



## Health and Safety Policy Statement

**This document is the Health and Safety Policy of KTS Training (2002) Ltd):**

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It is our policy to ensure, so far as is reasonably practicable, the health, safety and welfare of our employees and learners whilst they are at work, and that of others who may be affected by our business activities.

KTS recognises the necessity for investment in health and safety and appreciates that effective safety management is also good business practice as it promotes a positive health and safety culture for the benefit of employees, learners and the company.

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KTS acknowledges that overall responsibility for the organisation of health, safety and welfare rests with its Managing Director. KTS recognises that every employee and learner has a responsibility to co-operate fully with all arrangements regarding health, safety and welfare in place within the company to meet its legal obligations.

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KTS will ensure all employees and learners receive instruction, training and information so that they fully understand their duties and responsibilities with regard to health and safety.

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KTS will identify all hazards and their associated risks and take appropriate action to reduce risks to an acceptable level.

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KTS is committed to protect our employees/learners through the use of proactive management of the risks inherent in any place of work. Thus with teamwork and co-operation we can all ensure that working at KTS is a safe and rewarding experience.

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KTS is committed to developing and promoting the safe learner concept throughout its organisation.

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This policy statement, together with its organisational arrangements and procedures will be subject to twelve monthly reviews.

**Signed:** \_\_\_\_\_  
(Managing Director)

**Date:** \_\_\_\_\_

## Organisation

- Day-to-day responsibility for ensuring this policy is put into practice is delegated to  
**Health and Safety Advisor**
- To ensure that health and safety standards are maintained the following people have responsibility in the following areas:

**Karl Jeacock**                      **Health and Safety Advisor**

All employees, learners must:

- Co-operate with supervisors and managers on health and safety matters;
- Not interfere with anything provided to safeguard their health and safety;
- Take care of their own health and safety and that of others;
- Report all accidents and safety concerns to an appropriate person (as detailed in this policy).

## Health and safety risks arising from our work activities

- Risk assessments will be carried out by:  
**Karl Jeacock** and any other member of staff he deems necessary to be involved in the risk assessment process.
- Findings of the risk assessments will be reported to  
**Andy Haynes.**
- Action required to control or remove risks will be approved by.  
**Andy Haynes.**
- Person responsible for ensuring action required is implemented  
**Karl Jeacock.**
- Person responsible for checking those implemented actions have removed or reduced risks.  
**Karl Jeacock.**
- Assessments will be reviewed every **twelve months or when work activity changes.**

## Arrangements

### Consultation with employees

Consultation with our employees will either come via the health and safety committee whose members are:

|                          |                                  |
|--------------------------|----------------------------------|
| <b>Andy Haynes</b>       | <b>Managing Director</b>         |
| <b>Karl Jeacock</b>      | <b>Health and Safety Advisor</b> |
| <b>Michelle Davidson</b> | <b>Fire Officer</b>              |

### Safe handling and use of substances

- **Karl Jeacock**

Will be responsible for identifying all substances which need a **COSHH** assessment.

- **Karl Jeacock**

Will be responsible for undertaking **COSHH** assessments.

- **Karl Jeacock**

Will be responsible for ensuring that all actions identified in assessments are implemented.

- **Karl Jeacock**

Will be responsible for ensuring that all relevant employees are informed about **COSHH** assessments.

- **Karl Jeacock**

Will be responsible for checking that all new substances can be used safely before purchase.

- Assessment will be reviewed twelve monthly or when work activities change, whichever is the sooner.

### **Information, instruction and supervision**

- The Health and Safety Law poster is displayed in tutor's office. Supervision of young workers /learners will be arranged/undertaken/monitored by **Health and Safety Advisor or relevant supervisor manager**
- Person responsible for ensuring our employees/learners working at locations under other employers control are given relevant health and safety information.  
**Karl Jeacock**

### **Procedures for outside visits or trips**

Generic risk assessment form for all outside visits should be consulted. Then risk assessment form filled in.

Risk assessment forms should be filled in prior to trip or visit.

First aid kits should be taken by staff in case of emergency

Regular contact should be made by tutor by phone to KTS in case of emergency

Check should be made in regards of learners needing medication or any medical conditions they may have.

Parental permission must be sought from learners under eighteen

If learners are receiving any instruction from tutors other than KTS Staff you will need to check that they are fully qualified to do so and that they have been CRB checked.

Copy of risk assessment form should be given to parents or guardians of learners under eighteen.

Documentation and procedures for outside activities/trips must be filled in and followed. Ref: (Policy and Procedures for KTS staff When Working Off site With Young People)

**Risk assessment pro forma – Appendix 1**

**Working with young people away from where they usually meet, or when on trips with young people**

| <b>Date and destination of trip and brief description of programme</b> | <b>What hazards are present or generated by the visit</b> | <b>What control measures are necessary to reduce or eliminate risk to staff and learners</b> |
|--|---|--|
|  |   |  |

**Risk assessment carried out by:**

| <b>Name (print)</b> | <b>Signature</b> | <b>Job Role</b> | <b>Date</b> |
|---------------------|------------------|-----------------|-------------|
|                     |                  |                 |             |

**Supervisor's signature:**

| <b>Name (print)</b> | <b>Signature</b> | <b>Job Role</b> | <b>Date</b> |
|---------------------|------------------|-----------------|-------------|
|                     |                  |                 |             |

## Model Risk Assessment KTS Training (2002) Ltd Trips with young People – Appendix 1a

| What Hazards are present or generated by the visit  | What control measure are necessary to reduce or eliminate the risks to Staff and clients  |
|---|---|
| <p>Transporting young People to and from activity centres</p> <ul style="list-style-type: none"> <li>• Road traffic accidents whilst young persons are leaving and entering transport.</li> <li>• Accidents caused by young people misbehaving on Transport</li> </ul> <p>Outdoor pursuits at activity centre</p> <ul style="list-style-type: none"> <li>• Injuries caused by orienteering, water sports etc</li> </ul> <p><b>Behaviour of young people</b></p> <ul style="list-style-type: none"> <li>• <b>Alcohol or drug abuse.</b></li> <li>• <b>Injuries caused by fighting or horseplay</b></li> </ul> <p>Medication and Medical emergencies</p> <ul style="list-style-type: none"> <li>• Medical emergencies caused by pre existing conditions (e.g. young person forgets to take medication.)</li> <li>• Accident to Young person or staff member</li> <li>• Young people loses prescription</li> <li>• Other young people steal prescription</li> </ul> <p>Other eventualities</p> <ul style="list-style-type: none"> <li>• Young person arrives without appropriate clothing and other kit</li> <li>• Young person needs to be returned home on public transport (in emergency with parent/carer</li> </ul> | <ul style="list-style-type: none"> <li>• Young People supervised whilst getting on and off Transport.</li> <li>• No leaving or joining moving vehicles.</li> <li>• Ground rules laid down for acceptable behaviour whilst on Coaches etc.</li> <li>• Seat belts to be worn.</li> <li>• Journey to be stopped if ground rules seriously violated</li> <li>• Qualifications of centres checked in line with KTS Training (2002) Ltd.</li> <li>• External providers risk assessments available for view by KTS staff.</li> <li>• KTS staff and young people to obey instructions of external providers regarding activities.</li> <li>• Clear ground rules set by party Leader and sanctions for unacceptable behaviour adhered to as laid down in appendix 6a of the KTS Young person policy</li> <li>• KTS staff and young people to obey ground rules of external providers regarding behaviour.</li> <li>• Consent forms filled in so aware of young people’s existing Medical conditions and prescriptions.</li> <li>• All medication to be kept by party leader where appropriate. (for example young people may wish to retain inhalers)</li> <li>• First aid kit available</li> <li>• First aiders at activity centres identified</li> </ul> |

|   |   |
|---|---|
| <p>permission)</p> <p>Lack of local knowledge</p> | <ul style="list-style-type: none"> <li>• Contact details of parents known if prescriptions lost</li> <li>• Clear ground rules in place in the event of theft. (See Appendix 6a)</li> <li>• Staff ratio adequate, i.e. more than 2 staff on duty</li> <br/> <li>• List of clothes and suitable kit given out prior to activity/trip</li> <li>• Petty cash available</li> <li>• Credit card/cash point card carried by party leader</li> <li>• Pre-visit activity centre (where appropriate)</li> </ul> |
|---|---|

