

Policy Statement

It is the policy of TradeTechs Northern to comply with the terms of the Health and Safety at Work Act 1974, subsequent legislation and to do all that is reasonably practicable to establish and maintain the highest standards of Occupational Health and Safety, so as to minimise the risk of injury or ill health to its employees, contractors or visitors.

The successful implementation of this policy depends on the visible commitment and involvement of everyone working for or with the TradeTechs Northern.

All incidents at work that have, or could have, resulted in personal injury; ill health and /or accidental loss are preventable. Any such incidents will be investigated and action taken to prevent re-occurrence. Working safely, both individually and collectively is a condition of employment.

TradeTechs Northern makes the following commitments:

- To provide adequate control of health and safety risks arising from our work activities;
- To consult with our employees on matters affecting their health and safety;
- To ensure safe handling and use of substances;
- To provide information, instruction and supervision for employees;
- To ensure all employees are competent to do their tasks, and to give them adequate training;
- To prevent accidents and cases of work-related ill health;
- To maintain safe and healthy working conditions; and
- To review and revise this policy at least annually.

Scope of the Policy

This policy applies to all TradeTechs Northern employees, volunteers, trainees, Board members, visitors and contractors, and will be made available to the public on request.

1. Introduction

This policy statement lays down the organisations aims and objectives in the important area of health and safety. It sets out, in broad terms, how to implement these aims and objectives.

All employees have a responsibility to promote a safe and healthy working environment.

The policy statement will be made available to all employees. It incorporates our general approach towards compliance with all health and safety legislation that may come into force during the life of this policy.

2. Aims

TradeTechs Northern aims to:

- Conduct all of our undertakings so as to avoid, or control to an acceptable level, risks to the health or safety of all of our employees, all users of our services, all members of the general public who are exposed to our activities, and all other people who work on, or visit, our premises.
- Create and maintain a positive health and safety culture across the organisation, so that there is a continuous improvement in our health and safety performance.

These aims will be pursued regardless of whether the particular services which form part of our undertakings are performed by our own employees, or by outside partners acting for us.

These aims will be regarded in all policy and operational decisions made by TradeTechs. The aims will also be borne in mind by all individual Directors in their dealings with our officers and other persons. Indeed it is recognised that individual staff and managers may render themselves liable under criminal health and safety law should they place requirements upon employees that are contrary to this policy, or conflict with the Directors' decisions on health and safety or operational matters.

3. Objectives

TradeTechs Northern's objectives in health and safety for all sites and people concerned are:

- To comply always with the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999, and all other relevant statutory provisions, Health and Safety Executive codes of practice and guidance, and relevant fire safety legislation and Home Office guidance.
- To effectively identify all significant hazards arising from our activities, to assess all the risks to the health and safety of our employees, learners, and others, and to develop the appropriate preventive and protective measures necessary to control these risks.
- To effectively plan, organise, implement, control, monitor, and review the preventive and protective measures. (Plan, Do, Check, Act)

- To establish, and where necessary implement, appropriate emergency procedures to be followed in situations of serious and imminent danger, in this respect to co-operate and co-ordinate with the emergency services. To provide and maintain suitable equipment, and systems of work.
- To provide employees with adequate health and safety training and supervision, and to take account of their capabilities as regards health and safety matters when assigning tasks to them.
- To provide employees with comprehensible information on health and safety risks identified by assessments and on the preventive and protective measures necessary to control these risks.
- To avoid safety, health, and fire risks in connection with the use, handling, and storage of articles and substances.
- To provide a safe place of work and a healthy working environment.
- Where appropriate on health and safety grounds, to ensure that employees are provided with, and use, suitable personal protective clothing or equipment and to make adequate arrangements for the storage and maintenance of such personal protective clothing and equipment.

With respect to outside partners and approved suppliers engaged to undertake work or services on behalf of TradeTechs Northern to:

- Vet their health and safety competence before engaging, through our approved partner and supplier form and database, and.
- Apply appropriate specifications and/or service level agreements with a view to ensuring that the approved partner or supplier develop and implement preventive and protective measures that will maintain an acceptable level of health and safety during the performance of the service, and
- Monitor the health and safety performance of the approved partner or supplier.

