

Argyll Plant Training Ltd

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ARGYLL PLANT TRAINING LTD

HEALTH & SAFETY POLICY

PART 1 – GENERAL STATEMENT AND POLICY OBJECTIVES

The managing director (Stuart MacDonald) of Argyll Plant Training Ltd is committed to discharging obligations under the ***Health and Safety at work Act 1974, The Management of Health and Safety Work Regulations 1999*** and all other relevant statutory legislation.

The director will seek to provide a healthy and safe working environment for their Employees, Learners and will endeavour to ensure the health and safety of all others that could foreseeably be affected by activities under their control.

The health, safety and welfare of employees and learners are of prime importance to Argyll Plant Training Ltd, and are essential to the efficient operation of its undertaking.

All employees and learners have a duty to take reasonable care for both their own health and safety of other persons. Argyll Plant Training Ltd will ensure that this policy is pursued through the organisation. Argyll Plant Training Ltd will take all reasonable practicable precautions to ensure the health, safety and welfare at work of its employees, learners and also that of any other person not employed by Argyll Plant Training Ltd, but who is affected by the operation of the company.

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Argyll Plant Training Ltd's statement of general policy is as follows:-

1. To identify the hazards to employees, learners and third parties affected by the work, and control the attendant risks adequately.
2. To consult with our employees and learners on matters affecting their health and safety.
3. To provide and maintain safe plant, equipment and working conditions.
4. To ensure safe transport, storage, handling and use of substances, including hazardous substances.
5. To provide information, instructions and supervision for employees and learners.
6. To ensure all employees are competent to do their tasks and give them appropriate and adequate training to comply with current and relevant legislation and be occupationally competent.
7. To work through continuous improvement, to prevent accidents at work.
8. To provide and maintain adequate welfare facilities both at premises and on site where practicable.
9. Allocate adequate resources to enable the policy to function effectively.
10. To review this policy as necessary in our commitment to continuous improvement.

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To archive a high standard of health and safety the active co-operation of all employees it is essential that

Employees are reminded of their own duties under the Health and Safety at work Act 1974 and the management of Health and Safety at Work Regulations 1999, to take care of their own safety and that of any other persons, and to co-operate with their employer so as to enable him to carry out his responsibilities successfully.

The Organisation, Responsibilities and Arrangements to enable this policy on Health & Safety to be effective and contained in the attached documents.

This Policy and the associated documents will be revised annually or as when required and will be publicised within the company.

This policy will be kept under constant review formally revised at intervals not normally exceeding twelve months.

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PART 2 – ORGANISATIONAL RESPONSIBILITIES

1.0 Managing Director – Stuart MacDonald

Carries overall responsibility for ensuring that his policy is carried out and monitored for the results of this policy.

In particular he is responsible for ensuring:-

1. The Health and Safety Policy is updated as and when required and is made known to the employees and learners of the company.
2. The Policy, Arrangements and Codes of Practice as written are implemented and receive regular reports on the performance of same.
3. Adequate financial provision is made for the foreseeable items of expenditure associated with health, safety, environment and training.
4. Waste is properly controlled and any adverse effects of the environment through company activities are minimised as far as reasonably practicable.
5. Health and Safety is promoted throughout Construction Plant Industry Training Ltd, and features prominently at all board meetings.
6. Matters requiring professional advice and assistance are referred to suitably qualified persons. (i.e. assessors, internal verifier and safety advisors)
- 7.
8. Setting a personal example, by wearing appropriate PPE when visiting sites.

In practice Stuart MacDonald, Managing Director will normally delegate responsibilities to line management as follows:-

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2.0 Board Of Directors

The Board of Directors are accountable for the formulation and implementation of the safety policies within

Argyll Plant Training Ltd.

Directors will review the policy of Argyll Plant Training Ltd at monthly board meetings in the light of safety advisers audits, accident statistics, HSE guidance and industry best practice. They will reallocate resources, review training and set dates for achievement.

3.0 Managers

The managers are responsible for the implementation of safety policy and the monitoring of safety performance within their divisions.

The management of safety is a line responsibility and managers are accountable at their respective levels for ensuring that all statutory requirements and Company's Safety Policy and Procedures and observed by all employees.

They will ensure that the Policy is effectively implemented by the personnel under their control and will arrange for the carrying out of risk assessments where an appropriate assessment is required.

They will ensure effective implementation of the established company procedures for reporting accidents and dangerous occurrences, whether involving personal injury, or not, and will ensure that circumstances of such incidents are properly investigated.

They will ensure all employees and learners receive adequate training and will make arrangements to keep records training.

They will ensure that all employees under their supervision receive relevant instructions and information regarding the undertaking of their duties.

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When preparing estimates, the Managers will ensure that adequate provision is made for any resources necessary to implement the policy.