|   |  |
|---|--|
| Exposure to weather(cold injury, heat, over exposure to sun)  | <ul style="list-style-type: none"> <li>• Consider possible weather conditions and plan appropriate program, clothing and equipment (warm and waterproof clothing and , in summer, sun protection)</li> <li>• Plan for learners who may/do not bring suitable kit- check before departure and/or bring spares</li> <li>• Daily weather forecast obtained and plans adjusted accordingly</li> </ul>  |
| Learners lost or separated from group, inadequate supervision   | <ul style="list-style-type: none"> <li>• Ensure supervising staff competent and understand their roles</li> <li>• Sufficient staff to learner ratios</li> <li>• Discuss itinerary and arrangements with learners</li> <li>• Briefing to all on what to do if separated</li> <li>• Head count carried out by staff particularly at arrival/departure points, and when separating and reforming groups.</li> </ul>   |
|   | <ul style="list-style-type: none"> <li>• At least one member of staff first aid trained with each group</li> <li>• Staff have means to call emergency services</li> <li>• First aid equipment carried</li> <li>• Emergency contacts with KTS and Parents arranged</li> </ul>   |
|   | <ul style="list-style-type: none"> <li>• Obtain information from parents</li> <li>• Make necessary arrangements for individual learners including individual risk assessment and additional staffing if necessary</li> </ul>   |
| Indirect/remote supervision( includes field work, souvenir shopping, theme parks, historic sites etc) | <ul style="list-style-type: none"> <li>• Check location is suitable for this mode of supervision</li> <li>• Ensure learners sufficiently briefed and competent ( any individual learners whom indirect supervision not suitable must be directly supervised)</li> <li>• Clear guidelines and emergency procedures set &amp; understood</li> <li>• Learners remain in pairs or groups</li> <li>• Learners know how to contact staff</li> <li>• Staff understand they are still responsible</li> <li>• Parents informed and consent given</li> </ul> |
| Emergency   | <ul style="list-style-type: none"> <li>• KTS have an emergency plan for dealing with a incident on a educational visit</li> </ul>  |

### Working with Young People One To One Off Site:

| Brief description of programme  | What Hazards are present or generated by this work  | What control measures are necessary to reduce risk to staff and clients   |
|---|---|---|
| <p>Working with young person in one to one settings, e.g. meeting in a café, meeting at home, taking young person in staff car, taking a young person on public transport</p> | <ul style="list-style-type: none"> <li>• Parent complaining</li> <li>• Young person's behaviour</li> <li>• Other people's behaviour</li> <li>• Car accident</li> <li>• Meeting in a new place</li> <li>• Accusation made against staff regarding abusive behaviour</li> </ul> | <ul style="list-style-type: none"> <li>• Introduce Mint/E2E and consent forms</li> <li>• If appropriate outline expectations around behaviour model contract form signed</li> <li>• If meeting in the home –fill in home/outreach visit assessment checklist form for each visit and get signed by line manager</li> <li>• Adequate insurance in place checked by line manager</li> <li>• Emergency phone system/mobile/home base contact for support set up</li> <li>• Pre-visit to check meeting place or ask another worker who is familiar for background information</li> <li>• Record on learner sheet</li> </ul> |

## **Guidance for completing risk assessment (appendix1)**

### **Notes on the Risk Assessment pro forms for KTS Training (2002)Ltd: Trips with Young People**

The following notes are designed to assist in filling in of the "Risk Assessment pro forma for KTS Training (2002) Ltd Trips with Young People." It should be read in conjunction with the "KTS Training (2002) Ltd for trips with young People."

### **DATE AND DESTINATION OF TRIP AND BRIEF DESCRIPTION OF PROGRAMME**

The dates, times and destination should be filled in here, complete with a brief description of what young people will be doing. For instance "Going to a museum, climbing mountains, orienteering etc.

### **WHAT HAZARDS ARE PRESENT OR GENERATED BY THE VISIT**

Any Hazards that are generated or present should be listed. Dependant on the trip, these could include, "young people injuring themselves whilst skiing", young People getting lost on Mountains", "young Person injuring themselves whilst orienteering" etc.

### **WHAT CONTROL MEASURES ARE NECESSARY TO REDUCE OR ELIMINATE THE RISK TO STAFF AND CLIENTS**

These could include: establishing suitable levels of supervision in, depending on the level of risk, the necessary qualifications of staff for specialist activities, prior investigation to ensure appropriate knowledge of the area, and suitable emergency procedures. For instance the issuing of mobile phones if trips are to be taken away from urban areas, adequate first aid provision and so on.

### **Competency for tasks and training**

- Induction training will be provided for all employees/learners by.  
**Health and Safety Advisor or competent person**

Ongoing information, Instruction and training will be delivered periodically or when identified by new legislation by:

**Health & Safety advisor or competent person.**

- Job specific training will be provided by.  
**Supervisor or competent person**

Training records are kept in the tutor's office or in the case of employees, Managing Directors office.

### **Accidents, first aid and work related ill health**

**Qualified first aiders**

| <b>Name</b>         | <b>Location</b>                 | <b>Extension number</b> |
|---------------------|---------------------------------|-------------------------|
| <b>Karl Jeacock</b> | <b>Health and safety office</b> |                         |

**Appointed persons are:**

Katy Dodd, Zoe Ashley and Liz Barker

The person responsible for co-ordinating and monitoring first aid provision, restocking first aid box is Karl Jeacock or FLT Manager

The first aid box is kept in the tutors office

All accidents and work related ill health will be recorded in the Accident Book, which is kept in the Tutors office. Any accident/incident occurring will require an accident /incident report form to be filled in and given to the Health & Safety advisor for investigation.



**INCIDENT / ACCIDENT REPORT FORM**

**INJURED PERSON**

**DATE OF ACCIDENT**

**POSITION**

**PLACE OF INCIDENT**

**DEPARTMENT**

**DETAILS OF INJURY**

**Investigation carried  
Out by:**

**Position**

**Brief details of accident**

|  |
|--|
|  |
|--|

| Immediate causes | Underlying cause |
|------------------|------------------|
|                  |                  |

| Conclusions (How can we prevent this kind of incident/accident occurring again?) |
|--|
|  |

| Action to be taken | Completion date |
|--------------------|-----------------|
|                    |                 |

| Health & Safety officer | Signature | Date |
|-------------------------|-----------|------|
|                         |           |      |

| Injured person | Signature | Date |
|----------------|-----------|------|
|                |           |      |

The person responsible for investigating accidents/incidents, diseases and dangerous occurrences and reporting them under RIDDOR is the.  
**Health and Safety Advisor**

**Monitoring**

To check health and safety standards and conditions in the workplace we will take proactive measures in the form of spot checks and inspections also a reactive approach by investigating any accidents recorded in the Accident Book and take any measures to prevent reoccurrence. The use of the monitoring sheets contained in the Health and Safety Checklist will be used in monitoring placement companies.



## Procedure for Dealing with Epilepsy

Learners as part of their health and safety induction are required to fill in a medical declaration form.

If epilepsy is identified on declaration form, the health and safety officer or tutor will discuss the severity of the condition with the learner and then complete a personal risk assessment form which, in conjunction with medical declaration and standard ten risk assessment, will be filed away in the learner's personal file.

Tutors must take note of the personal risk assessment when completing risk assessments for activities, or arranging work placements.

KTS Training (2002) Ltd staffs have also been issued guidance for dealing with epileptic seizure.

Staff when dealing with an occurrence of an epileptic seizure **MUST CALL THE AMBULANCE IF:**

- It is the learner's first seizure
- They have injured themselves badly
- They have trouble breathing after the seizure has stopped
- One seizure immediately follows another with no recovery in between
- The seizure lasts two minutes longer than is usual for them, or  
The seizure lasts for more than five minutes and you do not know how long their seizures usually last.