4. KPIs

Internal Controls

Driver	Objectives	Measurement	Target Audience	Timescale
Reporting and Monitoring	Continue to monitor accidents, incidents and near misses in team meetings via H&S representative. Reporting of H&S Spot Checks to H&S representative	H&S representative to review and agree shared responsibility / corrective actions where appropriate to the Director	All staff	Quarterly
Employee Safety	Increase awareness of H&S within employees.	Induction process and review of new H & S legislation or updates to H & S procedure Circulate H & S newsletter learners	All staff All employees and learners	On-going Quarterly
Employee Development	Supply annual training to maintain Health and Safety resilience and business continuity	Objectives set in this policy	All staff	Quarterly
Continued Improvement of H&S performance and safety	Improve safety and awareness for all employees and learners via induction process.	Increase understanding of H&S with a focus on lone / remote working and best practice	All staff	Quarterly

5. Organisation

Director

- Will ensure that there is an effective policy for health & safety within the Organisation.
- Will periodically appraise the effectiveness of the policy and ensure that any necessary changes are made.
- Will ensure that relevant risks are assessed within the Organisation, and will make available sufficient funds to allow for the appropriate control of these risks. Will ensure that liability is adequately covered by insurance.
- Will have overall responsibility for the establishment and operation of the Health & Safety Policy within the organisation and, where appropriate, will supplement this Policy document with further statements relating to the work of any department or that of particular groups of workers
- Must ensure the implementation of such a policy and fully support all persons who carry out that policy
- Will have the responsibility of discharging the Organisations duty, under Section 2 (3) of the Act, of bringing the General Statement of Health & Safety Policy and the Organisation and Arrangements for the carrying out of that policy to the notice of the employees in their place of work
- Will ensure that the Health & Safety Policy of the Organisation is understood at all levels
- Will co-operate fully in the training of the Safety Representative and arrange for consultation on Health & Safety matters as appropriate

The Health & Safety Advisor – H & S Consultant (Dean Gatley)

- Will advise the Director and Managers on their responsibilities for Health, Safety, and Welfare under any relevant legislation.
- Will advise on the certificates and registers required under any relevant legislation.
- Will investigate serious accidents, dangerous occurrences and similar incidents and prepare reports for submission to the Director, Managers and the Health & Safety Executive, as necessary, and make recommendations to prevent recurrence.
- Will provide advice to all staff and individuals on sound Health & Safety practice and will advise upon the Health & Safety content of all tender specifications and contract documents.
- Will advise on necessary Personal Protective Equipment.
- Will attend any Health & Safety meetings when so requested.
- Will recommend, in consultation with the H & S Representative, appropriate training of employees and assist with its implementation.
- Will advise on the display of material and publicity regarding health & safety.
- Will undertake risk assessments and, as a result of those assessments, will review support the development of Safe Systems of Work.
- Will monitor both employees and approved partners / suppliers in compliance with this Policy

The Health and Safety Representative

Will work with the Director and Managers and employees to advise and assist with any day to day Health and Safety related issues and to coordinate updates at staff meetings.

Will report accidents that come under RIDDOR to the HSE.

Will advise and assist in the implementation of any necessary training requirements. Will support in the reviewing and updating of all policies and procedures and the recording of accident data.

Managers

- Will fully familiarise themselves with the Health and Safety Policy of the Organisation and ensure that all people in their charge comply with the Policy at all times.
- Will ensure that all accidents are recorded on the accident form, that they are investigated, and accident reports are completed promptly and returned to the
- Will ensure that people in their charge are aware of the procedures to be adopted in the event of fire.
- Will ensure that people in their charge know the whereabouts of First Aid facilities.
- Will ensure, where reasonably practicable, that adequate supervision is available at all times for employees in their charge.
- Will devise safe working practices for tasks under their control and will ensure that only safe working practices are used, in order to provide maximum safety for all people in their charge
- Will liaise with the H&S Representative on all matters concerning Health, Safety, and Welfare at work, inform their superior concerning such matters and attend team meetings when required
- Will maintain good housekeeping standards in their sections at all times.
- Will ensure that any health & safety problem, which cannot be resolved by him or herself, is raised quickly with Senior Management.

