

# Health and safety policy

This is the statement of general policy and arrangements for:		<b>ONTRAK COMMUNITY INITIATIVE</b>	
ADRIAN WOODS (AMW)		has overall and final responsibility for health and safety	
ALL MEMBERS OF STAFF		have day-to-day responsibility for ensuring that this policy is put into practice	
Statement of general policy	Responsibility of: Name/Title	Action/Arrangements (What are you going to do?)	
Prevent accidents and cases of work-related ill health (physical and mental) by managing the health and safety risks in the workplace	AMW and all members of staff Operations Manager, pastoral, volunteers and teaching staff	Maintaining good housekeeping, be reminded of training and supervisor to keep checks.	
Provide clear instructions and information, and adequate training, to ensure staff and students are competent to do their work	AMW Operations Manager	An induction health and safety module conducted on first day of attendance. Consistent daily instructions to develop good practice and routine.	
Engage and consult with staff and students on day-to-day health and safety conditions	AMW and all members of staff Operations Manager	Consistent daily instructions to develop good practice and routine.	
Implement emergency procedures – evacuation in case of fire or other significant incident. You can find help with your fire risk assessment at: <a href="https://www.gov.uk/workplace-fire-safety-your-responsibilities">https://www.gov.uk/workplace-fire-safety-your-responsibilities</a>	AMW and JW Operations Manager and Dealer Principal	Designated and practiced fire procedures will be followed.	
Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances	AMW and JW Operations Manager and Dealer Principal	Trained staff and external professions to maintain equipment.	
Signed: * (Employer)	ADRIAN M WOODS	Date:	1 <sup>st</sup> September 2021 review by: 31 <sup>st</sup> August 2022

Health and safety law poster is displayed at (location)	RECEPTION AREA
First-aid box is located: First-aid box refilled as required	UPSTAIRS CLASSROOM, MAIN CLASSROOM, GARAGE AND RECEPTION
Accident book is located:	MAIN CLASSROOM FIRST AID BOX AND GARAGE FIRST AID BOX

Accidents and ill health at work reported under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) <http://www.hse.gov.uk/riddor>  
 Combined risk assessment and policy template published by the Health and Safety Executive 08/14

# General and Work Experience Risk assessment

This risk assessment is for vehicle repair and maintenance mechanics and students for the workshop and garage. This document acts as a **general risk assessment** for OnTrak's students, visitors and staff and also acts for the **young people's risk assessment for a work experience placement**. The main tasks and duties include vehicle cleaning (valeting) of vehicles for continued use on the road and the maintenance and repair of vehicles concentrating on, but not exclusively, the engine using specialist tools and equipment.

Company name: **ONTRAK COMMUNITY INITIATIVE**

Date of risk assessment: **1<sup>st</sup> September 2021**

Review Date: **31<sup>st</sup> August 2022**

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
Slips and trips	Staff, student and visitors may be injured if they trip over objects or slip on spillages.	<ul style="list-style-type: none"> <li>General good housekeeping is carried out.</li> <li>All areas well lit, including stairs.</li> <li>No trailing leads or cables.</li> <li>Staff keep work areas clear, eg no boxes left in walkways.</li> <li>Young people made aware.</li> </ul>	<ul style="list-style-type: none"> <li>Maintain good housekeeping throughout the reception, bike shop, garage, workshop, kitchen and classrooms.</li> </ul>	All staff and students to be responsible	From now on	01/09/2021
Public access to workshop	Customers, visitors and students could suffer various injuries if they wander into the workshop.	<ul style="list-style-type: none"> <li>Signs banning customers and visitors from the workshop and viewing window provided in reception.</li> <li>Staff to be reminded to challenge anyone entering the workshop without permission</li> </ul>	<ul style="list-style-type: none"> <li>Staff to be reminded to challenge anyone entering the workshop without permission</li> </ul>	All staff to be responsible	From now on	01/09/2021
Noise	Staff, student and visitors may develop hearing issues and loss due to the noise of the cars and various tools and equipment.	<ul style="list-style-type: none"> <li>Young people and staff must use appropriate PPE equipment e.g. ear defenders</li> </ul>	<ul style="list-style-type: none"> <li>Supervisor to keep a check that ear defenders are being used.</li> </ul>	AMW – Operations Manager	From now on	01/09/2021
General Tools	Staff and students could be injured by improper use of the tools.	<ul style="list-style-type: none"> <li>All staff and students are trained in safe working procedures and dangers of horseplay</li> <li>Young people and staff must use appropriate PPE equipment</li> </ul>	<ul style="list-style-type: none"> <li>Supervisor to keep a check that proper tool use is adhered to.</li> </ul>	AMW - Operations Manager	From now on	01/09/2021