They will take steps to ensure that estimates take account of safe methods of work, relevant codes of practice and reasonable welfare facilities.

They will ensure adequate welfare facilities are provided.

They will ensure that arrangements exist for passing the following information to employees:

- Any risks to Health and Safety and any preventative or protective measures identified by Risk Assessments.
- Any relevant emergency procedure for dealing with serious and imminent danger. And the identify of competent persons who are nominated to implement emergency procedures. Where appropriate this information will be in the Site Safety Plan.
- Any Risk Arising from the activities of other employers or learners.

They will ensure that their own activities are assessed for work and that they put in place the appropriate practices for their own safety.

In particular they will ensure that non English speaking learners will be provided with training in Health and safety to comply with the **Management of Health & Safety at Work Regulations 1999**.

They will set a personal example to wearing appropriate clothing and equipment when visiting sites.

4.0 Supervisor/Assessors

Each supervisor will ensure that employees under their control, particularly apprentices or new employees, are kept informed about the following matters:

- Any risks to Health and Safety and any preventative or protective measures identified by Risk Assessments.

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- Any relevant emergency procedure for dealing with serious and imminent danger. And the identify of competent persons who are nominated to implement emergency procedures. Where appropriate this information will be in the Site Safety Plan.
- Any Risk Arising from the activities of other employers or learners.

Ensure that all registers, record and reports are properly kept.

Ensure that all employees and learners under their control are adequately trained to undertake the work for which they are employed and being assessed to carry out.

Provide adequate and relevant work instructions and information.

Ensure that safety advisors and assessors clearly understand their responsibilities for correct, safe working methods.

Determine the responsibilities of subcontractors and other employed by Argyll Plant Ltd, with regard to the provisions of the legislation in force and issues any appropriate instructions.

Pass information on any risks to Health and Safety arising from activities to any other employers and learners who may be affected by these risks.

- Ensure that suitable plant and machinery and power tools are provided and that effective arrangements are made for their testing and maintenance and repair.
- Provide systems for ensuring that personal protective equipment identified as necessary by a Risk Assessment is provided and users are trained. That adequate arrangement exists for cleaning, storage and maintenance.
- Ensure that first aid facilities, at least equal to the appropriate level demanded by the Approved Code of Practice are available and that the location of the facilities are known to the employees and learners.
- Co-operate with safety consultants, assessors and verifiers and act promptly on their recommendations.
- Set a personal example by wearing appropriate protective clothing and/or equipment.

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- Ensure that welfare facilities are provided to the current requirements of the law.
- In particular they will ensure that non English speaking will be provided with training in Health and Safety to comply with the Management of Health and Safety at Work Regulations 1999.

5.0 Assessors & Verifiers

They must understand and act on the Company's Safety Policy generally, and in particular they must:

- Ensure that operations under their control are conducted in accordance with relevant legislation, codes of practice, company procedures/instruction and risk assessments.
- Incorporate safety instructions and recommendations for risk assessments in all routine training and assessment instructions.
- Ensure that all accident and dangerous occurrences, whether involving personal injury or not, are promptly reported in accordance with Company Procedures.
- Any risks to Health and Safety and any preventative or protective measures identified by Risk Assessments.
- Any relevant emergency procedure for dealing with serious and imminent danger. And they identify of competent persons who are nominated to implement emergency procedures. Where appropriate this information will be in the Site Safety Plan.
- Any Risk Arising from the activities of other employers or learners.

Discipline employees and learners who repeatedly fail to consider the well-being of themselves and others around them.

Ensure that suitable plant, machinery and power tools are provided and that effective arrangement made for their maintenance.

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Ensure that all 110v power tools are tested and validated as per the Provision and Use of Work Equipment Regulations 1998.

Ensure that all employees and learners under their supervision wear appropriate protective clothing in accordance with company/site rules/risk assessments and method statements.

Set a personal example by adhering to the precautions defined in the risk assessment.

6.0 Employees

All employees within Argyll Plant Training Ltd will:-

- Familiarise themselves with the company's health and safety policy and site rules.
- Act in the course of their employment with due care for health, safety and welfare of themselves, their colleagues and other persons including learners.
- Comply with the instructions and procedures issued from time to time for safe working practices and making proper use of protective clothing and safety equipment provided, together with reporting of loss or defect of such equipment.
- Report to their direct supervisor/assessor or manager any incidents which have led, or might have led injury, or damage, and co-operating with any investigation which may be undertaken with the object of preventing accidents to their reoccurrence.
- Use any plant, equipment or substance in accordance with any information, instruction or training provided by the company.
- Proactively suggest any improvements that may be able to be made to safe working practices.
- Understand the importance that any breaches of health and safety will be treated seriously, and individual employees may be disciplined or in serious cases dismissed.

