



Health & Safety Policy



Lite (Stockport) Ltd Health and Safety Policy

1) Statement of Purpose

LITE (Stockport) Ltd (LITE Ltd) is an independent training provider delivering apprenticeship training in Animal Care and Veterinary Nursing. We have training premises in St Helens and Stockport.

LITE Ltd undertakes to ensure the health, safety and welfare of its employees and apprentices by laying down certain guidelines to be reviewed at regular intervals, and if necessary improved. The Company believes that health and safety awareness lead to increased efficiency and ability to maintain good standards.

Our Health and Safety Policy is to:

- Prevent accidents at work
- Manage Health and Safety risks in the workplace
- Provide clear instructions, information and training to ensure employees are competent in their work
- Provide Personal Protective Equipment
- Consult with employees on matters affecting Health and Safety
- Provide and maintain safe equipment and premises
- Ensure safe handling and use of substances and equipment
- Maintain safe and healthy working conditions
- Implement emergency procedures, including evacuation in case of fire or other significant event
- Promote Health and Safety practices with apprentices and employers
- Revise and review this policy regularly

The management will provide the necessary instruction, information and training to maintain safe standards of work. Where applicable the management will provide the resources to maintain the company's safety policy. The management aim to liaise closely with employees and apprenticeship employers to ensure understanding of safe working procedures. Details specific to certain areas of employee's work will be laid down in Part 3 of this document and all employees are required to familiarise themselves with these regulations, and to abide by them.

All employees, apprentices and employers are supplied with a copy of this policy and are expected to familiarize themselves with its content.

Further copies of the policy will be lodged with the Manager, Lite Ltd Administration Dept. Employees who wish to examine the full copy may contact any of the above.

Employees, Management, Apprentice supervisors, apprentices and Directors of Lite Ltd must be aware of the guidelines of this safety policy and will be expected to work together to maintain safe standards of work, and to be aware that all persons involved with Lite Ltd are asked to make commitment to the company to constantly maintain a high standard of safety.

2) Responsibilities

Overall responsibility lies with the Manager, Jackie Shopland-Reed who will be responsible for the following:

- A.
 - 1.* Ensure that the health and safety officers and staff will be informed of all new legislation regarding health and safety and will act instrumentally as primary contact with outside organisations concerned with health and safety, such as Insurance Companies, Health and Safety Executive and Employers Medical Advisory Service (EMAS).

 - 11.* Access third party specialist Health and Safety support if needed.

- B.
 - i.* Ensure that the monitoring officers and health and safety officers maintain regular checks of the health and safety of placements currently training or employing apprentices.

 - ii.* Ensure that employers are familiar with and meet the standards of the company's health and safety policy.

 - iii.* Arrange that in the absence of the Manager, an appropriately qualified individual will immediately investigate any accident or hazard and report the same to the relevant authorities.

- C.
 - i.* To accompany the appropriate authorities on any investigation of any accident or if applicable routine inspection.

 - ii.* Ensure that the recording of any incident by the person investigating is recorded on the correct form.

 - iii.* Instruct all employers and employees/apprentices that they should be familiar with the first aid equipment, accident book and fire drill at their current place of work.

iv. Instruct employees/ apprentices that all accidents must be immediately reported to the placement supervisor, who is responsible for informing Lite Ltd as soon as possible. The employee/apprentice is also responsible for reporting any incident to Lite Ltd.

3) Health & Safety Officer Responsibilities

- A. To conduct relevant risk assessments and act and review risk assessments when appropriate.
- B. To identify current and future legislations relevant to Lite Ltd and provide this information to the Manager.
- C. Instruct the Administrator and monitoring officer/assessors in the relevant documentation to be supplied to employees/trainees and employers to keep them abreast of employees/trainees have access to the safety document.
- D. Ensure that all placement supervisors are in possession of a current accident book and are aware of the importance of recording any incident no matter how small involving an employee/apprentice.
- E. To ensure that procedures and equipment are in place to enable effective evacuation of Lite Ltd in the event of an emergency.
- F. To ensure arrangements are in place for the maintenance and testing of equipment and installations in accordance with statutory requirements.
- G. To ensure that effective arrangements are in place for the provision of First Aid.
- H. To conduct the vetting of potential employer placements to ensure that all current legislations are being complied with and that it is a safe and healthy working environment for all apprentices.
- I. Investigate any accident or safety hazard immediately and act on any information received. Investigate further any potential danger or inferior working conditions.