<p><b>Hazardous substances</b> Chemicals (burns, irritation, toxins)</p>	<p>Staff and students might spill the chemicals and cause skin abrasions, dermatitis and chemical burns.</p>	<ul style="list-style-type: none"> <li>All chemicals stored and checked by Operations Manager</li> <li>Access to chemicals only by authorized personnel (staff)</li> <li>Chemicals used under controlled conditions must be used with the appropriate PPE equipment e.g. gloves, goggles etc</li> <li>Young people instructed on the safe use of mild chemicals only e.g. mild bleach, soaps etc. Controlled chemicals such as solvents and acids are not to be used by the young people.</li> <li>Young people are instructed on chemical hazards</li> </ul>	<ul style="list-style-type: none"> <li>Nitrile gloves supplied and used.</li> <li>Garage overalls supplied and used.</li> <li>Regular cleaning of overalls.</li> <li>Staff and young people informed to clean hands thoroughly and use skin creams provided after contact with hazardous substances.</li> <li>Supervisor to keep a check that gloves are being used.</li> </ul>	<p>AMW - Operations Manager</p>	<p>From now on</p>	<p>01/09/2021</p>
<p>Contact with used engine oil etc during servicing</p>	<p>Skin contact over a long period can lead to severe dermatitis and skin cancer – staff and students.</p>	<ul style="list-style-type: none"> <li>Young people are instructed on chemical hazards.</li> <li>Young people and staff must use appropriate PPE equipment e.g. gloves, goggles etc whilst handling engine oil.</li> </ul>	<ul style="list-style-type: none"> <li>Nitrile gloves supplied and used.</li> <li>Garage overalls supplied and used.</li> <li>Regular cleaning of overalls.</li> <li>Staff and young people informed to clean hands thoroughly and use skin creams provided after contact with hazardous substances.</li> <li>Supervisor to keep a check that gloves are being used</li> </ul>	<p>AMW - Operations Manager</p>	<p>From now on</p>	<p>01/09/2021</p>
<p>Car engine running inside, toxic exhaust fumes, eg carbon monoxide</p>	<p>Fumes may cause eye irritation and breathing difficulties in staff, students and visitors.</p>	<ul style="list-style-type: none"> <li>The garage has extractor fans and large ventilated areas with open shutters that remain open when cars are running. The extractor system is maintained and tested to prevent leaks</li> <li>The workshop has a large ventilated area with open shutters that remain open when cars are running.</li> <li>Young people are instructed on the hazards of fumes.</li> </ul>	<p>No Further Action</p>	<p>JW – Dealer Principal AMW - Operations Manager</p>	<p>From now on</p>	<p>01/09/2021</p>

Dust	Staff and students may inhale, have an allergic reaction to or asphyxiate from dust particles from fibre glass resin or other sanding products.	<ul style="list-style-type: none"> <li>The garage has extractor fans and large ventilated areas with open shutters that remain open when cars are running.</li> <li>The workshop has a large ventilated area with open shutters that remain open when cars are running</li> <li>Young people and staff must use appropriate PPE equipment e.g. gloves, goggles, masks etc.</li> </ul>	<ul style="list-style-type: none"> <li>Extractor system maintained and tested to prevent leaks</li> <li>The shutters remain open for constant ventilation</li> <li>Supervisor to keep a check that PPE is being used</li> </ul>	JW – Dealer Principal AMW - Operations Manager	From now on	01/09/2021
<b>Fire</b> Petrol and LPG fires	If trapped staff, students, visitors and customers could suffer fatal injuries from smoke inhalation/ burns.	<ul style="list-style-type: none"> <li>Fire alarms maintained and tested by manufacturer</li> <li>Extinguishers provided and inspected under contract</li> <li>Fire exits clearly signposted</li> <li>Spillages cleared immediately</li> <li>All staff and students are made aware of fire hazards on induction (including petrol and certain chemicals), are trained in fire extinguisher use and have done a fire drill.</li> <li>Fire risk assessment has been done, and any necessary action taken, see <a href="http://www.gov.uk/workplace-fire-safety-yourresponsibilities">www.gov.uk/workplace-fire-safety-yourresponsibilities</a></li> </ul>	<ul style="list-style-type: none"> <li>Maintaining morning and afternoon registers to include and be aware of everyone on the premises.</li> </ul>	AMW - Operations Manager	From now on	01/09/2021
Battery charging	Staff and students could suffer burns from contact with battery acid while charging, particularly if battery is overcharged and explodes	<ul style="list-style-type: none"> <li>Proprietary charger, installed by electrician, is used in accordance with instructions</li> <li>Acid-resistant gloves and goggles supplied and used</li> </ul>	No further action.	AMW - Operations Manager	From now on	01/09/2021