7.0 Health and Safety Advisors

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Are required to:-

- Provide technical, legal and other advice and other advice and assistance to management in order that Argyll Plant Ltd can comply with its statutory obligations.
- Liaise with the Enforcing Authorities on health and safety matters brought to the company's attention.
- Assist Management in the development of safe systems work.
- Periodically monitoring the activities of site works carried out by the company, by carrying out site audits and safety inspections.
- Monitor the induction of new health and safety legislation that is applicable to Construction Industry Plant Training Ltd, and advise the assessment team accordingly.
- Advise management and assessment team on the requirements of health and safety training required within Argyll Plant Training Ltd and assist with the implementation when necessary.
- Attend management meetings and assessment team meetings as and when required for the purpose or raising and advising of current issues on health and safety.
- Carry out annual checks on the competence of subcontractors in relation to Health and Safety matters.
- Carry out checks on the competence of proposed new subcontractors in relation to Health and Safety and training matters.
- Check that subcontractors have provided risk assessments and methods statements, and have signed the site rules, prior to commencing work on site.

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PART 3 – HEALTH & SAFETY ARRANGEMENTS

Access onto Site – Registration of learners and Visiting Personnel

Each assessor and verifier shall be responsible for ensuring learners working under their control report their presence by signing on arrival on site and signing out when leaving site. Visitors and learners must be intercepted before entering the site so that relevant rules and hazards can be communicated to them and to ensure that other controls are enforced, for example making sure visitors are accompanied on site. These are essential control requirements, introduced in order to confirm that:

- (a) The premises are clear when the site is locked up.
- (b) All personnel may be accounted for in the event of an emergency evacuation.
- (c) Only authorised personnel/assessors are allowed to enter the site.

Site Induction

Before commencing work on a site, all learners and staff will receive induction training specifying the hazards associated with the likelihood of encountering asbestos, the asbestos survey for the site, specific site requirements including site rules, emergency procedures and fire precautions. All assessors and verifiers have a duty to ensure all their site visitors and learners have been inducted by Argyll Plant Training Ltd and keep a separate record of their learner's induction.

Injury, Ill Health and/or Damage incidents.

1. All injuries shall be reported to the first aid point assessor(s) regardless of their seriousness.
2. Any incident which causes, or is suspected of causing, acute or chronic ill health must be notified without delay to assessors and director of training.
3. Any incident which results to damage to plant, equipment or property must notified to the assessor who will record the details as required by the company.
4. Any incident which occurs on site and which falls within the remit of ***the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)***, or

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training and safety plan, may be investigated by The Director or other authorised individual. In order to assist in establishing the chain of incident causation, the full co-operation of all organisations and personnel is expected and required. (This may be in addition to any other investigation conducted by statutory enforcement agencies or other involved parties such as the H.S.E).

In the case of more than three days off work accidents (over seven day injury), then a written report on form F2508 must be submitted to the local HSE office within ten days of the date of the accident. In the case of more serious accidents the local HSE office should be informed immediately by telephone, and the form F2508 forwarded within 15 days, as before.

Reports can also be made to the **HSE Accident Hotline (Tel: 0845 300 9923)**. This satisfies the notification requirements in full for all notifiable injuries, diseases and dangerous occurrences. Those using these reporting facilities are sent a copy of the report generated for record purposes. Argyll Plant Training Ltd or any other or who may be affected on site should be notified immediately of any accident or near miss.

From 1st January 2004 a new accident book complying with the **Data Protection Act 1998** must be used.

Near Miss Incidents

In order to assist in developing a profile of events which have the potential to cause injury or damage? 'near miss' incidents must be notified to the assessor or internal verifier and the co-operation of respective organisation, their supervisor/assessors staff and learners working under their control.

Major Incidents

In the event of a major incident on site the site foreman should dial 999 or 112, request an ambulance and report the matter to the police if it is appropriate, make the injured person as comfortable as possible without moving them and wait for the emergency services to arrive. Disturb the scene of the incident as little as possible in order to assist the subsequent investigation into the cause of the incident.

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Report the incident to the assessor/internal verifier or Managing Director as soon as practical. Check that they have the contact details so that the injured person's family can be notified. The assessor/internal verifier or Managing Director should report the incident to the local HSE and the client if appropriate.

First Aid

Argyll Plant Training Ltd, have arranged for assessor and office staff to undergo first aid training in accordance with the ***Health and Safety (First Aid) Regulations 1981***.

Appointed persons are available to provide and ensure the contents of First Aid Kits are satisfactory and to assist in the event of an injury. In the case of a serious injury or illness, learner and employees are to be taken to the nearest hospital or medical help sought with minimum delay. For employees and learners on sites, a First Aid Kit will be carried in company vehicles or will be kept in the office.

