

The Health, Safety and Welfare Policy

Message from the Managing Director

“The directors and management team of the TTE Technical Training Group place the highest priority on the health, safety and welfare of everyone involved in carrying out our business activities.

We regard the attainment of high and continually improving standards of health, safety and welfare to be of prime importance and fundamental to the future success of our business.

I am very proud of TTE's health, safety and environment record and culture and commit to constantly strive to improve our performance and raise awareness of the importance of a safe working environment for all employees

and learners. The diversity of TTE's activities and customers makes us more than just a business and we have a responsibility to ensure that health, safety and environmental protection is a fundamental element of the TTE experience.

Commitment

I, and the other members of the Board of Directors are committed to this Policy and to the implementation and maintenance of the highest standards of health, safety and welfare associated with all of our business activities. We expect every employee and learner to share this commitment and to work together to achieve it.

We undertake to continually review and develop our safety management systems, with the overarching aim of conducting our business activities in a manner that does not affect the health and safety of any employees, learners, contractors, visitors or members of the public, or adversely affect the environment.”

S J Grant - Group Managing Director,
The TTE Technical Training Group

Statement of Intent

It is the policy of The TTE Technical Training Group to manage all of its activities so as to avoid causing harm to the environment, its employees, customers, learners and any member of the public who may be affected by its operations.

This policy means that TTE will comply with all legislative requirements and appropriate codes of practice and will take any additional measures it deems necessary to control risks associated with its business activities.

The application of the policy will be a prime consideration in the management of all TTE activities. Health, safety and welfare matters will be ranked as the first priority throughout its operations. The efforts of all its employees, learners and key stakeholders will be valued as essential to the business.

TTE will, so far as is reasonably practicable, strive to:

- **Provide** and maintain systems of work that are safe and without risks to health
 - **Ensure** safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances
 - **Provide** such information, instruction, training and supervision at all levels necessary to ensure that employees and learners are competent to supervise or undertake their work activities and are aware of any related hazards, and the measures to be taken to protect against them, and also providing information on relevant hazards to any persons whose health, safety and welfare might be affected by them
 - **Promote** a positive health and safety culture throughout the business and educate employees and learners on all health and safety matters
 - **Provide** and maintain work places in a condition that are safe and without risks to health, including safe means of access and egress
 - **Provide** and maintain work environments that are safe, without risks to health and with adequate facilities and arrangements for employee's welfare at work
 - **Ensure** that employees and learners are fit for the work they are required to do
 - **Consult** with and involve employees and learners in all matters relating to their health, safety and welfare.
- Employees and learners are reminded that they have a legal responsibility to take reasonable care for the health and safety of themselves and others by adopting agreed safe working practices, such that they do not put themselves, fellow employees and learners or guests at risk.
- To promote good business practices and work ethics covering health, safety and welfare at work, TTE encourages the cooperation and the involvement of all employees and learners within the organisation.

Organisational Health and Safety Responsibilities

The Board of Directors

Are responsible for the implementation of the Health & Safety Policy and will:

- Ensure that health and safety responsibilities are properly discharged
- Review health and safety performance regularly
- Ensure that the Health & Safety Policy statement reflects current board priorities
- Ensure that management systems provide for effective monitoring and reporting of health and safety performance.

General Responsibilities of Directors, Managers, Employees and Learners

The Group Managing Director

Is responsible and accountable to the Board of Directors for:

- Ensuring that the Health & Safety Policy is implemented by agreeing a programme of continuous improvement for health and safety, setting objectives and monitoring their effectiveness and the attainment of agreed objectives
- Reporting on the progress of the implementation of the Health & Safety Policy and the performance against agreed objectives
- Publishing details of the organisation and arrangements for implementing the Health & Safety Policy at each site
- Ensuring that those to whom health and safety responsibilities are delegated are trained and competent and are provided with sufficient resources to enable those duties and responsibilities to be fulfilled
- Ensuring that reports drawing attention to any weaknesses in practice or procedures are properly prepared and action taken to eliminate those weaknesses.