<p><b>Electrical Equipment</b> Portable appliances, eg hand lamps, tools</p>	<p>Staff and students could get electrical shocks or burns from faulty electrical equipment or on installation. Electrical faults can also lead to fires.</p>	<ul style="list-style-type: none"> <li>• PAT testing carried out annually on all portable 240 V tools (see separate PAT certificate)</li> <li>• Staff and students are trained to carry out pre-use visual checks and report defects to AW (equipment is either fixed by a professional or is recycled)</li> <li>• Safety checks of the electrical equipment and installations are carried out to ensure that equipment continues to be safe. Where necessary this is done by a competent electrician</li> <li>• Young people do not use any tools or equipment which run with live electricity without supervision at all times</li> <li>• Young people are trained in the hazards of unsafe electrical equipment</li> </ul>	<p>No further action.</p>	<p>AMW - Operations Manager</p>	<p>From now on</p>	<p>01/09/2021</p>
<p>D.S.E (Display Screen Equipment)</p>	<p>Staff and students could get electrical shocks or burns from faulty electrical equipment or on installation. Fatigue (eyes) could also set in causing a lapse of concentration and then electrocution or burns. Electrical faults can also lead to fires.</p>	<ul style="list-style-type: none"> <li>• Staff and young people are trained with the equipment and are supervised at all times with it.</li> <li>• Staff and young people get regular, adequate breaks.</li> <li>• Equipment is maintained through PAT testing and visual checks.</li> </ul>	<p>No further action</p>	<p>AMW - Operations Manager</p>	<p>From now on</p>	<p>01/09/2021</p>
<p><b>Mechanical equipment</b> Use of grinding equipment</p>	<p>Staff and students may suffer serious injury from unguarded moving parts of machinery. Staff and students can also get cut on sharp edges or scald themselves on hot parts.</p>	<ul style="list-style-type: none"> <li>• All mechanical equipment checked before use and faults reported to supervisor</li> <li>• Equipment not to be left running unattended</li> <li>• PPE provided.</li> <li>• Grinding wheels changed by trained person</li> <li>• Young person to be trained on the equipment and supervised at all times.</li> </ul>	<ul style="list-style-type: none"> <li>• Supervisor to keep a check that PPE is being used and that equipment is being used correctly.</li> </ul>	<p>AMW - Operations Manager</p>	<p>From now on</p>	<p>01/09/2021</p>

<p><b>Falling objects</b> Car lift failure or car jack failure</p>	<p>Failure of a car lift, jack or other lifting equipment may cause severe crush injuries to staff or student.</p>	<ul style="list-style-type: none"> <li>• Car lifts and jacks regularly serviced</li> <li>• Jacks only used where ground conditions are firm, stable and level.</li> <li>• Safe working loads not exceeded</li> <li>• Young people trained and supervised at all times whilst using a jack. They DO NOT use the car lifts in the garage.</li> </ul>	<p>No further action.</p>	<p>JW – Dealer Principal AMW - Operations Manager</p>	<p>From now on</p>	<p>01/09/2021</p>
<p><b>Compressed Air</b> Explosion of equipment and tyres</p>	<p>Staff and students could suffer blast injuries from tyre or equipment explosion. Workers could suffer damage to internal organs if air is introduced into the body.</p>	<ul style="list-style-type: none"> <li>• All staff and students are trained in safe working procedures and dangers of horseplay</li> <li>• System is inspected and serviced every year</li> </ul>	<p>No further action.</p>	<p>AMW - Operations Manager</p>	<p>From now on</p>	<p>01/09/2021</p>
<p><b>Manual handling</b> Movement of components, bikes, tyres and Go Karts</p>	<p>Staff and students risk injuries or back pain or pain elsewhere from handling heavy and/or bulky objects.</p>	<ul style="list-style-type: none"> <li>• Manual handling is eliminated where possible</li> <li>• Dual lifts are used where needed and possible</li> <li>• Staff and young people are instructed in safe manual handling</li> <li>• Young people are encouraged to seek help when and where needed</li> <li>• Adequate breaks are given depending on the demand of the task</li> <li>• Manual handling aids e.g lift truck are maintained and inspected regularly</li> </ul>	<p>No further action.</p>	<p>AMW - Operations Manager</p>	<p>From now on</p>	<p>01/09/2021</p>
<p><b>Vehicle Movements</b> Cars and Vans</p>	<p>Staff, students, visitors and customers risk potentially serious injury if struck by a moving vehicle</p>	<ul style="list-style-type: none"> <li>• Designated parking areas</li> <li>• Segregation between pedestrians and vehicles where reasonable and practical</li> <li>• Vehicles driven slowly around premises</li> <li>• Workers ensure that cars being manually pushed always have a person seated at the wheel, to keep the vehicle under control</li> <li>• Young people are PROHIBITED from driving</li> <li>• Young people are made aware of the routes through induction</li> <li>• A young person is only a passenger in a vehicle</li> </ul>	<p>No further action.</p>	<p>JW – Dealer Principal AMW - Operations Manager</p>	<p>From now on</p>	<p>01/09/2021</p>