Waste Management Control & Safe Access

All assessors and learners working under their control shall be required to:

- (a) Clear waste/debris generated by their tasks as their work progresses.
- (b) Maintain a clear access/egress route along dedicated/nominated evacuation routes.
- (c) Report any circumstances where preceding or adjacent trades are compromising the maintenance of safe access/egress routes.
- (d) Transfer classified waste to the designated holding area on site, or as identified by the training and health and safety plan, (this may be special waste, subject to legislative controls, or controls imposed by site rules).
- (e) Segregate waste under proposed site Waste Management Plan, (if applicable).

This will be in accordance with the Site Waste Management Plans Regulations 2008.

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Public Safety and Vehicular Access to Site

Any training or assessment activity progressed on or over any area, which is dedicated to public use, whether pedestrian or vehicular, shall be subject to project-specific controls which will be detailed within the training and safety plan.

Vehicles allowed onto the site shall be restricted to a maximum speed of 5mph. They shall be scheduled and subject to the limitations and controls specified within the training health and safety plan. Under no circumstances may vehicles reverse out of the site onto areas dedicated to public use unless such manoeuvre is directed and guided by a traffic controller, (banksman) authorised by the assessor or site liaison.

Welfare facilities on site

Where applicable, a formal shared welfare arrangement shall be agreed where assessments are taking place at site with the main or (toilet, drying rooms, canteen and stores), including procedures for cleaning the facilities and the standard of hygiene required.

Where applicable, the sites existing welfare facilities will be used, with their permission.

In either case, the assessor/internal verifier will ensure that the welfare facilities comply

With the requirements of the ***Construction (Design and Management) Regulations 2007***.

Material Management and Co-ordination

Any material deliveries of materials and components for training or assessment to site shall be co-ordinated to compliment the overall project programme as well as the host company's programme. Materials and components shall be off-loaded at designated areas and locations which shall initially be notified in the training and safety plan, and thereafter formally revised as work progresses.

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Administration and Accommodation Units

Argyll Plant Training Ltd, shall determine the sitting and layout arrangements

(where applicable) for:

- (a) Administration units
- (b) Accommodation units
- (c) Toilets and washing facilities
- (d) Registration point for visitors
- (e) First aid unit/point

Where applicable, a formal shared welfare arrangement shall be agreed (toilets, drying rooms, canteen and stores), including procedures for cleaning the facilities and the standard of hygiene required.

Where authorisation has been given to import accommodation or storage units onto site,

Argyll Plant Training Ltd shall ensure that:

- (a) The units comply with prevailing fire resistance standards
- (b) The units are sited at an agreed location
- (c) The units are cleaned out at least once each day
- (d) Only scheduled materials and components are stored within the units
- (e) The purpose/function of each unit is clearly displayed
- (f) Copies of Employers Liability certificate, safety policy and health and safety plan are displayed.

Statutory Notices

Argyll Plant Training Ltd, shall provide relevant statutory notices which should be displayed at a common access point.

Safety Signs

Each training and assessment project under the control of Argyll Plant Training Ltd, shall have allocated to it a schedule of safety signs which conform to British Standards, **BS 5378:**

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Safety Signs and Colours, and for fire **BS 5499: Fire Safety Signs, Notices and Graphic Symbols** (available from BSI Sales) and **the Health and Safety (Signs and Signals) Regulations 1996**. Subcontractors, and personnel working under their control, shall be required to comply with the instructions contained within such signs.

Where subcontractors' individual safety management controls require them to display similar signs, this will be agreed with the assessor or internal verifier.

Disregarding a safety sign will result in the offending individual being subjected to the projects disciplinary rules.

Fire Prevention Management Controls

Each project under the control of Argyll Plant Training Ltd shall be subject to specific fire protection management control procedures. Subcontractors and learners working under their control are required to comply fully with and implement such procedures.

Common to each point will be:

- (a) The appointment of a site/assessor as fire prevention officer during learning and assessment activities
- (b) Arrangements for the identification, storage and use of designated 'flammable' and 'highly flammable' materials and containers
- (c) Special arrangements for the import and use of materials and containers which are assigned the risk phrases 'Highly flammable' (R11) or 'Extremely flammable' (R12) **Chemicals (Hazard information and packaging for supply) Amendment Regulations 2002**.
- (d) Selection and provision of firefighting and first aid equipment
- (e) The issue of hot-working permits for assessed safety critical learning and operations, and locations of the same
- (f) Siting, frequency, marking and maintenance of dedicated fire points
- (g) Establishment, maintenance and marking of emergency evacuation routes
- (h) Marking of assembly points for emergency evacuation for emergency evacuation
- (i) Dedicated access area for the siting of emergency services vehicles
- (j) The means of insuring all persons are aware of what to do if they discover a fire
- (k) **NEVER** store damp or wet sheets as they will gradually become hot by internal combustion and are liable to ignite
- (l) **NEVER** use wire brushes on steel work near petrol tanks or in the vicinity of flammable liquids or gases
- (m) **NEVER** put a cigarette out on the floor of a wooden cabin or site hut