**IF IN ANY DOUBT CALL THE EMERGENCY SERVICES**

Action to be taken in the event of a seizure:

- Move other learners away
- Note the time of each seizure
- Move objects out of the way i.e. furniture
- Do not restrain them, allow the seizure to run its course

- Do not put anything in their mouths although ensure that their airways are not restricted
- After the seizure has stopped put them into the recovery position
- Be aware of preserving the learner's dignity as much as possible
- Stay with them until they have recovered or the emergency services arrive.
- Contact the person named on the 'emergency contact form' (this should be done at the start of the seizure or earlier if they have 'warning signals' although at no time should the learner be left unattended

There are many types of epilepsy and how it effects the individual can vary greatly.

KTS will seek advice from the individual learner and/or parents/carers of the learner when dealing with their medical problem wherever possible.

Personal Risk Assessment form

Learner's name;

**Special circumstances**

Explain task or situation that gives rise to risk

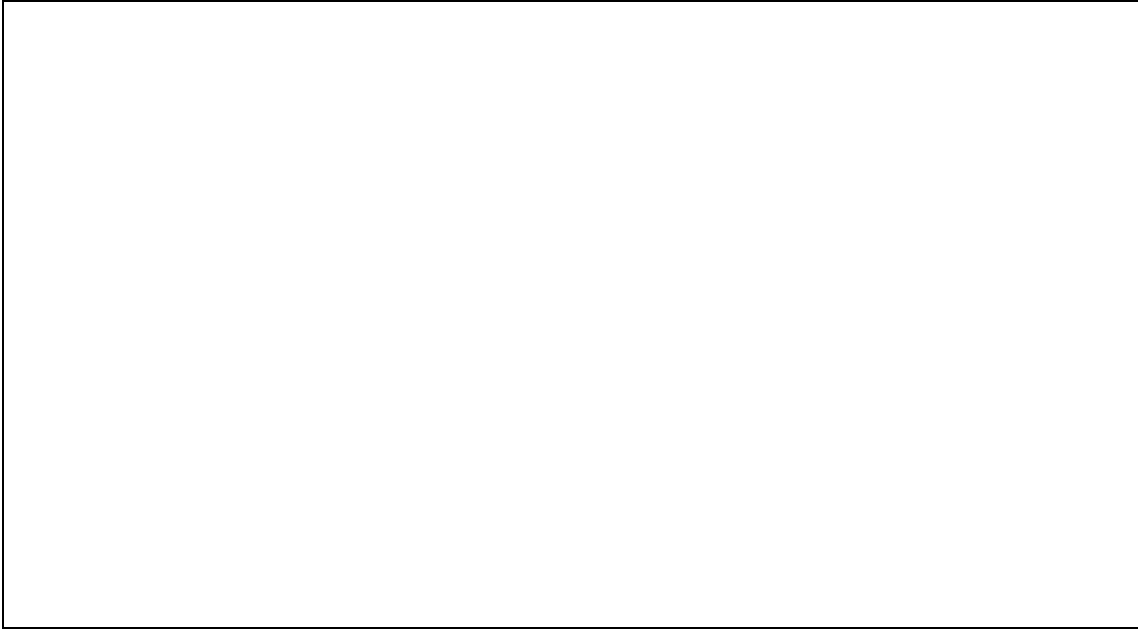
Explain what harm or effects could occur to you or others

**Control Measures**

Further actions to be carried out to reduce or prevent risks

**Additional comments/notes**

*Use this space to add any additional notes about risks control measures needed or already in place*



Risk assessment carried out by

Date of assessment

Position in company

## FIRE PRECAUTIONS

### IN THE EVENT OF FIRE:

If you discover a fire – **SOUND THE ALARM**. The break glass fire alarm points and fire exits are shown on the layout of the building. Please make sure you know where they are.

### **IF THE ALARM SOUNDS (BELLS IN THE BUILDING RING):**

Leave the building immediately by the nearest exit. The assembly point is at the far end of car park

You should familiarise yourself with the building so that you know where the exits are, and which is nearest to any room you may be in.

Do not waste time looking for personal belongings; walk out (do not run) and ***under no circumstances return to the building*** until you have been instructed to do so.

***Never assume that it is a false alarm or a practice!***

Go to the assembly point and report to your Tutor. Ensure that you have been accounted for by the person checking the registers.

Wait until you receive further instructions from a person in authority ***and do not return to the building until you are told it is safe to do so.***

Members of staff/Learners who have a disability or impairment will have a personal emergency evacuation plan (peep) that will be arranged on health and safety induction

### **Hazards**

|                         |  |
|-------------------------|--|
| Data Sheets             | Data sheets are kept in COSHH file in health and safety office |
| Manufacturers' guidance | Usually on back of containers                                  |
| Other Guidance          | General Health and Safety Leaflets in health and safety office |

COSHH pro forma forms will be filled in for any materials or substances used or stored in KTS Trainings training rooms or office.

## Housekeeping and premises

|                                  |  |
|----------------------------------|--|
| Cleanliness                      | All employees/ learners should keep their workspace tidy to reduce hazards.  |
| Waste disposal                   | All waste materials should be put in bins provided, for the Cleaner to dispose of at end of the day, therefore removing potential fire hazards.  |
| Safe stacking and storage        | All materials must be stored correctly and safely. Materials must not be stacked too high and must be within easy reach.<br>All employees are expressly forbidden to use ladders unless competent and trained in their use.                              |
| Keeping gangways and exits clear | All employees must make sure gangways and exits are not blocked.   |
| Spillages                        | In the case of a spillage it must be reported to a member of staff. Action must be taken immediately to clean up spillage. In the case of the toilets signs must be put up before commencing to clean up spillage & alternative route or provision made. |

## Electrical Equipment

A competent member of staff will visually inspect plugs and cables for loose connections and faults every six months.

All portable equipment will be portable appliance tested every three years.

## Slips, Trips and Falls

### Health & Safety Checklist

#### General

| Check  | Yes | No |
|--|-----|----|
| <b>Are floors uneven / damaged?</b>                                |     |    |
| <b>Do electric cables trail across pedestrian routes?</b>          |     |    |
| <b>Is the floor covering damaged and a trip hazard?</b>            |     |    |
| <b>Do rugs/mats/carpets curl at edges/need fixing to the floor</b> |     |    |
| <b>Are floor surfaces slippery when dry?</b>                       |     |    |
| <b>Are floor surfaces slippery when wet?</b>                       |     |    |
| <b>Do cleaning materials make the floor slippery?</b>              |     |    |

| Procedures/Working Practices/Workplace                                | Yes | No |
|---|-----|----|
| <b>Are lighting levels adequate on all pedestrian routes?</b>         |     |    |
| <b>Where there are changes in levels is lighting adequate?</b>        |     |    |
| <b>Do all staircases and steps have hand rails where appropriate?</b> |     |    |
| <b>Are procedures in place to immediately clean up spillages?</b>     |     |    |
| <b>Are appropriate signs used after floors have been cleaned?</b>     |     |    |
| <b>Are passageways/stairs/escape routes kept clear?</b>               |     |    |

| Department | Checklist filled in by | Signature | date |
|------------|------------------------|-----------|------|
|            |                        |           |      |

## Workstation Assessment

| QUESTIONS  | YES | NO | REMEDIAL ACTION<br>(TUTOR ONLY) |
|--|-----|----|---------------------------------|
| Is there adequate lighting at your workstation?                      |     |    |                                 |
| Do you see reflections of light on your screen?                      |     |    |                                 |
| Is there adequate space around your workstation?                     |     |    |                                 |
| Can you adjust height of chair?                                      |     |    |                                 |
| Can you adjust backrest to support small of back?                    |     |    |                                 |
| Are you sitting comfortably with feet resting flatly on floor?       |     |    |                                 |
| Is your chair stable and in good state of repair?                    |     |    |                                 |
| Can you reach all your equipment on work surface without stretching? |     |    |                                 |
| Can you adjust the brightness and contrast on your screen?           |     |    |                                 |
| Does your screen swivel and tilt?                                    |     |    |                                 |
| Is your screen at a height you are comfortable with?                 |     |    |                                 |
| Is the keyboard adjustable?  |     |    |                                 |
| Can you easily see symbols on keyboard?                              |     |    |                                 |
| Can you take a rest at regular times (every two hours)?              |     |    |                                 |

| Print Name | Date | Action taken by | Date |
|------------|------|-----------------|------|
|            |      |                 |      |