Senior Managers

Are responsible for:

- Ensuring that risk assessment methodologies are implemented to identify, analyse and control effectively hazards and risks associated with all business activities
- The development, maintenance, review and where necessary, revision of the organisation and arrangements required to implement this Health & Safety Policy within the framework established by this organisation
- The promotion and communication of healthy and safe working procedures and conditions to control of the risk of damage to people, plant, equipment, products and the environment
- Securing compliance with legal obligations in relation to health, safety and welfare; safeguarding of employees, learners and vulnerable adults; fire prevention and environmental protection
- Ensuring that others who carry out work, visit the organisations' sites, or provide services, to adopt similar standards in relation to health, safety and welfare; safeguarding of employees, learners and vulnerable adults; fire prevention and environmental protection when working on TTE assets and facilities.

Line Managers

Those who directly control the work of others.

Are responsible for planning, organising and controlling work activities in compliance with the Health & Safety Policy arrangements and to ensure that:

- Risk assessments have been undertaken to identify, analyse and control the significant hazards and risks associated with operational activities in accordance with relevant internal protocols, procedures and legislative requirements
- Safe working procedures are prepared, communicated and adhered to and that safe working conditions are established and maintained
- Employees and learners are trained and instructed in safe working methods and follow them
- Accidents, incidents and near misses are investigated fully, taking steps wherever possible to ensure preventative techniques are adopted to eliminate and reduce injury and ill health
- Safe behaviour is encouraged including the application of problem solving techniques in addressing health and safety issues at shop floor level.

The Health and Safety, Security, Environment and Welfare Manager

Is responsible and accountable to the Group Managing Director for:

- Compliance in respect of Health, Safety and Environmental Legislation
- Monitoring and assessing changes in legislation or standards and advising on the impact and the action necessary to meet such changes
- Proposing any revisions to the Health & Safety Policy, to review the policy regularly, amend and update it where appropriate and to communicate any such changes to all employees and learners
- Issuing statements of subordinate Health & Safety Policy on particular topics and any revisions of such statements
- Keeping health and safety policies under review and develop proposals for new policies as necessary
- Monitoring health and safety assessments or otherwise the implementation of the Health & Safety Policy and subordinate policies and procedures

- Providing a coordinated and effective advisory service on health, safety and welfare; safeguarding of employees, learners and vulnerable adults; fire prevention and environmental protection
- The development and implementation of an effective and cohesive health and safety management system
- The provision of comprehensive analysis and reports on health and safety performance against agreed targets and objectives.

The Health and Safety Adviser

Is accountable to the Group Health, Safety, Security, Environment and Welfare Manager and is responsible for:

- Providing comprehensive legal knowledge of the relevant legislative requirements relating to health and safety, advise on their implications across the business and determine the most appropriate methods of compliance, implementation and auditing
- Advising the Group HSEW Manager on the health and safety aspects of workplaces and activities, including identification of risks, dangers, hazards and control measures
- Coordinating effective arrangements for consultation with employees and learners on all aspects of health, safety and welfare
- Promoting, passionately a positive and proactive 'Safety Culture' across all aspects of TTE's businesses activities
- Preparing reviews and development plans for staff and learners and be responsible for reporting to the Group HSEW Manager on all aspects of health, safety and welfare.

Employees and Learners

The general duties of employees and learners are that they must:

- Take reasonable care for the health, safety and welfare of themselves and other persons who may be affected by their acts or omissions
- Follow safe working practices and procedures applicable to their work and working environment at all times
- Only use articles and substances provided for their use, including plant, equipment, materials, safety devices and personal protective equipment, in accordance with instructions and training provided
- Not intentionally, or recklessly interfere with, or misuse anything provided in the interests of health, safety or welfare
- Actively cooperate in applying the Health & Safety Policy
- Take appropriate action to remedy any hazardous situation that comes to their notice including, where necessary, reporting to their supervisor or manager of that situation.

Arrangements

Senior Managers

Are responsible within their area of control for ensuring and securing compliance with the Health & Safety Policy and the arrangements contained therein.