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- (n) **NEVER** allow rubbish, oily rags, stripped wallpaper etc. to accumulate
- (o) **NEVER** dry clothes too close to heat
- (p) **NEVER** leave appliances on when cabins or site huts are not in use and also extinguish before work ceases for the day
- (q) **ONLY** use a burning torch when absolutely necessary and always have a fire extinguisher by your side
- (r) Always cease burning off a MINIMUM of one hour before finishing time and check thoroughly before leaving

Subcontractors to Argyll Plant Training Ltd, shall be required to identify in their safety management submission how they will comply with the learning and assessment specific fire prevention management policy, and how they will introduce their own, individual controls for hot-work processes and flammable, highly flammable and extremely flammable materials and containers.

Note: In the event of an outbreak of fire, regardless of how apparently minor, the local fire brigade shall be called and an investigation conducted to establish the cause.

Electricity

Portable hand tools and plant

1. All electrically powered portable hand tools and plant should be rated at 110V, or be battery operated
2. All electrically powered hand tools will be marked with the date of their last test and inspection.
3. All connections and leads shall be subject to nominated detailed inspection frequencies. No out of date equipment shall be used.
4. Any item of defective or suspect plant shall be tagged with a "Danger – Do not use" sign.
5. Where authorised to be on site, portable generators shall be earth bonded as specified by the manufacturer.

Accommodation Units

1. Electrical supplies to accommodation units shall be installed, commissioned, tested and maintained by an approved electrician, and shall comply with statutory and industry standard requirements.

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2. Voltages exceeding 240V may only be installed with the formal authority of the company, and shall be subject to conditions set down by the company.

Battery charging operations

Battery powered plant (excluding hand-held items) may only be charged with the formal authority of the company.

Overhead Electrical services

Argyll Plant Training Ltd, shall, in conduction with the service owner, establish and maintain demarcation limits for work in the vicinity of overhead power lines. Each site shall be subject to individual assessment, with the results recorded in the training health and safety plan. Subcontractors, assessors, internal verifiers and learners working under their control must confirm their understanding of the individual demarcation and access limitations by physical barrier or formal permit-to-work.

Underground utility services

Each learning activity for excavation shall be subject to a unique permit-to-dig control procedure.

Excavation work on ground penetration may not proceed until the conditions regulating the permit-to-dig have been implemented and verified by the host or concerned.

Site-specific controls

Detailed site specific controls for electrical safety shall be included within each training health and safety plan.

Safe Working at Heights

Leading edge protection shall be established and maintained at points and locations where it is foreseeable that, assessors, learners or materials, may fall from one level to another. The barrier shall be sufficiently substantial to resist the force or impact of an individual, and shall incorporate a secured toe-board, kicker board and an intermediate barrier to prevent an individual slipping under the barrier, or materials from being kicked or knocked from one

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level to another, In any event, leading edge protection shall be maintained at any point where a risk assessment has established that it is necessary in accordance with the **Work at Height Regulations 2005**. Scaffolding (tubular steel or proprietary system) Access and working scaffolding schedules shall be allocated to each learning/assessment activity, and shall be recorded in the training health and safety plan.

Assessor, internal verifiers or subcontractors authorised to import proprietary mobile towers onto site must ensure that such plant is erected by competent personnel, or used within its limitations and inspected as prescribed frequencies during training or assessment activity.

Where mobile elevating work platforms, or similar plant, are used, or where man-riding cages/skips are authorised, full procedures must be identified for operator competence, inspection arrangements and certification.

Note: Where fall arrest devices or safety harnesses are used to augment safe working procedures, rescue strategies must be clearly stated.

Hoists

All platform hoists must be fitted with an enclosure complete with a gate. The latter must be kept shut at all times apart from when access to/from the platform is required. Hoists are required to be inspected weekly and thoroughly every six months by a competent person.

Occupational Training

All management staff is trained and competent to undertake their work activities. Management must ensure that all employees under their control have regular and ongoing training experience.

Management will keep records and manage all health and safety training to ensure that all employees training and continual development will be maintained. Each assessor, Internal Verifier and learner, will receive a safety induction at the start of training and assessment and all initial training needs will be identified. During induction any training queries will be resolved and further training needs will be identified during regular review and site audit of learning and assessment activities. Toolbox talks will be carried out on site, usually by the assessor(s), on a regular basis (weekly or whenever additional need is identified) and will

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focus on a topic relevant to the learning or assessment that is about to commence. These will be recorded on the appropriate form and will be held on site.

All training details are recorded on a matrix which shall be reviewed quarterly to assess the requirement for recording training and assessment. In addition to this, training requirements will be identified as staff appraisals for assessor and internal verifiers and also at reviews and management meetings.