4) Arrangements for Health and Safety

Kennels

- A. Employees/apprentices must always wear adequate protective clothing when disinfecting kennels, appropriate footwear and overalls.
- B. Employees/apprentices should not enter kennels or runs where a dog is known to be aggressive, if in doubt request help from the supervisor.
- C. No employee/apprentice should exercise any dog in an area where the public have access.
- D. No employee/apprentice should exercise a dog or be responsible for handling any animal outside the boundaries of the kennel/cattery premises except under supervisor's instruction.
- E. Placement supervisors are responsible for ensuring that apprentices are instructed in the correct and safe procedure for entering kennels, runs and the handling of dogs.
- C. That all work areas are clean, tidy and free from hazards always.
- D. All apprentices are aware of the procedures on an emergency.

Pet Stores

- A. Employees/apprentices must always wear adequate protective clothing when disinfecting cages and handling all animals.
- B. Employees/apprentices must have training from employer on manual handling and use safety equipment when it is required.
- C. That all work areas are clean, tidy and free from hazards always.
- D. All apprentices are aware of the procedures on an emergency.

Veterinary Nursing

- A. **Waiting room/Reception**
You must ensure that all clients have their pets restrained adequately; this is probably the biggest hazard in the waiting area. Any recently cleaned floors must be dried properly, and adequate warning signs must be displayed.

B. Consulting rooms

Any sharps and drugs must be kept out of the reach of visiting children. Clinical waste, including sharps must be disposed of properly immediately after use.

C. Dispensary

Drugs should be stored and dispensed according to legal requirements. Gloves must be worn when dispensing medication; facemasks should also be worn when dispensing powders.

D. Laboratory

There are many potential hazards in the practice lab. It is very important that SOPs are followed. It is important to adhere to the requirements for the postage of pathological specimens.

E. Radiography

It is important that you familiarise yourself with the Guidance notes for radiography. These offer guidelines on ensuring exposure is kept to a minimum and that no dose limit is exceeded. Protective clothing should be worn when handling processing chemicals and good ventilation is necessary to avoid inhalation of fumes.

F. Operating Room

Ensure that facemasks and goggles are worn when using dental scales. Care should be taken when lifting animals onto the tables. There will be guidelines in place to reduce the amount of waste anaesthetic gases, ensure these are always adhered to.

5) Good Housekeeping

A. In the interests of safety, Lite Ltd will endeavor to ensure that all areas of work, including those areas designated for all job training, comply with our high standards.

B. That all areas of work used in conjunction with our employ be kept in good repair.

C. That all work areas are clean and tidy.

D. That storage areas are not overfilled, and access is adequate.

E. Tools etc. are kept tidy and not left lying around.

- G. All passages, corridors and gateways are clear and free from hazards.

Apprentices, employees and supervisors are asked to be constantly aware of the above and take the necessary steps to ensure the standards required. If in doubt, please contact the Health and Safety officer or Manager.

It is stressed that all employees \ apprentices must be provided with:

- A. Adequate and hygienic toilet facilities.
- B. A dry and warm area for drying of outdoor clothes and changing if necessary.
- C. Adequate areas for meal breaks and making hot drinks.

6) Fire Regulations

The company advises all employees to be familiar with the fire procedures in their place of work, and will advise supervisors and employees/apprentices of the following:

- A. Fire action notices must be displayed clearly and give instruction of the procedures to follow.
- B. Adequate firefighting equipment must be available on the premises.
- C. All employees/apprentices must have access to a telephone to enable them to call emergency services.
- D. All placements are advised to have regular fire checks by the fire prevention officer in their area.
- E. Fire certificates must be kept up to date where in force.

