessed and required control measures will be adopted to prevent occupational health exposures.

### **3.16 RISK ASSESSMENTS & METHOD STATEMENTS**

The Management of Health and Safety at Work Regulations 1999; The Manual Handling Operations Regulations 1992; The Control of Substances Hazardous to Health Regulations 2002 and other current legislation require, that for **all** work activities, the risks to the health and safety of employees and other persons, should be identified and assessed.

When the risks are considered unacceptable, they must be eliminated, minimised or reduced to an acceptable level.

ST has nominated the Managing Director & their H&S consultant to carry out all such risk assessments. Written records of assessments will be produced by them, and will include hazard identification, those groups of persons especially at risk and the means of control necessary.

Assessments will be reviewed, normally on an annual basis, or when a job or location change, new equipment, processes or materials are introduced. All site personnel will be trained in the contents of the risk assessments, and any upgrades in the assessments as necessary.

ST will ensure the safe storage, transport, handling, use and disposal of all substances and materials on site. This will be achieved through compliance with the Control of Substances Hazardous to Health Regulations 2002, the Control of Pollution Act and other specific Regulations and relevant guidance.

Safety data sheets will be obtained from suppliers for all substances and will be used as part of the necessary assessment of possible risks for employees and others.

Risk Assessments will be reviewed following:

- An incident or accident
- Changes in the working environment
- Following advice of safety advisors
- Following a review of our safe systems of work

#### **Method Statement Procedure:**

Produced by a competent person to describe the planned safe system of work for those working on site.

Method statements, risk assessments, COSHH assessments, etc will be communicated to the employees and site personnel by ST before undertaking any works at the premises.

### **3.17 PROTECTIVE CLOTHING AND EQUIPMENT.**

ST will provide free of charge to all employees, students and visitors suitable Protective Clothing and Equipment, such as goggles, gloves, masks, safety helmets and protective footwear, where required by the work activities, materials.

All employees and relevant personnel will be given adequate training to ensure that they are aware of how such articles / equipment should be used and the reasons for their use, and that abuse or misuse is not to be tolerated.

Managing Director will keep records of all such provision and training.

Any person observed not to be wearing Protective Clothing or Equipment, whilst undertaking work, or in a location which requires such articles to be worn/used, will be instructed to stop work or leave the area until the equipment is obtained and worn or used.

### **3.18 MANUAL HANDLING**

The Company will take into account, in developing its work procedures, **The Manual Handling Operations Regulations 1992.**

Where possible, mechanical handling equipment will be utilised in an attempt to eliminate the need for manual handling. Where the elimination of manual handling is not practicable, then the work will be planned in an attempt to minimise it.

Where manual lifting / handling is required, the Company will provide training to employees and site personnel to reduce the risk of back injury or other muscular / skeletal damage.

ST will ensure that an adequate supply of suitable gloves or equipment is available for use as required, for the handling of materials, which could cause injuries.

A written risk assessment will be made of those work situations that require mechanical lifting equipment or manual handling techniques to be used.

### **3.19 WORK EQUIPMENT**

ST will follow the Regulations that are applicable to such specified equipment, i.e. **The Provision and use of Work Equipment Regulations 1998** and any other relevant legislation or industry guidance.

ST will make sure that equipment is suitable for its' planned use, and will take into account the working conditions and hazards in the workplace, when specifying the equipment to be used.

ST will provide adequate information, instruction and training, and will provide equipment that conforms to both the EC product safety directive and UK Regulations.

Plant or equipment will only be used for operations, and under conditions, for which it is suitable. All equipment will be maintained in safe, serviceable condition.

All equipment, identified by individual numbers, will be inspected / tested as appropriate at required intervals. All portable electrical equipment will be 110v and PAT tested 3 monthly, and records of such inspections/testing will be included under a register retained on-site.

Those persons required to change the wheels on abrasive disc cutting machines will receive the necessary training and hold the appropriate certificate.

### **3.20 Hand Tools**

All cutting tools e.g. chisels (for wood or metal), saws, knives, files etc. must be sharp and free from chips, cracks burrs and corrosion. Striking faces for hammers, chisels and similar tools must be kept polished and clean. Tools not in use are to be stored in toolboxes or other secure locations in the work area.