Noise Levels Any noise-generating plant used on a site, will require an assessment of the area where the plant will be used, to be carried out, and will confirm the sound levels for the location(s) in accordance with the *Noise at work regulations 2005*. This new legislation means that the First Action Level is now 80DbA, the Second Action Level is 85DbA and there is a limit value of 87DbA. Significantly, the limit value takes into account any reduction due to hearing protection. All high noise frequency areas should be cordoned off with the appropriate warning signs displayed. Hearing protection should be provided where appropriate.

All assessors and learners working on site will, where necessary, wear adequate hearing protection when there is excess noise being emitted from any work activity. All hearing protection will be provided by Argyll Plant Training Ltd, and will be issued to all employees and learners on request or when management decides that hearing protection should be worn. This will be in compliance with the new *Noise at Work Regulations 2005*.

Manual Handling Heavy or repetitive manual handling should only be undertaken if mechanical means is possible. All assessor and learners will be trained in manual handling. An assessment of manual handling requirements, and the methods or controls to assist in reducing the potential from injury from manual handling operations, will be identified within each safety method statement and risk assessment.

Hand Arm Vibration All employees and learners will be made aware of the risks of hand arm vibration (vibration white finger). Construction Industry Plant Training Ltd, will assess the risk to the health of their employees and plan for its control. All equipment will be made suitable for employees use and will be maintained on a regular basis by a competent person. Employees will be informed of the hazards whilst working with vibratory equipment and time spent using each piece of equipment will be minimized for compliance with the *Provision and the Use of Work Equipment Regulations 1998* and the *Control of Vibration at Work Regulations 2005*.

Hazardous substances Any manufactured or process-generated substance which is either imported onto site or occurs on site, and which has been signed a Maximum Exposure Limit (MEL) within the current addition of the Health and Safety Guidance *Note EH40*

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Occupational Exposure Limits, available from HSE books, shall be subject to a site specific assessment under the *Control of Substances Hazardous to Health Regulations 2002*. The result of such an assessment shall be issued to the personnel involved with the task, and to the project safety management co-ordinator.

Substances which have been assigned an Occupational Exposure Standard (OES) within the current edition of HE40 (available from HSE books) may, unless otherwise instructed, be subject to generic assessments.

Note: Any product which is assigned the risk phases under the chemicals (Hazard Information and Packaging for supply) (Amendments) Regulations 2002.

R45 - "May cause cancer"

R49 - "May cause cancer inhalation"

R40/R39 - "Irreversible effects"

R46 - "Genetic damage"

R62/R60 - "Impair fertility"

R61 - "Unborn Child"

May not be imported onto site without the formal authority of the company.

Alcohol and drugs. Any individual on site found to be consuming , or under the influence of, drugs or alcohol will not be allowed to remain on site.

The control of Substances Hazardous to health Regulations 2012 (COSHH)

The above regulations impose a duty on an employer to ensure an employee and learners do not carry out any work which is liable to expose them to a substance hazardous to health, unless a suitable and sufficient assessment has been made of the risks to health created by the substance and of the measures necessary to control exposure to it, and those steps have been implemented. It is important to realise that collection of suppliers material safety data sheets does not constitute making a risk assessment, but rather the gathering of data to assist in making it.

All employees who may be exposed to substances, which could be hazardous to health, will be provided with such information, instruction, and training required to make them aware of any potential risk to which they may be exposed and to reduce that risk to a minimum.

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Every effort will be made to reduce levels of exposure as far as reasonably practical and in any case below Maximum Exposure Limits (MELs).

The main routes of entry of hazardous substances to the body are by inhalation, ingestion and absorption. Where control of exposure cannot be achieved by substitution or source control, suitable and appropriate PPE will be issued and all employees have a duty to wear and use the equipment and measures provided.

Asbestos

All company employees, assessors, internal verifiers and learners have received Asbestos Awareness training and will be informed at the start of any training or learning to be vigilant when entering the fabric of a building etc. Exposure to asbestos containing materials MUST be prevented as much as possible by adopting the following procedures:

1. Making enquiries to the Client or Principal or at the pre-tender stage regarding the presence of asbestos in existing building structures or plant. Check if the client has an Asbestos Register or if a Type 2 or Type 3 Asbestos Survey has been carried out.
2. Arranging for an asbestos survey to be carried out if there is likely to be asbestos containing materials present and a survey has not already been carried out. If asbestos is suspected, assume (' worst case scenario' until results of analysis are known. If Asbestos containing materials are suspected in an area, vacate that area do not disturb the material, cordon off the area, put up warning signage and arrange for sample to be taken by a licenced asbestos removal or to check the suspect material.
3. All employees, assessors and learners who may be at risk of unintentional exposure with asbestos, will be briefed and trained in asbestos recognition and awareness.
4. This company policy on asbestos and asbestos containing materials will form part of the site induction process on every construction site.
5. If there is any doubt about work to be carried out seek advice from the HSE, Health and Safety Advisers and assessors.