## Portable Appliance Checklist

**This checklist must only be carried out by a sensible (competent) member of staff, if they have been given enough knowledge and training.**

**Firstly identify your equipment and where and how it is used.**

**The things to look for on the equipment, the cable and the plug, after disconnecting it are:-**

|  |   |
|--|---|
|  | Is there any damage, cuts, or abrasions (apart from light scuffing) to the cable?   |
|  | Are there non-standard joints including taped joints in the cable?  |
|  | Is the outer covering (sheath) of the cable being gripped where it enters the plug or the equipment, is the coloured insulation of the internal wiring showing? |
|  | Is the equipment being used in conditions where it is not suitable e.g. wet or dusty workplace?   |
|  | Is there any damage to the outer covering of the equipment or obvious loose parts or screws?  |

**In addition inspection could include removal of the plug cover, this must only be done by a sensible/competent member of staff, and **if you are in any doubt whatsoever regarding this check do not do it.****

**Things to look for when the cover is removed are:**

|  |   |
|--|---|
|  | Has the proper fuse been replaced with a piece of wire, or a nail?                          |
|  | Is the plug cord grip missing, or not holding the outer part (sheath) of the cable tightly? |
|  | Is the plug wired correctly?  |
|  | Are there any bare wires other than at the terminals?                                       |
|  | Are any of the terminals loose?   |
|  | Is there any signs of internal damage, overheating or entry of liquid, dust or dirt?        |

**THESE CHECKS ALSO APPLY TO EXTENSION LEADS AND THEIR PLUGS**

### Pregnant Worker Risk Assessment Checklist

| <b>Problem /Working condition</b>                         | <b>Nature of Risk</b>  | <b>What To Look For</b>  | <b>Significant Risk Yes/No</b>                              | <b>Remedial Action</b>   |
|---|--|--|---|--|
| <b>Continuous Standing</b>                                | <b>Standing in one position for long periods causes faintness, fatigue<br/>Can also increase chances of premature birth or miscarriage</b> | <b>Does job involve standing for more than two three hours</b>   | <b>No</b>   | <b>None</b>  |
| <b>Constant Sitting</b>                                   | <b>Sitting for long periods can cause thrombosis</b>   | <b>Does job involve sitting for more than two or three hours</b> | <b>Must take regular break from workstation</b>             | <b>Breaks from workstation in place.<br/>Tutors aware of importance of breaks particularly with pregnant Learners.</b> |
| <b>Any Work in confined workspaces</b>                    | <b>Can cause problems in later stages of pregnancy</b>   |  | <b>No</b>   | <b>None</b>  |
| <b>Manual Handling</b>                                    | <b>Hormonal changes in pregnancy increase risk of manual handling injuries</b>   | <b>Does job involve stooping lifting repetitive movements</b>    | <b>No</b>   | <b>No manual handling to be done by pregnant workers</b>   |
| <b>Problem /Working condition</b>                         | <b>Nature of Risk</b>  | <b>What To Look For</b>  | <b>Significant Risk Yes/No</b>                              | <b>Remedial Action</b>   |
| <b>Wearing of PPE</b>                                     |  |  | <b>No</b>   | <b>Office environment, no PPE identified in risk assessment</b>  |
| <b>Hazardous Substances-infection risks and chemicals</b> |  |  | <b>No<br/>COSHH Assessments carried out no chemicals or</b> | <b>Nature of work does not involve chemicals or risk from</b>  |

|                                  |  |  | <b>dangerous substances used</b>   | <b>infection</b>   |
|----------------------------------|--|--|--|--|
| <b>Work related stress</b>       | <b>New and expectant mothers can be vulnerable to stress because of hormonal, psychological and physiological changes around pregnancy</b> | <b>Are work tasks particularly stress full i.e. dealing with irate customers<br/>Are work colleagues supportive?</b> | <b>Learner or employee will not be dealing with irate customers if job role needs this, specific risk assessment will be carried out</b> | <b>Specific risk assessment to be carried out if needed.<br/>Standard ten forms completed</b>                                    |
| <b>Extremes of heat and cold</b> | <b>Pregnant women are less able to tolerate heat or extreme cold</b>   |  | <b>Learner /employee not subject to temperature that is uncomfortable.</b>   | <b>If learner on outside visit, risk assessment carried out<br/>Frequent breaks and access to hot and cold drinks available.</b> |

| <b>Problem /Working condition</b> | <b>Nature of Risk</b>  | <b>What To Look For</b>   | <b>Significant Risk Yes/No</b>   | <b>Remedial Action</b>   |
|-----------------------------------|--|---|--|--|
| <b>Work related violence</b>      | <b>Violence and the fear of violence can increase the risk of miscarriage, premature birth and problems with breast feeding</b>  | <b>Is job perceived as having risk of violence</b><br><br><b>Is there always help at hand to stop threat of violence</b><br><br><b>Are manager and supervisors aware of extra risk for pregnant women</b> | <b>Yes</b><br><b>Refer to specific risk assessment for violence</b><br><br><b>Always more than one member of staff in building and adequate supervision</b><br><br><b>All KTS employees aware of extra risk to pregnant learners/employees</b> | <b>Specific risk assessment to be done if pregnant learner/employee job role involves threat of violence</b> |
| <b>Welfare issues</b>             | <b>Rest Facilities</b><br><b>Rest is particularly important for new and expectant mothers.</b><br><br><b>Easy access to toilets is essential to protect against risk of infection and kidney disease</b><br><br><b>Storage facilities</b><br><b>Appropriate arrangements for expressing and storing milk are needed for breast feeding mothers</b> | <b>Is there somewhere quiet for the pregnant learner/employee to rest</b><br><br><b>Access to toilet facilities</b><br><br><b>Is there somewhere clean and safe for them to express milk</b>              | <b>Rest room for pregnant learner/employee available</b><br><br><b>Yes</b><br><br><b>Staff room quite secure and clean for purpose of expressing milk</b>  | <b>none</b>  |

## Violence Risk Assessment

| <b>Hazard</b>  | <b>Who's at risk</b>  | <b>Control measures in place</b>   | <b>Current risk High/Med/low</b> | <b>Further action identified</b>                                  | <b>Actions completed Yes/no</b> | <b>Risk with new actions completed</b> |
|--|---|--|----------------------------------|---|---------------------------------|--|
| Violence to staff on outside visits to work placements | Business Development staff.<br>Health & Safety officer.<br>Workplace Assessors. | Contact address is in staff calendar.<br>All staff on outside visits to have mobile phone in case of emergency   | low                              | Personal alarms to be made available to staff.<br>Code of conduct | Yes                             |  |
| Verbal abuse to staff from learners                    | All KTS Personnel   | KTS Harassment and Bullying policy in place.<br><br>Explained by tutors on Induction that verbal abuse or bullying will not be tolerated at KTS<br><br>Any instances of bullying or harassment being confirmed after investigation will result in termination of learner being on programme<br><br>Code of conduct been put in place | low                              |   |                                 |  |

Violence Risk Assessment

| <b>Hazard</b>   | <b>Who's at risk</b> | <b>Control measures in place</b>   | <b>Current risk High/Med/low</b> | <b>Further action identified</b>       | <b>Actions completed Yes/no</b> | <b>Risk with new actions completed</b> |
|---|----------------------|--|----------------------------------|--|---------------------------------|--|
| Verbal abuse from member of the public                | tutors               | Always supervisor or manager on premises<br>Personal alarms to be issued to staff  | low                              |  | completed                       | low                                    |
| Physical violence from members of the public to staff | tutors               | Panic alarms<br>Mobile phone to contact police   | low                              |  | completed                       | low                                    |
| Physical violence from learners to staff              | E2E Staff            | Received training on<br>Recognition of warning signs<br>Relevant interpersonal skills<br>Details of working practices and control measures<br><br>Incident reporting<br><br>paperwork in place<br><br>Agreed code of conduct implemented | Low                              | Code of conduct monitored via meetings | completed                       | low                                    |
| Physical violence to learners from staff              | Learners             | Complaints procedure<br>Investigation procedure<br>Instant dismissal<br>Possible legal action<br>Code of conduct   | low                              |  |                                 |  |

|                                       |          |  |     |  |  |  |
|---------------------------------------|----------|--|-----|--|--|--|
| Verbal abuse to learners from staff   | Learners | Complaints form available<br>Investigation procedure<br>Possible disciplinary procedure<br>Code of conduct | low |  |  |  |
| Verbal abuse to learners on placement | Learners | Regular visit from assessor equality and diversity policy discussed on reviews                             | low |  |  |  |