Their key responsibilities are set out below:

Management of Health and Safety

The promotion of effective health, safety, welfare support, fire prevention and environmental protection by the adoption of recognised management techniques such that hazards are identified, risks are evaluated and suitable controls and safeguards are implemented where risks cannot be eliminated.

Risk Assessment

Ensuring that suitable and sufficient risk assessment techniques and methodologies are used to identify hazards and those who might be exposed to them; to assess the risks and determine whether the risks are adequately controlled and where necessary implement further action to achieve adequate control.

Monitoring Employee and Learner Health, Safety and Welfare

Ensuring that procedures are maintained to manage hazards and risks of remote employers, industrial placements and work experience providers.

Associates and Sub Contractors

Providing competent, qualified support staff to ensure that employees and learners welfare support needs are adequately fulfilled.

Welfare Facilities

Ensuring that there are suitable and sufficient welfare facilities and that they are adequately maintained.

Safety Audits and Inspections

To ensure that regular safety audits and statutory inspections are carried out to identify hazards and risks, monitor standards and procedures and to review how effective these are so that action can be taken where necessary.

Safe Working Procedures

The preparation, approval and communication of formal practical procedures, to ensure safe working. Establishing systems that ensure Safe Working Procedures are fit for purpose and are reviewed and amended regularly.

Maintenance

Ensuring that there are systems in place for the maintenance and inspection of plant, machinery, equipment and buildings in accordance with legislative requirements and defined standards.

Emergency Response

Ensuring that there are effective and cohesive emergency response procedures in place, and that the procedures are reviewed and practiced regularly.

First Aid

Ensuring there are adequate first aid facilities and a sufficient number of qualified, competent first aiders to provide adequate levels of cover for all business activities.

Health Surveillance

To identify business activities that are hazardous to health and to ensure regular health surveillance of employees and learners is undertaken where appropriate.

Accident Reporting and Investigation

The reporting, recording and investigation of all accidents and incidents, and, where necessary the notification of all reportable events, including industrial diseases and dangerous occurrences as defined within The Reporting Of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).

Management of Change

Ensuring that all proposed changes to business operations and activities are planned and documented, and that health, safety and welfare hazards and risks are identified, analysed, effectively managed and controlled.

New Plant and Processes

The compliance with appropriate Building and Construction Regulations and defined standards of health, safety and welfare in the design and installation of new training facilities.

Communication

The development, publication and communication of advice and guidance on key aspects of health, safety and welfare at work based upon known hazards and risks.

Training

The provision of appropriate instruction on health, safety and welfare at work and, where necessary, the delivery of training programmes to provide the knowledge and skills to attain individual competencies for safe working.

Supervision

Ensuring that all employees and learners are adequately supervised by trained and competent personnel and the provision of supplementary training to maintain these competencies.

Employee Consultation, Communication and Involvement

The establishment and provision of a health, safety, security, environment and welfare committee to ensure the effective joint consultation on health, safety and welfare related matters with employees and learners.

Safeguarding

The development and maintenance of procedures to ensure the safeguarding of children, young persons and vulnerable adults. These procedures will be inclusive of all employees and learners engaged in all business activities.

Information and Document Control

Ensuring that effective procedures are maintained to define the levels of controls required for the identification, storage, protection, retrieval, retention and disposition of all relevant documents.

Performance Management and Review

Maintaining records of all safety related activities and events and analysing them to monitor and review progress and compliance against defined standards and agreed targets and objectives. Records shall remain legible, readily identifiable and retrievable.

Suppliers

Ensuring suppliers provide information on hazards associated with the use of articles and substances and making the information available to those concerned.

Contractors

Implementing, maintaining and monitoring procedures to manage the health, safety and welfare aspects of all contractor and sub contracted activity.

Visitors and the General Public

Establishing and implementing measures to safeguard the public from risks to their health, safety and welfare arising from TTE operational activities.

Environment

Establishing, implementing and maintaining control measures to minimise the effect of TTE operations on the environment.

Raising Standards and Continuous Improvement

Determining plans and SMART objectives for the purpose of continuously improving health, safety, welfare and environmental performance. To continuously review plans and objectives as to their effectiveness and to identify remedial action, where necessary.