This will be in accordance with the ***Asbestos at Work Regulations 2012***.

Lead

Suitable precautions must be taken while dealing with possible exposure to lead at work. The ***Control of Lead at Work Regulations 2002*** make provision for protection persons exposed to lead at work, whether working directly with lead or lead products or indirectly through cleaning and maintenance operations. The regulations require an assessment to be made, and revised as necessary to determine whether the exposure is significant, appropriate control measures must be provided to prevent or

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control exposure. Personal protective equipment should only be provided to employees if the exposure to lead cannot be controlled by other means. If exposure is significant, medical surveillance will be available to the employees concerned.

Work Equipment

All work equipment such as spray guns, steps, ladders, trestles, scaffolding etc. Will be maintained in an efficient state, efficient working order and good repair, all in accordance with the Provision and Use of Work Equipment Regulations 1998. Only trained assessors, learners will be allowed to use of change the blades of abrasive wheels.

Personal Protective Equipment

All projects and developments under the control of Argyll Plant Training Ltd, shall be subject to the following minimum requirements for personal protective equipment (PPE):

- (a) The wearing of head protection
- (b) The wearing of safety equipment
- (c) The wearing of overalls (or company tops and trousers)
- (d) Other items may be determined by risk assessments.

Other PPE requirements shall be subject to assessment by each individual or in accordance with the PPE Regulations 1992.

Note: PPE shall always be considered a last resort not as an alternative to a safe system of work.

Environmental controls

Each Learning site shall be subject to individual appraisal of environmental controls, particularly in respect of noise levels and dust generation

Third Party, Learner and Public Safety

Each assessor and internal verifier shall be required to appraise and record their controls for assisting in

securing the safety of persons not in their employment or being assessed under their control, and to maintain the safety and protection of members of the public and authorised

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visitors to the site. Where APT, learning and development assessment identifies safety critical overlaps, e.g. scaffolding, steel erection etc., these will be recorded in the training health and safety plan and will be subject to ongoing review.

Safety Supervisor/Assessors

Each suborn working on a project under the control of APT Ltd shall nominate individuals to undertake specific responsibility for the implementation of safety and training management controls in so far as they may influence or impinge upon the company's scope of learning and assessment and area of work.

The appointed safety Supervisor/Assessors must:

- (a) Be trained in basic safety management techniques.
- (b) Understand the developments and requirements of the safety management controls applicable to the learning process.
- (c) Have the authority to upgrade controls where necessary.

Health, Safety, Learning & Development Meetings.

These meetings will be held monthly with management (or as required by qualification or training delivery). Current issues will be discussed and minutes of the meetings taken and circulated to the assessor, Internal verifiers and safety advisors.

Tool Box Talks

Tool box talks will be carried out at sites on a regular basis. Topics to be discussed will be appropriate for the site and learning being carried out. All learners attending the tool box talks and the person giving the talks will be recorded on the standard sheet.

Young Persons

Where young persons (under 18) are learning or training, risk assessments will be carried out which take into Account the young persons in experience and immaturity and lack of awareness of possible risks. Should any training or learning experience positions be offered, the task should be risk assessed prior to the learning and training, and the school and or parents are advised as to any risks and control measures.

New or Expectant Mothers

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Once notified in writing by an employee, suitable risk assessments on the activities performed by new or expectant mothers must be carried out to ensure there is no risk to her or her unborn child. (Regulation of The MHSW 1999).

Risk Assessments

APT Ltd will carry out risk assessments as required by the health and safety at work regulations 1999 on every training and learning activity. The purpose of these assessments is:

- (a) To identify operations which may cause harm to the employees, learners or others including the members of public?
- (b) To identify the potential hazard being relisted and the potential consequences, i.e. the risk.
- (c) To enable a risk assessment to be developed which will assist in the eliminating or reducing the exposure of the site operatives.

Assessor and internal verifiers will be trained to carry out risk assessments prior to commencing training or learning on site. These assessments will be recorded on the detailed risk assessment sheets which will be issued to all assessors and internal verifiers.

Safety Method Statements

Each assessor shall formally nominate those tasks, processes and operations for which assessors and internal verifiers are required to include safety training management details within their work method statement.

The following process and learning activities shall always require formalised method statements.

- (a) Any work or training involving possible asbestos containing materials
- (b) Training and learning in confined spaces
- (c) Training and learning involving contaminated soil
- (d) Training and learning involving carnage – mobile or tandem lifting operations
- (e) Training and learning involving the use of hoists
- (f) Training and learning in demolition
- (g) Training and learning in false work
- (h) Training and learning in tasks requiring night work
- (i) Training and learning the use of steel scaffolding
- (j) Training and learning in steel rejection
- (k) Training and learning and work on water or near water
- (l) Training and learning allocated to lone workers

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- (m) Training and learning in excavation to any depth greater than 1.2m or where edge instability may cause a collapse
- (n) Training and learning and or work on or adjacent railway premises/lines
- (o) Training and learning and or work on adjacent to electrical sub-stations
- (p) Training and learning and or work on or adjacent to/under operational overhead power lines

Health and safety plans, or the safety management element of a method statement may incorporate references to and details of permit to work control and procedures.