### Violence Risk Assessment

| <b>Hazard</b>                              | <b>Who's at risk</b>  | <b>Control measures in place</b>   | <b>Current risk High/Med/low</b> | <b>Further action identified</b> | <b>Actions completed Yes/no</b> | <b>Risk with new actions completed</b> |
|--|-----------------------|--|----------------------------------|----------------------------------|---------------------------------|--|
| Verbal abuse to learners on placement      | learners              | work placement review<br>To contact kts and inform us immediately  |                                  |                                  |                                 |  |
| Physical violence to learners on placement | Learners on placement | Work placement review<br>Child protection guidance for placement providers issued to work placement employers<br>To inform KTS immediately | <b>low</b>                       |                                  |                                 |  |

|                   |                            |  |            |  |  |  |
|-------------------|----------------------------|--|------------|--|--|--|
| Verbal abuse      | Learners, members of staff | <p>As verbal abuse is a form of bullying or harassment any incident of this should be recorded on Notification of personal grievance on the grounds of Ethnicity, gender, sexual orientation, disability or other equality issues complaints form</p> <p>On receiving this form investigation should take place and further action taken if necessary.</p> | <b>low</b> |  |  |  |
| Physical violence | Learners, Staff            | <p>All incidents of physical violence should be recorded on appropriate form so they can be investigated by competent member of staff.</p>   | <b>low</b> |  |  |  |
| Physical violence | Learners, Staff            | <p>All incidents of non-consensual physical violence done to a person at work resulting in three or more days off shall be reported under RIDDOR to the appropriate enforcement agency.</p> <p>An accident/incident report form shall be filled in by supervisor so investigation can</p>  |            |  |  |  |

|  |  |                |  |  |  |  |
|--|--|----------------|--|--|--|--|
|  |  | be carried out |  |  |  |  |
|--|--|----------------|--|--|--|--|

## Record of Risk Assessment

|                      |                                       |
|----------------------|---------------------------------------|
| Assessment Reference | <b><i>KTS Training (2002) ltd</i></b> |
|----------------------|---------------------------------------|

|   |  |
|---|--|
| Activity assessed                           |  |
| Persons who may be affected by the activity |  |

### SECTION A : Initial Assessment Overview

|   |                               |   |   |                              |   |   |                              |   |   |   |
|---|-------------------------------|---|---|------------------------------|---|---|------------------------------|---|---|---|
| 1 | Fall of person                | / | 7 | Machinery                    |   | 1 | Electricity                  | / | 1 |   |
|   |                               |   |   |                              |   | 3 |                              |   | 9 |   |
| 2 | Fall of objects               | / | 8 | Tools/Equipment              |   | 1 | Noise or Vibration           |   | 2 |   |
|   |                               |   |   |                              |   | 4 |                              |   | 0 |   |
| 3 | Tripping/Slipping             | / | 9 | Mobile work equipment        |   | 1 | Hot / Cold Surfaces          |   | 2 |   |
|   |                               |   |   |                              |   | 5 |                              |   | 1 |   |
| 4 | Manual handling operations    | / | 1 | Mechanical lifting equipment |   | 1 | Workstation – layout / space |   | 2 | / |
|   |                               |   | 0 |                              |   | 6 |                              |   | 2 |   |
| 5 | Repetitive work               |   | 1 | Display screen equipment     | / | 1 | Radiation                    |   | 2 |   |
|   |                               |   | 1 |                              |   | 7 |                              |   | 3 |   |
| 6 | Housekeeping / waste material | / | 1 | Sharp objects                |   | 1 | Temperature / weather        | / | 2 |   |
|   |                               |   | 2 |                              |   | 8 |                              |   | 4 |   |

### SECTION B : Second Stage Assessment

| Hazard No. | Hazard Description                            | EXISTING CONTROL MEASURES   | RESIDUAL RISK         |
|------------|---|---|-----------------------|
| 11         | Display screen equipment                      | <b>KTS health and Safety induction</b><br><br><b>DSE risk assessment form completed</b><br><br><b>DSE User self-assessment.</b><br><br><b>Leaflets and information issued</b> | <b>Moderate risk</b>  |
| 13         | Contact with live parts of fixed installation | <b>Only competent and authorised persons to work on electrical systems.</b>   | <b>Tolerable risk</b> |

|    |   |   |                       |
|----|---|---|-----------------------|
| 18 | <b>Electrical risk from faulty portable electrical appliance</b>  | <p><b>All live parts fully enclosed.</b></p> <p><b>Testing of electrical system.</b></p> <p>Portable Appliance Testing (PAT) programme</p>  | <b>Tolerable risk</b> |
| 19 | <b>Extremes of temperature giving rise to increased potential risk from other hazards</b>                     | <p><b>KTS Health and Safety policy</b><br/>Workplace, Health Safety and Welfare</p> <p><b>Fans in training rooms, central heating in winter</b></p>   | <b>Tolerable risk</b> |
| 21 | <p><b>Toner</b></p> <p><b>Fire resulting from electrical equipment.</b></p> <p><b>.Levels of lighting</b></p> | <p><b>Sealed cartridge units in majority of printers.</b></p> <p><b>KTS Staff to change cartridge and small amount of usage.</b></p> <p><b>Protection of electrical equipment.</b></p> <p><b>Evacuation procedures (General).</b></p> <p>Lots of natural daylight through windows</p> | <b>Tolerable risk</b> |
|    | <b>Outbreak of violence in training rooms</b>   | <p><b>KTS policies and procedures</b></p> <p><b>Violence risk assessment carried out and recorded</b></p> <p><b>Staff training</b></p>  | <b>Tolerable risk</b> |

|                           |                  |                                  |          |                |
|---------------------------|------------------|----------------------------------|----------|----------------|
|                           |                  | <b>Personal alarms available</b> |          |                |
| <b>Assessor(s)</b>        | <b>K Jeacock</b> |                                  |          | <b>Signed:</b> |
| <b>Date of Assessment</b> | <b>16/3/08</b>   | <b>Revision No.</b>              | <b>3</b> |                |

Generic young person's risk assessment (guidance)

| Hazards   | Risks   | Example control measures   | Tick if carried out   |
|---|---|--|---|
| <b>Use of general office /It equipment</b>                    | <b>Electrocution</b><br><br><b>General fatigue</b><br><br><b>Repetitive strain injury</b><br><b>Ie carpel tunnel syndrome</b> | <b>Regular inspection</b><br><br><b>Portable appliances tested</b><br><br><b>Regular breaks</b><br><br><b>DSE risk assessments carried out</b><br><br><b>Information instruction and training on VDUs</b><br><br><b>Other (please list)</b>  | <input checked="" type="checkbox"/><br><br><input checked="" type="checkbox"/><br><br><input checked="" type="checkbox"/><br><br><input checked="" type="checkbox"/><br><br><input checked="" type="checkbox"/> |
| Hazards   | Risks   | Example control measures   | Tick if carried out   |
| <b>Manual Handling</b><br><i>Lifting, pulling, moving etc</i> | <b>Physical injury</b><br><b>Repetitive strain injury</b>   | <b>Appropriate lifting and handling training</b><br><br><b>Young person to only lift objects that are within their acceptable capabilities</b><br><br><b>Personal protective equipment</b><br><br><b>Manual handling assessment carried out</b><br><b>Young persons may not use high risk lifting equipment unless they have necessary maturity and competence and received appropriate training</b><br><i>(Lifting operations and lifting equipment regulations 1998)</i><br><br><b>Appropriate supervision of young person</b> | <input checked="" type="checkbox"/><br><br><input checked="" type="checkbox"/><br><br><input checked="" type="checkbox"/><br><br><input checked="" type="checkbox"/>  |