Screwdrivers are only to be used for the correct task, using the correct sizes at all times. They are not to be used as chisels, punches, tin openers, paint stirrers or any other act of misuse. ST will appropriately store tools to prevent damage. Pre-use inspections will be completed by Salt Training Limited to ensure these are safe to use. Damaged equipment removed as necessary.

### **3.21 Noise**

The company accepts that various work activities may create notable levels of noise, which could adversely affect employees/ personnel's hearing over time. Where practicable work activities will be planned so as to minimise exposure to high noise levels.

Where such noise levels are above 80 db(A) the company will provide hearing protection to its employees; site personnel.

Where such noise levels are 85 db(A) or above, the company will provide hearing protection to its employees, and ensure it is worn as well as make it available to 3<sup>rd</sup> parties affected.

### **3.22 Vehicles**

Only personnel who have a valid operating or driving licence of the class applicable and authorised by the MD may drive Company vehicles. The MD must inspect their vehicles on a daily basis, and any defects resolved.

Seat belts must be worn. Loads must not exceed the capacity of the vehicle and must always be secured in a safe manner.

Passengers are not allowed to ride on/in a vehicle unless there is adequate seating and they are on ST business.

Any Company employee either directly or indirectly tampering with vehicle restrictive devices will be subject to immediate dismissal.

All incidents or accidents involving Company vehicles must be reported immediately to the MD. All road traffic signs speed limits and legislation must be adhered to at all times.

### **Mobile Telephones**

The law regarding the use of mobile telephones in vehicles came into effect on December 1<sup>st</sup> 2003. ST do not permit the use of mobile telephones whilst driving, and any call which is made or received using a proprietary hands free device, should be only while the car is parked and it is safe to do so.

### **3.23 Lifting Equipment**

Lifting operations will be carried out by use of specialist contractors (e.g., skip/waste removal contractors). All lifting equipment will be inspected and used in accordance with **The Lifting Operations and Lifting Equipment Regulations 1998** (e.g., roller shutter motor), and will be individually identified and records of operator training, Thorough Examinations, testing and inspections kept in an appropriate register stored in the office.

Only trained authorised personnel can plan & co-ordinate lifting operations, use lifting equipment, sling loads or direct lifting operations- ST will not be involved with skip removal operations.

Those involved in lifting operations must ensure that all other persons are clear of the work area and adequate barriers and signs erected.

Lifting equipment that is hired will have been checked to ensure that its documentation is up to date and that the operator is in possession of a current operator's certificate.

### **3.24 WORKING AT HEIGHTS**

#### **General**

All works carried out in accordance with Work at Height Regulations 2005. Where WAH cannot be avoided, appropriate equipment, training and risk assessment information will be provided. WAH equipment will be subject to pre-use inspections completed by Managing Director. Any mechanism will be checked and defective equipment will not be used. WAH will be supervised and collective edge protection provided.

#### **Mobile Alloy Towers**

Mobile towers will only be selected, erected, dismantled or altered by trained, competent persons.

ST personnel, or their contractors, must never alter a mobile tower unless qualified to do so (e.g., PASMA trained).

Mobile Towers will be inspected prior to their use and thereafter every seven days or after modification or alterations. The results of inspection will be recorded in the appropriate register and kept on the premises.

No mobile tower will be accepted for use until a competent person approved by the company has inspected it and has a copy of the manufacturer's instructions.

Mobile Towers will be provided with suitable and sufficient means of access/egress with properly constructed working platforms designed for the works to be undertaken. All working platforms will be maintained in a clear and uncongested condition to ensure the safety of all persons who require access.

All access equipment; ladders, Mobile towers etc. must also be inspected prior to their use both for their condition and security.

### **Ladders, Steps & Hop-ups**

To comply with **The Working at Height Regulations 2005**, the use of step ladders will only be permitted for low risk, short duration work, or where there are constraints that cannot be changed. A risk assessment must be approved for such 'final resort' situations.

Care must be taken when using ladders. They must be positioned on a firm standing, lashed to the structure or footed to prevent slippage. The ladders must be fixed around the stiles and erected at an angle of 75 degrees (1 in 4). HSE ladder guidance will be adhered to.