Use of subcontractors

Prior to any suborn being employed by APT Ltd a suitable and sufficient assessment will be undertaken to ensure that the suborn is competent in health and safety matters and meet the requirements of learning and development criteria's.

All subcontractors will be required to:

- (a) Submit a copy of health and safety policy, environmental policy, insurance details, training records and trade references.
- (b) Disclose to APT Ltd, and prohibition or improvement notice that may have been served on them by the enforcing authority.
- (c) Disclose any prosecution or intended prosecution to health and safety or training matters such as removal or sanction from any awarding body.
- (d) Demonstrate how they effectively manage health and safety within their organisation and means for obtaining competent advice on health and safety and training activities being carried out on our behalf.
- (e) Periodically liaise with APT Ltd, health and safety advisor together with reporting of all accidents and dangerous occurrences that occur on clients premises during any training or learning activities.
- (f) Be able to demonstrate APT Ltd method of selecting and minoring of suborns.
- (g) To comply with all centre documentation, safe working practices and risk assessments produced by APT Ltd for working on clients premises.
- (h) To comply with the safe working practices and recognised learning development practices that is issues to them by APT Ltd.

Minoring of Health and Safety Including Learning and Development

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CIPT Ltd recognises that the success of its safety and training systems need to be monitored against its established predetermined standards and procedures.

Management and accessory within APT Ltd have personal responsibility to proactively monitor the health and safety, training and learning standards of both APT Ltd and activities or services provided by subors.

In order to achieve the above, management and assessors will periodically report to APT Ltd health and safety advisor their established method for measuring safety and learning performance and to seek information and guidance to assist then in the assessment and training of tasks.

Consultation with Employees on Health & Safety

APT Ltd will ensure that effective consultation is provided through management, assessors and internal verifiers on all matters relating to health and safety.

The method of implementing the above will be via tool box talk's monthly health and safety meetings.

Head Office Risk Assessments

APT Ltd will carry out risk assessments as required by the Health and Safety at work etc. Act 1974 and the Management of Health and Safety at work Regulations 1999 on anything which poses and identifiable hazard.

The purpose of risk assessments are:

- (a) To identify operations which may cause harm to employees, learners or others including members of the public.
- (b) To identify potential hazard being released and the potential consequences, i.e. the risk.
- (c) To enable a risk assessment to be developed which will assist in eliminating or reducing the exposure of the employees and learners etc. to the risk

Workplace Health & Safety

- (a) The premises will be maintained to so as to remove the risk of injury, so far as reasonably as practicable.
- (b) The buildings shall be maintained to ensure there are safe means for access and egress.
- (c) Employees and learners should be aware that good housekeeping can prevent accidents and carelessness should be avoided.

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- (d) The storage, use or handling of hazardous or flammable substances will be done in a manner which does not compromise the health and safety of employees or learners.

Workplace Transport

The risks posed by workplace transport must be identified, minimised and controlled. Measures that can be taken to reduce and inherit risks posed by workplace transport are outlined in the workplace (health and safety welfare) regulations 1992. Further information is available in the HSE book.

Road Transport

Any company vehicles must be kept clean and tidy at all times. Light maintenance duties such as checking oil levels and tyre pressures should be carried out on a weekly basis. The carrying out of any individuals or learners in the back of works vehicles or while carrying out company business is strictly prohibited unless authorised by the director and only for the purpose of attending the centre or assessment activities.

Visual Display Units

In accordance with the requirements of Health & Safety (Display Screen Equipment) Regulations 1992, the following will be implemented by the company:

- (a) All worked will be asses3ed in order to reduce risks to employees and learners.
- (b) APT Ltd will ensure that appropriate training is giver in the use of Display Screen Equipment.
- (c) Users of DSE will be entitled upon their request to have eye and eye sight tests when they first become a user and at regular intervals thereafter and also when the user may experience visual difficulties which may be considered associated to working with DSE.
- (d) All employees and learners must report to the Managing Director any adverse health problems as a result of using DSE and associated equipment. All such investigations made will be treated as medically confidential between employee and the managing director.

Work Equipment

All work equipment provided by APT Ltd, will be maintained in an efficient state, working order and good repair. All in accordance with the Provision and Use of Work Equipment Regulations 1998. This will be achieved by means of regular inspection and

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testing. This relates to most workplace items including: tools, machinery and VDU systems. Employees and learners have a duty to report any faults.