



Message from the Board of Directors

We, the directors and management team of the CTTC place the highest priority on the safety and health of everyone involved in carrying out our business of training. We regard this attainment of high and improving standards of health and safety to be of prime importance to the business.

Andy Buckworth
Operations Director

CTTC Policy Statement

It is the policy of the CTTC to manage all of its activities so as to avoid causing any unnecessary risks to the safety and health of its employees, customers, learners and any member of the public who may be affected by its operations.

This policy means that CTTC will conform with legal requirements and appropriate codes of practice and will take any additional measures it deems necessary.

The application of the policy will be a prime consideration in the management of all CTTC activities. Health, safety and environment matters will be ranked as the first priority throughout its operations. The efforts of all its employees and learners will be valued as essential to the business.

The directors and managers of CTTC see the achievement of the objectives outlined in this policy to be of primary importance to the wellbeing of employees and learners and fundamental to the future success of the business.

The Health, Safety and Environment Policy

CTTC Developing People Securing Our Future

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The Health, Safety and Environment Policy

Organisation & Arrangements

General responsibilities of managers employees and learners.

1. In order to secure the implementation of CTTC Health & Safety Policy the board requires:

Managers

- 1.1 To establish, maintain, review and, where necessary, revise the organisation and arrangements required to make this policy work within the framework established by this company.
- 1.2 To promote health and safe working and fire prevention and control of the risk of damage to plant, equipment, products and the environment.
- 1.3 To secure compliance with legal obligations in relation to health and safety, fire prevention and environmental protection.
- 1.4 To require others who carry out work, or visit the company's sites, or provide services, to adopt similar standards in relation to health, safety, fire prevention and environmental protection when working on The CTTC facilities.

Employees and learners

- 1.5 To take care of their own and other persons health and safety.
- 1.6 To follow safe working practices and procedures applicable to their work and working environment at all times.
- 1.7 To use articles and substances provided for their use, including plant, equipment, materials, safety devices and personal protective equipment, in accordance with instructions and training provided.
- 1.8 To actively co-operate in applying the health and safety policy.
- 1.9 To take appropriate action to remedy any hazardous situation which comes to their notice, including, where necessary, informing their supervisor or manager of that situation.

Health & Safety Responsibilities

The Board of Directors

- 2.1 Are responsible for the health and safety policy and will:
 - 2.1.1 Ensure that health and safety responsibilities are properly discharged.
 - 2.1.2 Review health and safety performance regularly.
 - 2.1.3 Ensure that the health and safety policy statement reflects current board priorities.
 - 2.1.4 Ensure that management systems provide for effective monitoring and reporting of health and safety performance.

Operations Director

- 2.2 Is responsible and accountable to the board of directors for:
 - 2.2.1 Ensuring that the health and safety policy is implemented by agreeing a programme of work for health and safety, setting objectives and monitoring their effectiveness and the attainment of objectives.
 - 2.2.2 Keeping the board of directors informed on progress in the implementation of the health and safety policy and the attainment of objectives.

- 2.2.3 Publishing details of the organisation and arrangements for implementing the policy.

- 2.2.4 Ensuring that those to whom health and safety responsibilities are delegated fully understand and are able to meet them.

- 2.2.5 Arranging that reports drawing attention to any weaknesses in practice or procedures are properly prepared and action taken to eliminate those weaknesses.

Management Team

- 2.3 Have overall responsibility within their area of control for securing compliance with the health and safety policy. In particular they are responsible for actioning the matters set out below:

Management of Health and Safety

- 2.3.1 The promotion of health and safety including fire prevention and environmental protection by the adoption of positive health and safety management techniques such that hazards are identified, risks evaluated and any appropriate steps taken to ensure that suitable safeguards are in place where risks cannot be eliminated.

Risk Assessment

- 2.3.2 Ensuring that appropriate risk assessment techniques are used to identify hazards and those who might be exposed to them; to assess the risks and determine whether the risks are adequately controlled and what further action might be necessary to achieve adequate control.

First Aid

- 2.3.4 Ensuring there are sufficient qualified first aiders and that there are adequate first aid facilities.

Welfare Facilities

- 2.3.5 Ensuring that there is provision for adequate welfare facilities.

Raising Standards

- 2.3.6 Determining plans and milestones with the objective of continuously improving health and safety performance. To continuously review plans as to their effectiveness and to identify courses of further action, where necessary.

New Plant and Processes

- 2.3.7 The compliance with appropriate standards of health and safety in the design and installation of new training facilities.

Safe Working Procedures

- 2.3.8 The preparation and approval of formal practical procedures, where necessary, to assist in safe working with review and amendment as necessary and appropriate monitoring of their application.

Safety Audits and Inspections

- 2.3.9 To ensure that regular safety audits and inspections are carried out to identify risks, monitor standards and procedures and to review how effective these are so that action can be taken where necessary.

Accident Reporting and Investigation

- 2.3.10 The investigation and reporting of accidents, industrial diseases and dangerous occurrences. To ensure that all injuries, however minor, are recorded and investigated.

Records

- 2.3.11 Maintaining records of accidents at work and using them to monitor progress. To carry out regular health surveillance of employees where applicable.

Communication

- 2.3.12 The preparation of practical advice and guidance on key aspects of health and safety at work based upon known risks and communication to those to whom it applies.

Training

- 2.3.13 The provision of appropriate instruction on health and safety at work and, where necessary, training programmes to provide the knowledge and skills to attain individual competence for safe working.

Employee Consultation

- 2.3.14 The establishment of mechanisms for the effective joint consultation on health and safety related matters with employees.

Suppliers

- 2.3.15 Ensuring suppliers provide information on hazards associated with the use of articles or substances and making the information available to those concerned.

Contractors

- 2.3.16 Implementing and monitoring the application of the policy to the health and safety aspects of contractor activity.

Visitors and the General Public

- 2.3.17 Establishing and implementing measures to safeguard the public from risks to their health and safety arising from CTTC Activities/Operations activities.

Environment

- 2.3.18 Establishing and implementing measures to minimise the effect of CTTC Activities/Operations operations on the environment.

Emergency Procedures

- 2.3.19 Ensuring there are written emergency procedures in place.

Maintenance

- 2.3.20 Ensuring that there are systems in place for the maintenance of plant, machines, equipment and buildings.

Senior Trainers

- 2.4 (Those who directly control the work of others)
 - 2.4.1 Are responsible for organising their day to day work in compliance with the health and safety policy and particulars.
 - 2.4.2 Ensuring that safe working procedures are followed and that safe working conditions are maintained.
 - 2.4.3 Ensuring employees and learners are trained and instructed in safe working methods and follow them.
 - 2.4.4 Encouraging safe behaviour and application of problem solving techniques in addressing health and safety issues at shop floor level.
 - 2.4.5 Investigating accidents and hazards and taking steps wherever possible to prevent accidents, injury and ill health by eliminating or minimising the risks.

Quality Assurance and HSE Coordinator

- 2.5 Is responsible and accountable to the Operations Director for:
 - 2.5.1 Proposing any revisions to the health and safety policy. To review the policy at least annually, amend and update it. Communication of any such changes to all employees and trainees.
 - 2.5.2 Monitoring health and safety assessments or otherwise the implementation of the health and safety policy and subordinate policies and procedures.
 - 2.5.3 Providing a co-ordinated and effective reporting of health and safety performance.

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