All Employees

- Will make themselves familiar with the Health and Safety Policy
- Will at all times make full and proper use of the appropriate safe systems of work, safety equipment and protective clothing and make full use of appropriate safety devices.
- Will report to their line manager any unsafe systems of work which develop contrary to instructions, unsafe working conditions, damage to plant, machinery or equipment, and will report accidents immediately.
- Will take reasonable care for the health & safety of themselves and of other people who may be affected by their acts or omissions.
- Will wear the correct PPE as issued and instructed by their line manager as appropriate to the task or activity they are working on.
- Will co-operate with their employer so as to enable it to carry out its own duties and responsibilities.
- Will not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety, or welfare by the Organisation. Anyone found so doing will be subject to disciplinary actions as set out in the Disciplinary Policy.
- Will check to ensure that sites and work areas are safe (e.g. no trip hazards etc.) before the commencement of works and that any foreseeable hazards have been eliminated or reduced to a safe level. They will also ensure that equipment is safe before use, as well as ensuring equipment is left in a safe condition when put away after use.

New Employees

In addition to the provisions of the above paragraphs, new employees shall

- Make themselves familiar with at least two means of escape from their place of work in the event of fire or other serious or imminent danger
- Ensure that they have read and fully understand the instructions in the event of fire or other serious or imminent danger
- Familiarise themselves with the TradeTechs Northern's accident reporting procedure
- Receive a full and proper induction and will complete H & S training
- Complete a Health Questionnaire and DSE assessment as part of the induction process, repeated as required

Team Meetings - Every Quarter

Health & Safety will be an agenda item on the monthly team meetings. Every quarter the team will look at the following in accordance with the Safety Representative and Safety Committees Regulations 1977 and Section 2 of the Health and Safety at Work Etc. Act 1974. Its functions will be:

- The study of accident and notifiable disease statistics and trends, so that reports can be made to management on unsafe and unhealthy conditions and practices
- To compile and monitor a corrective and proactive action plan, if required;
- Examination of health and safety risk assessments / checks ;
- Consideration of reports and factual information provided by inspectors of the Health and Safety Executive, if applicable;
- Consideration of reports that the Health and Safety Representative may wish to submit;
- Assistance in the development of safety rules and safe systems of work;
- To keep a watch on the effectiveness of the safety content of employee training;
- To keep a watch on the adequacy of safety and health communication and publicity in the workplace;
- To monitor and update health and safety monitoring; as required;
- To update on any new partners or suppliers

6. Legal Implications

Section 7 of the Health & Safety at Work etc. Act 1974, places general duties upon all employees of TradeTechs Northern. All employees are required to take reasonable care for the health & safety of themselves and of others who may be affected by their acts or omissions at work. Also as regards any duty or requirements imposed on TradeTechs Northern or any person carrying out such duty or requirements on behalf of TradeTechs Northern, all employees are required to co-operate with that person so far as is necessary to enable that duty or requirement to be performed or complied with.

Any employee who behaves in a way that endangers the health & safety of themselves or others, or who does not co-operate as is necessary to enable a duty or requirement to be performed or complied with may be prosecuted. In addition, employees will be subject to disciplinary action in accordance with the Disciplinary Policy.

Employees are warned that the commission of an offence under the Act carries a penalty of an unlimited fine and/or a term of imprisonment of up to two years.

7. Improvement & Prohibition Notices

Section 21 of the Act empowers a Health and Safety Inspector to serve on any person an "Improvement Notice" stating that he is contravening or has contravened one or more of the relevant safety laws. This notice will require action to be taken to remove the contravention.

Section 22 of the Act empowers an Inspector to serve a "Prohibition Notice" upon any person in control of work activities which will involve a risk of serious personal injury. This notice will require the immediate suspension of the activity.

Any person receiving an Improvement Notice or a Prohibition Notice must immediately inform the relevant Manager and Health & Safety Representative.

A person on whom a Notice is served may appeal to an industrial tribunal. The tribunal may either confirm the notice in its original form or modify it.

Any person receiving notice of prosecution by a Health & Safety Inspector will immediately notify the Director.

8. Health and Safety Arrangements

8.1 Monitoring of Health and Safety

TradeTechs Northern is committed to monitoring the Health and safety measures put in place by the organisation to ensure that best practice is being maintained and that all employees are working in line with current legislation and the organisation's policies and procedures.