7) First Aid

- A. The company insists that it is compulsory for all designated areas of work to have a complete first aid kit or box displayed in a prominent position.
- B. An accident book which must be available for inspection by the company, must be kept and all employees/apprentices and supervisors must be aware of their responsibilities regarding the upkeep of the same.

- C. Accident forms will be kept at the Lite Ltd office and will be filled out by a designated person in the event of any accident by an employee/apprentice.
- D. All accidents or minor injuries must be reported to Lite Ltd by the persons involved within 24 hours of their happening.

8) Working From Home

Employees have a responsibility to take reasonable care of their own health and safety at work. Anyone working from home should keep in regular contact with their manager. They should also tell their manager about.

- A. Any physical or mental health safety risks
- B. Any working arrangements that need to change, for example because of caring responsibilities.

When working from home people might experience problems such as:

- A. Stress, anxiety, loneliness or other mental health issues.
- B. Finding it harder to switch off from work.
- C. Working longer hours
- D. Feeling pressure to work while ill (presenteeism)
- E. Physical pain if they do not have the right working equipment, for example back problems caused by an unsuitable chair and desk at home.

Everyone should make sure that they:

- A. Look after their mental and physical health, for example getting support and doing regular exercise.
- B. Take regular screen breaks and switch off their work equipment at the end of the day.
- C. Manage their work life balance by having clear start and finish times.
- D. Take sick leave if they are not well enough to work

- E. Have the necessary equipment and information to work safely.

Lite Limited encourages employees to share any problems that they may have and agree on what support may be needed.

9 Investigation

In the event of any accident or incident the company will immediately hold a full inquiry, and where necessary, suspend work in that area until the company and any outside bodies involved are satisfied that there is no further danger to its employees/apprentices, or to the public.

All employees, trainees and placement supervisors must be aware of the regulations regarding C.O.S.H.H, RIDDOR, Electrical safety, Risk assessment and noise regulations and will be supplied with the relevant information.

We endeavor to involve all employees/apprentices at all levels to be constantly aware of health and safety at work and to bring to the attention of their supervisors any situation where health and safety or welfare is at risk.

10 Promotion, Commitment and Training

All staff and governors undertake training relevant to their role.

Staff: All staff are to commit to this policy and receive annual update training in implementing this Policy, which is included in the staff handbook. New staff need to familiarise themselves with the expectations of their roles and responsibilities. Staff receive training during their induction. Implementation and updates to the policy are discussed in staff meetings.

Apprentices: Apprentices are required to commit to the policy as a part of the induction process. This policy is included in the apprentice handbooks as well as available through our intranet / website. Training and information on how to report accidents or health and safety concerns is provided at induction and through discussion at apprentice reviews. Health and safety awareness is reinforced throughout taught sessions. Relevant updates and news is shared in our news 'Bulletin', with apprentices and employers.

Employers: Commitment is a requirement of our apprenticeship agreement with employers. This policy is included in the employer handbooks as well as available

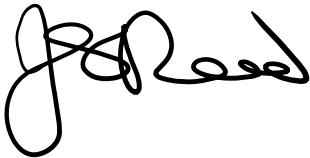
through our intranet / website. Training and information on reporting or health and safety concerns is provided at our initial approval visit. Awareness is raised through discussion at apprentice reviews. Relevant updates and news is shared in our news 'Bulletin', with apprentices and employers.

11 Policy Review

This policy is reviewed annually in accordance with our quality assurance procedures; however, the policy may be updated to reflect changing requirements or circumstances by the Manager / DSL in consultation with the staff.

Date of next review: July 2022

Signed on behalf of LITE (Stockport) Ltd

A handwritten signature in black ink, appearing to read 'J Shopland-Reed', written in a cursive style.

Jackie Shopland-Reed
Manager

Date: 14/07/2021