|   |  |   |                                  |
|---|--|---|----------------------------------|
|   |  | <b>Other (please List)</b>  |                                  |
| <b>Working away from base</b>               | <b>Becoming separated lost</b>                 | <b>Hazards pointed out</b><br><b>All rules and site regulations explained</b><br><b>High visibility clothing to be worn where applicable</b><br><b>Procedures in case of separation identified</b><br><b>Means of communication available</b><br><b>Ie mobile phone</b><br><b>Other (please list)</b><br><b>Personal alarm issued</b> | ✓<br><br><br><br>✓<br>✓<br><br>✓ |
| <b>Hazards</b>                              | <b>Risks</b>                                   | <b>Example control measures</b>   | <b>Tick if carried out</b>       |
| <b>Errands away from base unaccompanied</b> | <b>General harm Absent without explanation</b> | <b>Time period to be allowed for absence</b><br><b>Employer to confirm route with young person</b><br><b>Errands confined to daylight hours</b><br><b>Other(please list)</b><br><b>Personal alarm issued</b>  | ✓<br><br>✓<br>✓                  |

|   |   |  |                            |
|---|---|--|----------------------------|
|   |   |  |                            |
| <b>Use of hand tools</b>                      | <b>Cuts, abrasions and bruises</b>                                      | <b>Inspected prior to use</b><br><br><b>Employer to assess and approve young persons competence</b><br><br><b>Provision of personal protective equipment</b><br><br><b>Is PPE appropriate following risk assessment</b><br><br><b>Does PPE fit young person</b><br><br><b>Does young person know how to use PPE</b><br><b>Adequate Supervision of young person</b><br><br><b>Other (please list)</b>   |                            |
| <b>Hazards</b>                                | <b>Risks</b>  | <b>Example control measures</b>  | <b>Tick if carried out</b> |
| <b>Use of machinery and other power tools</b> | <b>Cuts, abrasions &amp; bruises<br/>Entanglement<br/>Electrocution</b> | <b>Regular inspection</b><br><br><b>Equipment examined and tested</b><br><br><b>Employer to assess and approve young person competence</b><br><br><b>Appropriate guards fitted and used</b><br><br><b>Personal protective equipment</b><br><br><b>Safe system of work</b><br><br><b>Risk assessment</b><br><br><b>Employer must be aware that there are restrictions on using certain machinery for young persons under Provision and Use of Work Equipment Regulations 1998 (PUWER)</b> |                            |

|   |   |  |                            |
|---|---|--|----------------------------|
|   |   | <p><b>Young persons with Reynaud's disease should not be exposed to Hand arm Vibration</b></p> <p><b>Other (please list)</b></p>   |                            |
| <p><b>Working at height</b><br/><b>Working below ground level</b></p> | <p><b>Physical injury</b><br/><b>Slips, Trips and Falls</b><br/><b>Entrapment</b></p> | <p><b>Will not work above 2m fall height</b></p> <p><b>Over 2m below ground level</b></p> <p><b>Ladders tied of and footed</b></p> <p><b>Training given for kick stools</b><br/><b>Or step ladders</b></p> <p><b>Risk assessment carried out</b></p> <p><b>Safe systems of work followed</b></p> |                            |
| <b>Hazards</b>  | <b>Risks</b>  | <b>Example control measures</b>  | <b>Tick if carried out</b> |
| <p><b>Working at height</b><br/><b>Or below ground</b></p>            | <p><b>As above</b></p>  | <p><b>Necessary PPE issued following risk assessment</b></p> <p><b>Appropriate supervision</b></p> <p><b>Information ,instruction and training given</b></p>   |                            |
| <p><b>Moving Vehicles/Traffic</b></p>                                 | <p><b>Injury</b><br/><b>Whole Body Vibration</b></p>                                  | <p><b>Dangerous areas identified to young person</b></p>   |                            |

|  |   |   |                            |
|--|---|---|----------------------------|
|  | <i>Regular exposure to shocks, low frequency whole-body vibration, e.g. driving or riding in off road vehicles or on uneven surfaces, or excessive movement may be associated with back pain and other spinal disorders. Younger people may be at greater risk of damage to the spine as the strength of their muscles is still developing and their bones do not fully mature until around the age of 25 years</i>                             | <b>Visible warning signs</b><br><b>Audible warnings</b><br><b>Designated pedestrian routes</b><br><b>PPE issued i.e. high visibility jackets</b><br><b>Identifying hazardous equipment/tasks</b><br><b>Limiting exposure either time and /or level</b><br><b>Providing training information on how to minimize risk</b><br><b>Health surveillance</b><br><b>Other (please list)</b> |                            |
| <b>Working in car on elevated ramp to assist in checking</b> | <b>Physical injury</b>  | <b>Young persons will be given ongoing instructions</b><br><b>No starting of vehicles</b><br><b>Regular testing of hydraulic ramps</b><br><b>Appropriate supervision</b><br><b>Safe system of work followed</b>   |                            |
| <b>Hazards</b>   | <b>Risks</b>  | <b>Example control measures</b>   | <b>Tick if carried out</b> |
| <b>Driving Tractors or other of road vehicles</b>            | <b>Physical injury</b><br><b>Whole body vibration</b><br><i>Regular exposure to shocks, low frequency whole-body vibration, eg driving or riding in off road vehicles or on uneven surfaces, or excessive movement may be associated with back pain and other spinal disorders. Younger people may be at greater risk of damage to the spine as the strength of their muscles is still developing and their bones do not fully mature until</i> | <b>Identifying hazardous equipment/tasks</b><br><b>Limiting exposure either time and /or level</b><br><b>Providing training information on how to minimize risk</b><br><b>Health surveillance</b><br><b>Only young persons who have had substantial previous experience and deemed competent</b><br><b>Driving only on level ground and for short periods</b>                       |                            |

|                    |  |   |                            |
|--------------------|--|---|----------------------------|
|                    | <i>around the age of 25 years</i>  | <p><b>Will not drive on highway</b></p> <p><b>Appropriate supervision</b></p>   |                            |
| <b>Electricity</b> | <p><b>Electrocution</b><br/><b>Burns</b><br/><b>Fires</b><br/><i>There is no evidence that young workers face greater physical risks from electricity than other workers</i></p> | <p><i>AS with adults you must ensure that young people do not carry out any work involving electricity unless:</i></p> <p><i><b>They have the necessary technical knowledge and/or experience to prevent danger or injury ;or you have ensure that they are under an appropriate level of supervision for the nature of the work</b></i></p> <p><b>Regular inspection</b></p> <p><b>Portable appliances examined and tested</b></p> <p><b>Appropriate use of RCDs</b></p> | <p>✓</p> <p>✓</p>          |
| <b>Hazards</b>     | <b>Risks</b>   | <b>Example control measures</b>   | <b>Tick if carried out</b> |
| <b>Electricity</b> | <p><b>Electrocution</b><br/><b>Burns</b><br/><b>Fire</b><br/><i>There is no evidence that young workers face greater</i></p>   | <p><b>Use of 110 volt equipment on site</b></p> <p><b>Dangers of using electrical equipment in wet conditions explained</b></p>   |                            |

|   |  |  |   |
|---|--|--|---|
|   | <i>physical risks from electricity than other workers</i>  | <b>Young person not to work on live circuits or apparatus</b><br><br><b>PPE</b><br><br><b>Appropriate Supervision</b>  |   |
| <b>Hazardous substances and chemicals</b> | <b>Burns</b><br><b>Ingestion,</b><br><b>Inhalation</b><br><b>Absorption</b><br><b>Irritation etc</b> | <b>Substances suitably stored</b><br><br><b>Used under controlled conditions</b><br><br><b>Restricted access</b><br><br><b>COSHH Risk Assessments carried out</b><br><br><b>Safe systems of work</b><br><br><b>COSHH Data Sheets obtained</b><br><br><b>Provision of Personal Protective Equipment</b><br><br><b>Appropriate first aid arrangements</b><br><br><b>Information , instruction and training</b><br><br><b>Health surveillance</b><br><br><b>Appropriate supervision</b> | ✓<br><br>✓<br><br>✓<br><br>✓<br><br>✓<br><br>✓<br><br>✓<br><br>✓<br><br>✓ |
| <b>Airborne dust and fume</b>             | <b>Inhalation</b><br><b>Allergic response</b><br><b>asphyxiation</b>                                 | <b>Local exhaust ventilation</b><br><br><b>Provision of personal protective equipment</b><br><br><b>General ventilation</b><br><br><b>Assess suitability for young persons with certain allergic conditions</b>  |   |