- Monitoring will take place in the form of quarterly internal checks that are carried out by the health and safety representative to ensure that staff, partners and suppliers are performing against agreed criteria in relation to Health and Safety. Any issues that are highlighted as a result of these checks are to be recorded on the Health & Safety log on SharePoint. Any actions are to be noted and raised with the manager. With the support of the Health and Safety Representative, managers are to ensure that any agreed actions are carried out and deadlines set for improvement. Any failure to meet the agreed actions could be seen as a breach of the organisation's Health and Safety procedures and could result in action being taken against the individual with the immediate halt to any partner or supplier work being carried out.
- Monitoring will also take place as part of the team meetings, where health & safety will be a fixed item on the agenda and where any issues or concerns relating to Health and Safety will be raised and discussed.
- The Health and Safety Representative will be responsible for monitoring the organisation's policies and procedures and recommending amendments where areas of weakness are identified.

8.2 First Aid

- First Aid boxes provided to be reasonably accessible to all employees. They will be kept suitably stocked at all times.
- The names and work places of those persons responsible for First Aid boxes and/or qualified in First Aid will be displayed in each workplace.
- The Accident / Incident Forms are available to all electronically and a database maintained by the Health & Safety Representative.
- Serious cases of injury should receive qualified medical attention and the Health & Safety Representative informed, as indicated in the accident reporting procedure.
- First Aid treatment should ideally be carried out only by qualified persons. Training courses will be arranged as required to ensure that there are sufficient people qualified to meet the organisation's needs and to satisfy the legal requirements of the relevant statutory provisions. All off site training venues will be checked to ensure there is appropriate first aid cover.

8.3 Protective Clothing & Equipment (PPE)

- Personal protective clothing and equipment, which satisfies the requirements of the Personal Protective Equipment at Work regulations 1992, will be provided by TradeTechs when a risk assessment, carried out in compliance with the Management of Health & Safety at Work Regulations 1999, has shown that there is a risk that cannot be controlled by any other practicable means. All Personal Protective Equipment will be arranged via the Health & Safety Representative.
- Requests for non-statutory protection will continue to be discussed on a case by case basis with the relevant manager.
- Managers are authorised on behalf of TradeTechs Northern to insist that all employees in their team wear protective clothing and/or equipment when required to do so.

In accordance with Regulation 11 of the Personal Protective Equipment at Work Regulations 2022, all employees are:

- Required to use correctly and take reasonable care of all Personal Protective Equipment issued to them;
- To report any loss of, or defect in, such Personal Protective Equipment to their Manager immediately;
- To ensure that all Personal Protective Equipment issued is maintained in good condition and is returned to the appropriate place when not in use;
- May be required to reimburse the cost of replacements if abused, lost, or broken.
- To remember that injury can result if safety equipment is misused or abused and intentional misuse or abuse of safety equipment, including PPE, is a criminal offence. Any breach of the above may lead to disciplinary action by TradeTechs Northern and / or prosecution by the Enforcing Authority. Conviction of such an offence can lead to large fines and / or imprisonment together with a criminal record.

8.5 Maintenance of Safe Working Conditions

- Management will take action to ensure a safe and healthy working environment and will give full support to all those with a responsibility to implement the Health & Safety Policy.
- All staff will ensure that safe systems of work are used at all times. The Health & Safety Representative will be readily available to make safety inspections.
- Fire fighting equipment will be provided and regularly maintained.
- Fire doors will be maintained in a good and serviceable condition. Such doors must not be wedged in the open position or obstructed at any time.
- Fire exit doors will be provided and maintained in good condition. These exits will be clearly identified as such and will be kept free of obstruction at all times.

8.7 Accident Prevention and Records

- It is the intention of TradeTechs Northern that all reasonable measures will be taken for the prevention of accidents. TradeTechs Northern considers that accident prevention can only succeed if all employees co-operate at all times in identifying hazards that arise during their work, and bringing them to the attention of their manager.
- The Health & Safety Representative will receive copies of records of all accidents which have occurred and maintain a database allowing quarterly reports to the Senior Management Team in order that the effectiveness of this Health & Safety Policy may be reviewed.

