



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 ensures the health, safety, and welfare of its employees by laying down guidelines to be reviewed regularly and, if necessary, improved. The Company believes that health and safety awareness leads to increased efficiency and the 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 another 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 aims 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 will be required to familiarise themselves with these regulations, and to abide by them.

All employees and apprentices will be supplied with a copy of this policy and will be asked to familiarise 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 in order to constantly maintain a high standard of safety.⁸

Signed:
On behalf of Lite Ltd

Date:

2) Responsibilities

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

- A. 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).

- 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 legislation 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/trainee.
- 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 placements to ensure that all current legislations are being complied with and that it is a safe and healthy working environment for all trainees.
- 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

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 you _____ follow SOPs. It is important to adhere to the requirements for the postage of _____ pathological specimens.

E. Radiography

It is important that you familiarize 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.

Kennels/day care

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 in an emergency.

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 break 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. Mental health and wellbeing

The company is committed to supporting staff and learners to maintain their mental health. Staff have received training in Mental health awareness and suicide prevention.

- Staff and learners are made aware at induction that we have a trained Counsellor available to support them.
- Learners are provided with a 'Student Safety Booklet' which includes guidance on keeping safe and healthy.
- Learners' mental health and wellbeing is promoted at learner reviews and advice given where relevant.
- Mental health and wellbeing are promoted through our regular 'Bulletins'

9. Promotion, Commitment and Training

All staff and governors will undertake training relevant to their role.

Staff: All staff are to commit to this policy and will receive annual update training in implementing this Policy, which is included in the staff handbook. Inexperienced staff need to familiarise themselves with the expectations of their roles and responsibilities.

Staff will receive training during their induction. Implementation and updates to the policy will be discussed in staff meetings.

Apprentices/ Employers: Apprentices must commit to the policy as part of the induction process. Commitment will be a requirement of our apprenticeship agreement with employers. This policy will be included in the apprentice and employer handbooks and available through our intranet/ website. Training will be provided at induction and through discussion at apprentice reviews. Relevant updates and news will be shared in our news 'Bulletin,' with apprentices and employers.

10. 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.