| <b>Hazards</b>               | <b>Risks</b>  | <b>Example control measures</b>   | <b>Tick if carried out</b> |
|------------------------------|---|---|----------------------------|
| <b>Airborne dust or fume</b> | <b>Inhalation</b><br><b>Allergic response</b><br><b>asphyxiation</b>  | <b>COSHH Assessments</b><br><br><b>Health screening</b><br><br><b>Air sampling</b>  |                            |
| <b>Compressed air</b>        | <b>Injection</b><br><br><b>Embolism</b><br><br><b>Propelling of foreign objects</b><br><br><b>Injury resulting from horseplay</b>   | <b>Only to be used with appropriate tooling</b><br><br><b>Eye protection to be worn as appropriate</b><br><br><b>Never to be used to dust down body</b><br><br><b>Provision of personal protective equipment</b><br><br><b>Information , instruction and training</b><br><br><b>Appropriate supervision</b> |                            |
| <b>Noise</b>                 | <b>Damage to hearing</b><br><b>Complete loss of hearing</b><br><i>There is no evidence that young people face greater risk of damaged hearing from exposure to noise than other employees</i> | <b>Hear protection provided were noise is over 85db(A)</b><br><br><b>Hear protection mandatory signs</b><br><br><b>Information instruction and training given to young person</b><br><br><b>Appropriate supervision</b><br><br><b>Other (please List)</b>   |                            |

| <b>Hazards</b>              | <b>Risks</b>  | <b>Example control measures</b>  | <b>Tick if carried out</b> |
|-----------------------------|---|--|----------------------------|
| <b>Ionizing radiation</b>   | <p><i>The risk of developing cancer and hereditary defects from exposure to ionizing radiation, which increases slightly for young people, is controlled by setting statutory annual dose limits which relate to the whole body dose are the most important elements in relation to cancer risk. The limits for young people per calendar year are:</i></p> <p><i>6 millisieverts for trainees under 18 30% of the adult limit</i></p> <p><i>1 millisievert for employees under 18 who are not trainees</i></p> | <p><b>Design work procedures to keep exposure to ionizing radiation as low as reasonably practicable within the prescribed dose limits</b></p> <p><b>Ensure that young people only enter a controlled area under a written system of work</b></p>  |                            |
| <b>Extreme cold or heat</b> | <p><i>Exposure to extreme heat carries risks for employees of all ages. These include collapse due to heat exhaustion or potentially fatal heat stroke.</i></p> <p><i>Protective clothing may prevent the body losing heat.</i></p> <p><i>Young people control body temperature in the same way as adults. There response to work in hot conditions will depend on physical fitness, physique and past experience of hot conditions(which will vary from person to person)</i></p>                              | <p><b>Ensure that any intended exposure to extreme heat or cold is assessed</b></p> <p><b>Minimize the risk by</b></p> <p><b>Introducing suitable work patterns</b></p> <p><b>Reducing work rate</b></p> <p><b>Controlling work periods</b></p> <p><b>Getting a medical assessment of the young person before they start work</b></p> <p><b>Proper supervision of the work</b></p> |                            |

| <b>Hazards</b>                              | <b>Risks</b>   | <b>Example control measures</b>   | <b>Tick if carried out</b> |
|---|--|---|----------------------------|
| <b>Extreme heat or cold</b>                 | <i>Exposure to extreme cold could also carry risks for people of all ages and they have varying abilities to tolerate cold conditions. The risks are hypothermia and local cold injury (frost bite).</i> |   |                            |
| <b>Hot equipment ,materials and liquids</b> | <b>burns<br/>scolds</b>  | <b>Young person to wear as much body cover as is practicable</b><br><br><b>Heat insulated gloves or materials to be used where practicable</b><br><br><b>Dangerous areas identified</b><br><br><b>Safe system of work used</b><br><br><b>Risk assessment carried out</b><br><br><b>Personal protective equipment used where appropriate</b><br><br><b>Appropriate supervision</b><br><br><b>Information instruction and training</b><br><br><b>Others( please list)</b> |                            |
| <b>Exposure to the sun</b>                  | <b>Sunburn<br/>Illness</b>   | <b>Young person to wear as much body cover as practicable</b><br><b>Sun block cream to be provided</b><br><b>Provision of personal protective equipment</b>   |                            |
| <b>Hazards</b>                              | <b>Risks</b>   | <b>Example control measures</b>   | <b>Tick if carried out</b> |
| <b>Biological</b>                           | <b>Biological invasion</b>   | <b>Good occupational hygiene procedures</b>   |                            |

|                | <p><b>General contamination</b><br/> <b>Disease sickness illness</b><br/> <b>Contact with</b><br/> <b>Body fluids</b><br/> <b>Raw food/meat</b><br/> <b>Animals</b><br/> <b>Soil and organisms</b></p> <p><i>In spite of their physical and physiological immaturity, young people are no more likely to contact infection from biological agents (micro-organisms) than adults. Like any other person, they may be at greater risk if they suffer from any other disease or from the effects of medication or pregnancy.</i></p> <p><i>However guidance produced by the advisory committee on dangerous pathogens advises that people aged 18 years and under should not handle animals infected with hazard group 4 biological agents</i></p> | <p><b>are followed</b></p> <p><b>Provision of personal protective equipment</b></p> <p><b>Must have current tetanus immunity</b></p> <p><b>Information instruction and training</b></p> <p><b>Appropriate supervision</b></p> <p><i>You must take precautions for all employees regardless of their age or state of health against the risk of:</i></p> <p><i>Infection at work;</i><br/> <i>Acquiring an allergy to certain micro – organisms</i></p> <p><i>Following a risk assessment in line with the COSHH Regulations, you will need to identify measures to control the risks. Control measures are often as simple as maintaining high standards of hygiene such as hand washing and use of gloves.</i></p> <p><i>You should offer employees vaccination as a supplement to procedural or physical controls</i></p> |                            |
|----------------|---|---|----------------------------|
| <b>Hazards</b> | <b>Risks</b>  | <b>Example control measures</b>   | <b>Tick if carried out</b> |
| <b>Animals</b> | <p><b>Physical injury from bites</b><br/> <b>Collisions, kicks</b><br/> <b>Zoonoses leading to E coli</b><br/> <b>etc</b></p>   | <p><b>Ensure young person are made aware of the dangers associated with each animal</b></p> <p><b>Must have current tetanus immunity</b></p>  |                            |

|                               |  |  |                            |
|-------------------------------|--|--|----------------------------|
|                               | <i>Young people may be at more risk than older workers because of their inexperience and lack of appreciation of the risks involved</i>  | <p><b>Prevent access to potentially aggressive animals</b></p> <p><b>The young person is fully supervised</b></p> <p><b>Good occupational hygiene procedures are followed</b></p> <p><b>Provision of personal protective Equipment</b></p> <p><b>Provide proper training for young workers before they have to work among male animals or those with young</b></p> <p><b>Make sure adequate handling facilities are available and used</b></p> |                            |
| <b>Hazards</b>                | <b>Risks</b>   | <b>Example control measures</b>  | <b>Tick if carried out</b> |
| <b>Psychological capacity</b> | <p><b>Stress</b><br/><b>Trauma</b><br/><b>Distress</b></p> <p><i>In the majority of jobs there is no difference in the kind of mental and social skills used by young people and adults. However you should bear in mind that there will</i></p> | <p><i>Your risks assessment should focus on critical tasks which rely on skill, experience and a understanding of the task requirements</i></p> <p><i>You should provide young people with training and effective supervision, particularly where they might be:</i></p> <p><b>Using machinery with exposed</b></p>  |                            |