8.8 Approved Partners and Suppliers

- It is an obligation of all Approved Partners and Suppliers to comply at all times with the provisions of the Health & Safety at Work etc. Act 1974 and all other relevant legislation.
- TradeTechs Northern will not be responsible for any sites or buildings where the work activity is controlled by approved partners and suppliers. The approved partners and suppliers will be responsible for the health, safety, and welfare of their own employees, and the Service Level Agreement, requiring contractors to comply in all respects with the Act.
- Notwithstanding the provisions of above, TradeTechs Northern's Health & Safety Representative will visit all sites and buildings under the control of approved partners and suppliers to ensure that the works are being carried out with due regard for the safety of employees and learners of TradeTechs Northern and members of the public.
- Approved partners and suppliers will be expected to comply with all lawful requests of TradeTechs Safety Representative at all times.
- Approved partners and suppliers will be asked to provide details including that of insurance, risk assessment and qualifications. All of these details and more are included in the TradeTechs Northern's form 'Approved Partners and Suppliers Checklist'. This checklist must be completed for all approved partners and suppliers.

8.9 Work Equipment and Machinery

- TradeTechs Northern will ensure that all employees carrying out work related activities conform to the Provision and Use of Work Equipment Regulations 1998 and shall be properly used.
- TradeTechs Northern will have procedures in place to monitor and check the condition and safety of machinery. A maintenance programme will ensure that all machinery is regularly checked and is kept in a safe working condition.
- No employee shall be allowed to operate any kind of machinery unless he or she has been properly trained and has shown a good level of competency after being adequately instructed in the safe use of the machine by an experienced employee or external training provider.
- Employees must ensure that all machinery that is used in work related activities are suitable and designed for use for the task that they are working on. Employees must ensure that they follow the correct and safe operating instructions as recommended by the manufacturer.

8.10 Fire

- TradeTechs Northern will ensure that all employees, buildings and work related activities conform to The Regulatory Reform (Fire Safety) Order 2005 and DSEAR Regulations 2002 (where applicable).
- TradeTechs Northern will produce or have access to an up to date Fire Risk Assessment for all of the buildings that they use. This document will provide information on: fire risk assessment, fire safety policy, fire procedures, fire drills, means of escape, emergency lighting, fire alarms, fire extinguishers, fire doors, fire evacuations, signs and notices and fire training courses.
- TradeTechs Northern will monitor all fire safety equipment, alarms and extinguishers are regularly tested and inspected in line with current recommendations and HSE legislation.

8.11 Illumination of Working Areas

- Offices, corridors, stairways, workshops and all other working areas will be adequately lit at all times, either by artificial or natural light.

8.12 Electrical Equipment and Fittings

- No employee will interfere with, or otherwise misuse, any electrical equipment or fittings.
- Any faulty equipment must be taken out of service and the fault reported immediately to management.
- Under no circumstances must any employee attempt to adjust or repair any item of electrical equipment or other electrical fitting. Any such repairs or adjustments are to be carried out only by a competent person qualified in such work.
- In compliance with the Electricity at Work Regulations 1989, all portable electrical appliances will be maintained in a safe condition. TradeTechs Northern has made provision for the regular testing and inspection of all portable electrical equipment by a competent person. Such testing of equipment will be carried out at intervals recommended by that competent person.
- The competent person carrying out the above test and inspection shall supply TradeTechs Northern with copies of the test and inspection results so that they may use them as the record required by the Electricity at Work Regulations 1989.
- Personal electrical equipment shall not be brought onto TradeTechs Northern's premises without authorisation, and unless it has been inspected, tested and passed as safe.

8.14 Control of Substances Hazardous to Health (COSHH)

- TradeTechs Northern will ensure that COSHH Assessments are maintained for all substances used, where applicable. This will include updating sheets before the use of a substance for a new purpose or the use of a substance for the first time. Wherever appropriate management will draw up contingency plans, in conjunction with the Health & Safety Representative, to deal with spillages and other health and safety hazards.
- The Health and Safety Representative will ensure that substances are issued in a restricted manner and that any hazards associated with the substances are fully explained, including aspects of handling, storage and use of the substance.
- Any risk to health identified by the assessments in 8.14. above shall be adequately controlled by means other than Personal Protective Equipment. The implementation of control measures shall be the responsibility of Managers. Once implemented, employees shall make full and proper use of the control measures provided.
- Managers are responsible for ensuring that their staff are trained in the use, handling and storage of substances. They must be familiar with any contingency plans and ensure that substances are dealt with only in the prescribed manner set down in the COSHH assessment.
- All employees who use substances during their work are required to use, handle and store them in the required manner, taking note of the instructions in the relevant COSHH assessment.
- Consideration shall be given to the responsibility of all managers who may have hazardous substances within their work areas, e.g. Manager in charge of cleaners, photocopying.