All ladders and steps are to be inspected regularly to check for damage, taken out of use if not serviceable and records of inspections kept by the Company.

Ladders, Steps & Hop-ups provided by the company will be of an industrial specification and conform to BSEN 131/ Class 1 Industrial Grade as a **minimum** standard.

The top third of stepladders should not be used for standing on, and stepladders should only be used if practicable with regards to the works to be undertaken. Three points of contact must always be maintained.

When the Company introduces new equipment, the Director Responsible for Health and Safety will ensure information on new equipment, for its use and maintenance, will be made available and that all employees are instructed in its correct use.

### **3.25 LONE WORKING**

Lone working is not permitted by ST.

However, if an exceptional circumstance occurs, and an employee is required to work alone, an assessment shall be made of the work location and suitable safe systems of work will be developed and written for the particular situation.

Any equipment required will be provided (e.g., personal alarm transmitter) to minimise risk to the employee during the work period, and summon immediate assistance should the individual become incapacitated. Reliance will not be placed on mobile phones due to areas of low signal strength.

The guidance provided in the HSE Leaflet “Working Alone in Safety” (ISBN 0 7176 1507 3 available from HSE Books) will be referred to when making an assessment of any work location, in which an employee may be required to work alone.

### **3.26 DISPLAY SCREEN EQUIPMENT (DSE)**

Salt Training Limited has their own DSE guidance information, which the relevant personnel will be provided with when setting up their workstation. The relevant employees will be provided with a DSE self-assessment form. Salt Training will provide adequate resource and action the requirements identified under the DSE self-assessment form. Refer to appendices for information.

### **3.27 YOUNG PERSONS**

The Company, when taking into employment persons and/or students, who have reached the minimum school leaving age, but have not yet reached the age of eighteen (18), will follow HSE guidance on the health and safety young workers.

Before employing a young person and/or permitting their entry into the premises, the Company will make an assessment of the risks to his or her health and safety, and will take account of a number of factors, such as: -

- The inexperience and immaturity of young people, and their lack of awareness of risks
- Type of work equipment and the way it is used
- Possibility of exposure to physical, biological and chemical agents
- Health and safety training provided to young people

Having carried out this assessment, the Company will determine whether the young person should be prohibited from doing certain work because of the risks involved.

We shall not employ a young person for work and/or instruct a student to carry out tasks:

- Which is beyond his physical or psychological capacity
- Involves harmful exposure to agents which are toxic or carcinogenic, or which in any way chronically affect human health
- Involve harmful exposure to radiation
- Involve the risk of accident which it may be reasonably assumed cannot be recognized by young persons, owing to their insufficient attention to safety or lack of experience or training
- Which involves the use of power tools
- In which there is a risk to health from: significant noise or vibration.

These prohibitions do not apply to young persons, over school leaving age, where the work is necessary for their training, where they are properly supervised and where the risks are reduced to the lowest practicable level.

A further obligation on employers will be that before recruiting school age children, they will have to provide parents / guardians with information on any risks identified by their assessment and specify what protective measures are being taken. Risk assessment information will be provided to parents / guardians of ST students.

Young persons will be made aware of this documentation by Managing Director, who will keep a copy on site.

### **3.28 ENVIRONMENTAL CONTROLS**

When undertaking works, consideration is to be given by ST to the environmental impact of their operations, processes or products in both the long and short term.

ST's Policy is to:

- Aim to minimise environmental damage and maximise opportunities for environmental enhancement.
- Assess and consider the environmental impact as an important part of its decision making process.
- Comply with legal requirements and establish targets to achieve a progressive reduction environmental impact in all of its operations.
- Promote personal responsibility and effort on the part of employees at all levels to avoid and prevent environmental damage and to act as good neighbours to those affected by our activities.
- Provide such assistance, training and information as may be necessary to personnel at all levels and review environmental performance.
- Provide and display this policy and such written instructions as are necessary to assist in the implementation of the policy.

Serious damage can be caused to the local eco-system if run-off of chemicals get into watercourses. ST will utilise COSHH cabinets and ensure we have appropriate equipment for dealing with spillages. Personnel trained regarding spillage response and waste disposal procedures. We have multiple skips for different waste streams. We select products which can be continually re-used e.g., wet sand for bricklaying. Bricks are cleaned and re-used to assist with our 'green credentials'. Recycling bins on-site and utilised.