|  |  |   |                            |
|--|--|---|----------------------------|
|  | <p><i>be large individual differences in the psychological capacity of the young person, based on their training, experience, skills, personality and attitudes</i></p> <p><i>However , there are some areas of work that could be beyond a young persons mental and emotional coping ability, such as dealing with violent and aggressive behaviour and decision making in stressful situations</i></p> | <p><b>dangerous parts e.g. food slicing machinery</b></p> <p><b>Potentially exposed to violent or aggressive behaviour</b></p> <p><b>Young person should be given forewarning of situations which may be Stressful</b></p> <p><b>Include disturbing scenes or death</b></p> <p><b>Young person should be continually mentored</b></p> |                            |
| <b>Hazards</b>                                       | <b>Risks</b>   | <b>Example control measures</b>   | <b>Tick if carried out</b> |
| <b>Dealing with aggressive members of the public</b> | <b>Physical injury<br/>Stress<br/>Injury</b>   | <b>Young person not left alone with member of public showing aggressive behaviour</b><br><b>Young person removed from scene</b>   |                            |
| <b>Physical capacity</b>                             | <i>Accidents injuries and/or musculoskeletal disorders can occur in jobs that require repetitive or forceful</i>   | <b>Take into account the physique and general health, age and experience of the young person in your risk assessment</b><br><b>Provide training and effective</b>   |                            |

|  |   |  |  |
|--|---|--|--|
|  | <p><i>movements, particularly when combined with awkward posture or insufficient recovery time</i></p> <p><i>Young people may not be physically capable of driving or operating machinery designed for adults and they may not have the strength to operate the controls with ease</i></p>                                | <p><b>supervision</b></p>  |  |
| <p><b>Work the pace of which is determined by machinery and involving payment by results</b></p> | <p><i>Young people may be more at risk as their muscle strength may not be fully develop, and they may be less skilled, eg in handling techniques or in pacing the work according to capacity. They may also be more subject to peer pressure to take on tasks that are too much for them or to work too quickly.</i></p> | <p><b>You should</b></p> <p><b>Take account of the young persons age and experience in your risk assessment of the young person provide training and effective supervision</b></p> |  |

| Hazards                  | Risks   | Example control measures   | Tick if carried out |
|--------------------------|---|--|---------------------|
| <b>Flammable liquids</b> | <i>Accidental spills can cause fires or explosions.<br/>Flammable liquids should be used only for their intended purposes</i> | <b>If your employees are working with or near flammable liquids you will need to explain</b><br><br><b>The basics of flammability</b><br><br><b>What to do if liquid is spilt</b><br><br><b>The dangers of using liquids such as petrol for cleaning machinery or starting fires</b> |                     |
| <b>Flammable gases</b>   | <i>Leaking from pipes, appliances or cylinders can cause fires or explosions</i>  | <b>If your employees are working with or near pipes cylinders or appliances containing flammable gases you will need to explain</b><br><br><b>The basics of flammability</b><br><br><b>How to detect leaking gas</b><br><br><b>What to do in the event of a gas leak</b>             |                     |

Young people may not be employed in the following activities where you identify significant risk to their health and safety which cannot be avoided

:

Work beyond their physical or psychological capacity

Work in which there is a risk to their health from extreme heat or cold or from noise or vibration

Work involving their harmful exposure to radiation

Work involving their exposure to agents which are toxic, carcinogenic, cause heritable damage or harm to unborn child or which in any other way chronically effect human health

Work involving the risk of accidents which it may be assumed cannot be avoided by young people owing to their insufficient attention to safety or lack of experience or training

|           |       |                     |      |
|-----------|-------|---------------------|------|
| Signature | Print | Position in company | date |
|-----------|-------|---------------------|------|

|           |           |             |  |
|-----------|-----------|-------------|--|
| K Jeacock | K Jeacock | H&S officer |  |
|-----------|-----------|-------------|--|

## SYMPTOMS AND TREATMENT OF LOW BLOOD SUGAR

| MILD                     | MODERATE          | SEVERE                |
|--------------------------|-------------------|-----------------------|
| Hunger                   | Headache          | Loss of consciousness |
| Shakiness                | Behaviour change  | Seizure               |
| Weakness                 | Poor coordination |                       |
| Paleness                 | Confusion         |                       |
| Anxiety                  | Blurry vision     |                       |
| Inability to concentrate | Weakness          |                       |
| Personality change       | Slurred speech    |                       |
| Other                    | Other             |                       |

| MILD  | MODERATE              | SEVERE   |
|---|-----------------------|--|
| Treats self,  | Some one assist       | <b>Don't attempt to give anything by mouth</b> |
| 2-3 glucose tablets   | <b>AS WITH MILD</b>   |  |
| 4-8 oz juice  |                       | <b>Call Ambulance</b>                          |
| 4-8 oz regular soda   |                       |  |
| Glucose gel   |                       | <b>Position on side if possible</b>            |
| 3-8 life savers   |                       |  |
| Wait 10-15 min repeat if symptoms persist                                 |                       | <b>Contact parents</b>                         |
| Follow with snack of carbohydrate and protein<br>I.e. crackers and cheese |                       |  |
| <b>Inform parents</b>   | <b>Inform Parents</b> |  |

## Contractors & Visitors

|             |  |
|-------------|--|
| Contractors | <ul style="list-style-type: none"><li>• Must sign in</li><li>• Must make known the nature of work to be carried out and duration of work to manager or Health and Safety Advisor.</li><li>• Must notify manager or Health and Safety advisor of any health and safety risks of work to be carried out.</li><li>• May be required to produce copies of risk assessments, safe systems of work, written Health and Safety policy and copy of liability insurance.</li><li>• Must agree to follow all rules and company procedures.</li></ul> |
| Visitors    | <ul style="list-style-type: none"><li>• Must report and sign in</li><li>• Must follow instructions of KTS Training (2002) Ltd members of staff.</li><li>• Must follow KTS Training (2002) Ltd rules and procedures.</li></ul>  |

## **Learner Entitlement: Health and Safety**

### **As a learner you are entitled to:**

- Learning that takes place in a safe healthy and supportive environment;
- A health and safety learning plan with objectives for you to achieve;
- Competent supervision and support for your health and safety;
- Appropriate and timely information, instruction and training;
- A health and safety induction when starting the programme and when in any new workplace (including being shown round and pointed out any health and safety matters, facilities etc.);
- Information and training on the significant findings from a providers and/or employers risk assessment and on the controls measures;
- Regular reviews and assessment of health and safety understanding and practical application;
- Personal protective equipment and clothing when required free of charge to the learner;
- Information in respect to what to do in the case of an emergency or in the case of an accident or ill-health;
- Information on the providers and/or employers health and safety policies and procedures;
- Suitable and proper equipment and materials to use if part of the learning programme;
- Information on any restrictions or prohibitions that apply to them in terms of processes, equipment, areas, vehicles etc.
- Be consulted on health and safety matters and participate in health and safety decisions as they affect you and your learning programme;
- Report any dangerous situations or occurrences and refuse to do anything you feel is putting you in danger;

**As a learner you are responsible for:**

- Co-operating with your provider and/or employer for reasons of health and safety;
- Following the health and safety rules or procedures;
- Following the information, instruction and training you are provided;
- Not doing anything that would put you or other persons at risk;
- Contributing to health and safety by reporting defects, dangerous situations or where you think health and safety can be improved;
- Co-operating with you supervisor and following instructions given;
- Observing any prohibitions or restrictions that apply to you;
- Reporting any bullying or harassment to you;
- Wearing when required any necessary personal protective equipment and clothing;
- Not damaging or misusing anything provided for purposes of health and safety;
- Keeping your work area clean and tidy;
- Participating in any necessary health and safety training e.g. fire drills;
- Following any health and safety training plan;

***This policy should not be read in isolation but cross referenced withal relevant KTS training (2002) Ltd employment and learner policies particularly Safeguarding/Child Protection Policy and Equality and Diversity Policy.***