8.15 Noise

- Employees who suspect that they may be exposed to excessive noise levels at work shall bring this to the attention of their Line Manager who will notify the Health & Safety Representative.
- TradeTechs Northern will ensure that all operations and activities where employees could be exposed to excessive noise are thoroughly risk assessed and conform to The Control of Noise at Work Regulations 2005 (the Noise Regulations).

8.16 Vibration

- TradeTechs Northern will ensure that all manual operations conform to the Control of Vibration at Work Regulations 2005. By doing so we commit to assess the vibration risk (where applicable) to our employees; decide if they are likely to be exposed above the daily exposure action value (EAV) and if they are:

8.19 Working at Height/Ladders

- To help prevent falls from height, Managers should consider the risks to all employees and ensure that the work is planned, organised and carried out by competent people and they follow the hierarchy for managing risks. Employees must be properly trained and supervised, have the right equipment and know how to use it safely. Any employees carrying out tasks that involve any type of working at height must only do so only with consideration of the Working at Heights Regulations 2005.
- Ladders will not be used by any staff of TradeTechs Northern.

8.20 Manual Handling/Musculo Skeletal Disorders

- Manual handling is defined in the Manual Handling Operations Regulations 1992 as the movement or supporting of loads by use of human effort. A load may also include another human being or an animal.
- TradeTechs Northern will take steps to eliminate the manual handling of loads wherever practicable. Where such elimination is not possible, each activity involving manual handling will be assessed in accordance with the Manual Handling Operations Regulations 1992. If the results of the assessment show a significant risk of injury arising out of the operation or activity, consideration will be given to mechanising the operation where this is possible and cost effective.
- When assessing the risks of a Manual Handling task, all employees should consider the four key elements of the task, load, environment and individual.
- TradeTechs will provide basic manual handling training for all employees.

8.22 Gas Safety

- No person shall carry out any work on any gas appliance or installation. It is the sole responsibility of the landlord, Bath Property Management Ltd to carry out such work.

8.23 Risk Assessment

- Risk assessments have been undertaken for all common tasks carried out by employees. Copies of these assessments are available for all employees on SharePoint.
- For uncommon or unfamiliar tasks the Health & Safety Representative will be available to carry out, in conjunction with managers and employees, risk assessments of those tasks. No task, where there is a significant risk of injury, should be undertaken until a suitable and sufficient assessment of that risk has been made.