ST will request designers and contractors to consider environmental issues when planning their works e.g., with regards to the choice of materials, plant, insulation, refrigerants etc. Our H&S consultant will regularly visit and inspect our premises and advise us of any environmental improvements we can adopt.

### **3.29 Bio-hazards:**

Salt Training Limited's works scope includes beautician related courses. In this regard, various bio-hazards are required to be disposed of (e.g., sharps/needles). To this end, ST will ensure

that only appropriately trained/competent person handle these items. Also, storage of sharps/needles will be in accordance with the supplier’s recommendations; unauthorised access prohibited using mechanical means. ‘Bio-hazard bins’ will be provided and arrangements made with a licenced waste removal contractor.

**3.30 Selection Procedures (Suppliers/Contractors):**

All contractors will be checked and audited for competency prior to works. No contractors will be permitted to work for Salt Training Limited without having been deemed competent.

All contractors working directly for Salt Training Limited will be monitored during works to ensure that all works are carried in accordance with the statutory requirements and best practice.

**See below our vetting procedure for contractors:**

**VETTING A CONTRACTOR’S HEALTH AND SAFETY COMPETENCE**

In order for us to assess whether a contractor has allocated adequate resource to fulfil his health and safety obligations in terms of health and safety law, it will be necessary for the contractor to complete the contractor’s questionnaire to be added to Salt Training Limited’s approved contractor list.

The responses obtained from the contractor and thorough evaluation and rating of this return will also serve to gauge the contractor’s commitment to health and safety and adherence to recognised standards of competence.

Each contractor tendering for work with this company will be required to complete the questionnaire and a decision will be taken by Salt Training, based on the evaluation of the questionnaire responses, as to the suitability of the contractor and his proposed works for Salt Training.

In order to rate or assess any item it is necessary to have a scoring system;

<b>Score</b>	<b>Rating</b>	<b>Remarks</b>
<b>4</b>	<b>Zero</b>	<b>Contractor Not To Be Used</b>
<b>7</b>	<b>Very poor</b>	<b>Contractor Should Not Be Used</b>
<b>10</b>	<b>Poor</b>	<b>Contractor Should Not Be Used, Asked to Re-Submit Questionnaire with Additional Information.</b>

**FAIL**

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**PASS**

11	Good	Contractor to be used, however would require an improvement prior to updating approved contractors list
13	Very good	Contractor to be used, and added to our approved contractors list
15	Excellent	Contractor to be used, and added to our approved contractors list

**All contractors must score within the green area on the scale to be deemed as competent in regards to Health & Safety Compliance**

**HEALTH AND SAFETY COMPETENCE ASSESSMENT GUIDE (example)**

<b>Organisation:</b>		
<b>Address:</b>		
<b>Trade:</b>		
<b>Does the Contractor have the following;</b>  <b>(Red areas are critical, automatic failure on non-compliance)</b>	<b>Y/N</b> <b>(Y = 1 Pt)</b>	<b>Rating</b> <b>Pass /Fail</b>
A health and safety policy?		
A procedure for implementing risk assessments?		
Employers Liability Insurance (Public Liability)?		
A training programme for employees (Training Matrix)?		
A Competent Person – Health and Safety		
Accident records previous 5 years (Reportable)		
An accident investigation procedure?		
An Environmental policy		
A Quality Management System (ISO, OHSAS)?		
Health and Safety Monitoring Procedure?		
A vetting procedure for contractors or sub-contractors?		
A procedure for informing staff about health and safety matters?		
A procedure for discussing/consulting with staff about health and safety?		
A plant selection and maintenance procedure (PAT)?		
Access to safety information?		
Any other comments;		
Required action;		
Assessment Pass/Fail (Score Total):	<b>Total Score.....</b>	<b>Pass / Fail</b>
Evaluated by:		

**3.31 ISSUE OF HEALTH & SAFETY POLICY**

I, ..... being an employee of **Salt Training Limited**, have received, read and fully understand the Health & Safety Policy, as a result of which I am fully aware of the duties and obligations that are placed upon myself, and as stated within the aforesaid policy document, dated .....

Signature of employee: ..... Date: .....