8.24 Eye Tests and Display Screen Equipment (DSE)

- It is the policy of TradeTechs Northern to comply with the Health and Safety Executive Display screen Equipment Regulations 1992 and subsequent amendments.
- TradeTechs Northern aims to protect the Health and Safety of employees who uses Display Screen Equipment (DSE) as part of their normal working activity, by identifying, assessing and controlling risk.
- The employer has a duty to ensure they comply with the regulations by assessing both the workstation and the working environment of employees who regularly use computer workstations, Display Screen Equipment, laptop, notepad and similar equipment where repeated or prolonged use is part of the normal routine.
- These regulations provide, amongst other things, for certain employees who use computers, word processors as a regular, substantial part of their normal work, to be provided with eye tests.
- The regulations apply only to users of Display Screen Equipment. The regulations do not apply to calculators or similar equipment
- The criteria for employees to become considered as a user are complex. 'Users' must use display screen equipment habitually as a significant part of their normal work.
- Computer workstations and equipment can be associated with shoulder, neck, back or arm pain eyestrain and fatigue.
- It is important that you follow some basic guidelines to make sure that you operate in a safe environment and take into account your own health and safety and that of those around you.
- Always make sure that your office and workstation is kept in a clean, safe and orderly manner.
- Make sure that you have enough space in and around your work station to allow you to carry out your duties in a safe and effective manner.
- Try and make sure that the layout of your workspace is set out in such a manner that the important components such as computer and telephone are within a comfortable reach.
- Try and avoid bringing food and drink to your workstation. Pay special attention to liquids that they are kept away from the computer and other electrical items, are not on an uneven surface or at risk of spilling or being knocked over.
- If there is a spillage in your office make sure that is cleaned up straight away and that any necessary signs are put out to warn colleagues of the possible dangers.
- Make sure that floors, gangways, corridors, entrances and exits are kept free of clutter and unnecessary items. Make sure that cables are tidy and that there are no trips hazards.
- Carry out an assessment of your work station to see if you are sitting in the correct position. Make sure that your desk, chair and computer are all in good working condition. Chair must have sufficient adjustment in order to ensure the correct posture. Screen image must be stable, the brightness must be adjustable and the characters must be well defined.
- Avoid sitting in direct sunlight and make sure that you report any blinds that are not fitted or working correctly. Where possible try and sit near an area of controlled natural light.
- Take regular short breaks from your workstations stretch our limbs and rest your eyes. Try and spend some time during the day in natural daylight and take in some fresh air. Drink plenty of fluids especially water.
- Make sure that the temperature in your office is at a comfortable level to produce the best working environment for all employees.
- To avoid a stressful working environment, make sure that you are familiar with the technology and programmes that you are using on a day to day basis. Ask your manager if you feel there are areas where training would be beneficial.

8.25 Working with Children and Vulnerable Adults

- TradeTechs Northern shall ensure that all persons under the age of 18 are protected at work from any risks to their health or safety which is a consequence of their lack of experience, or absence of awareness of existing or potential risks or the fact that young persons have not yet fully matured. The same considerations must be made when working with adults who suffer from any mental or physical conditions, have suffered from any form of abuse or experience learning difficulties.
- Additional necessary control measures and a thorough risk assessment must be in place before any work with Children and Vulnerable Adults takes place.
- Children and Vulnerable Adults must not be allowed to operate any tools or machinery that they have not been trained to do so. Only when it is deemed that they are suitably competent, physically and mentally capable and that they will not come to any unnecessary harm or risk should they be allowed to do so. Children and Vulnerable Adults must be adequately supervised to a level that does not put them at any risk to themselves or others around them.
- Employees must ensure that they have the information on any physical, mental or medical details and learning difficulties that are necessary to protect the health and well-being of the individual or those who may come into contact with them.

8.27 Lone Working

- Lone workers are those who work by themselves without close or direct supervision. They may be found in a wide range of situations throughout the organisation.

TradeTechs Northern is committed to making sure that we:

- involve employees or their representatives when undertaking the required risk assessment process;
 - take steps to check control measures are in place (examples of control measures include instruction, training, supervision and issuing protective equipment);
 - review risk assessments annually or, as few workplaces stay the same, when there has been a significant change in working practice; when a risk assessment shows it is not possible for the work to be conducted safely by a lone worker.
 - address that risk by, for example, making arrangements to provide help or back-up; and where a lone worker is working at another employer's workplace, that employer should inform the lone worker's employer of any risks and the required control measures.
- Risk assessment should help employers decide on the right level of supervision. TradeTechs Northern has a Lone Working Risk Assessment. All employees that are considered to be in a lone working environment should consult this policy and carry out a risk assessment with their line manager.
 - Remember: The best way to reduce the risk of lone working is to avoid lone working altogether. Always tell someone where you are going, who you are meeting and how long you are expecting to be. Do not take unnecessary risks!

8.30 Slips, Trips and Falls

- TradeTechs Northern will take measures to control slips, trips and fall risks within the workplace taking into consideration the Health and Safety at Work etc Act 1974 (HSWA), the Management of Health and Safety at Work Regulations 1999 (which includes duties on employers to assess risks including slip and trip risks and where necessary take action to safeguard health and safety). We will also work in line with the Workplace (Health, Safety and Welfare) Regulations 1992 which requires floors to be suitable, in good condition and free from obstructions. We are committed to ensuring that people can move around the workplace safely.
- Employees must not endanger themselves or others, must use any safety equipment provided and are responsible for leaving their workplace in a safe, clutter free manner. They are also responsible for reporting any potential slip, trip or fall hazards such as obstacles, spillages and uneven surfaces.
- TradeTechs Northern will exercise good working practice to conditions right from the start and this will make dealing with slip and trip risks easier. Where practicable we will choose only suitable floor surfaces and particularly avoid very smooth floors in areas that will become wet/contaminated (such as kitchens and entrance halls). We will ensure lighting levels are sufficient, properly plan pedestrian and traffic routes and avoid overcrowding.
- Cleaning and maintenance - TradeTechs Northern will train workers in the correct use of any safety and cleaning equipment provided. Cleaning methods and equipment must be suitable for the type of surface being treated. We will get advice from the manufacturer or supplier where applicable. We will take care not to create additional slip or trip hazards while cleaning work is being carried out.
- Lighting should enable people to see obstructions, potentially slippery areas etc, so they can work safely. We will alert the building landlord / reception to replace, repair or clean lights before levels become too low for safe work. Employees must report any lighting defects to the building main reception.
- Floors need to be checked for loose finishes, holes and cracks, worn rugs and mats etc. Any defects should be reported immediately to building main reception.
- Obstructions and objects left lying around can easily go unnoticed and cause a trip. Employees are to keep work areas tidy and if obstructions can't be removed, warn people using signs or barriers. Cardboard should not be used to absorb spillages as this itself presents a tripping hazard.

8.31 Maintenance and Building Work

- TradeTechs Northern is committed to ensuring that office space is maintained to a high standard in order to provide a safe working environment for all employees and visitors in keeping with the Workplace (Health, Safety and Welfare) Regulations 1992. Arrangements for regular maintenance and inspection of mechanical, electrical and other building fixtures and fittings is the responsibility of the building owners. Report any maintenance / repair / replacement to the building main reception.

8.34 Stress

TradeTechs Northern has a legal responsibility under the Health and Safety at Work Act 1974 and Management of Health and Safety at Work Regulations 1999 to ensure the health, safety and welfare at work of our employees. This includes minimising the risk of stress-related illness or injury to employees.

At Director Level

- To monitor factors that might suggest there is a problem with stress-related illness in the business, for example, high rates of absenteeism, employee turnover, poor performance, conflict between employees
- Ensure there is a health and safety policy that addresses the issue of stress in the workplace
- Ensure effective risk assessments have been carried out, are monitored regularly and any recommendations are being implemented and adequately funded
- Plan for stress-related risks when embarking on significant organisational change.

At Management level. Line Managers may wish to consider the following:

- Whether stress may be a factor in relation to frequent or long-term absenteeism for individual employees
- How they will monitor and address potential sources of stress
- Identify what medical and other evidence is required to determine whether the employee may have a disability within the meaning of the Disability Discrimination Act. If so, consider whether the employee is being treated less favourably for a reason related to the disability and whether there are reasonable adjustments that could be made
- Report their concerns to appropriate senior manager while maintaining any obligations of confidentiality.

Employees also have a duty to take reasonable care for their own health and safety and of others who may be affected by their actions. TradeTechs Northern employees should:

- Inform their line manager if they feel the pressure of the job is putting them or anyone else at risk of ill health
- Suggest ways in which the work might be organised to alleviate the stress
- Inform their line manager if they are suffering from a medical condition that appears to be long-term and is affecting their ability to carry out day to day tasks, including memory and learning
- Discuss any reasonable adjustments that could be made to assist them in performing their job

Approved Partners / Suppliers

Redcar & Cleveland Training & Employment Hub	Bolckow Road, Grangetown. TS6 8BS	Training venue	Redcar & Cleveland Council
Rope Access Manpower UK	Unit 6, Startforth Road, Middlesbrough. TS2 1PY	Training venue	Rope Access Manpower UK
ESCS Training & Recruitment	2, South Tees Freight Park. Middlesbrough. TS6 6TZ	Training venue	ESCS Training & Recruitment
NETA Training	Pennine Avenue, North Tees Industrial Estate, Stockton. TS18 2RJ	Training venue	Neta Training
Stockton Training Hub	Wellington Street, Stockton. TS18 1RG	Training venue	Stockton-on-Tees Borough Council