

<h1>POLICY STATEMENT</h1>		Document No:	POL03
		Issue No:	1
		Date of Issue:	25/03/2022
		Prepared By:	Ian Hemmingway
		Authorised By:	Iain Elliott
Title:	Health, Safety and Environmental Policy		Page 1 of 4
Last Review Date:	21/3/23		
Date of Next Review:	20/3/24		

Policy Statement

- Humberside Engineering Training Association regards the management of health and safety as an integral part of its business and is committed to providing a safe and healthy working environment. It is seen as critical in developing the professional culture of the organisation and maintaining a solid reputation with all our clients and stakeholders.
- Health and Safety is at the heart of how HETA conducts itself to both learners and staff, setting the standards to which others should aspire to achieve.
- HETA are committed to the identification of hazards and reduction / elimination of Risk associated with our activities.
- Staff and Learners are provided with a robust programme of health and safety training, including equipment, which uses the professions best practice to set a model working and learning environment. They are aware of their obligations to this Policy and are consulted and involved with management of this system.
- HETA's target is for zero accidents and zero work related ill health. This is achieved by applying current best practice in Health and Safety. Compliance with current Health and Safety legislation and Codes of Practice is therefore regarded as the absolute minimum standard acceptable.
- All building improvement and maintenance work is co-ordinated by the HSE manager to ensure developments meet the required standard and all contractors meet our expectations around safe working.
- All our client companies are risk assessed to make clear judgments on their suitability to take our learners and to do business with. HETA are not afraid to reject a potential or existing client because their safety protocols are viewed as being inadequate.
- This policy provides a framework for setting, monitoring, reviewing and achieving objectives, and to ensure continuous improvement the system is reviewed by senior management.
- Following the 2020 pandemic, HETA has devised and deployed specific work processes and practices that relate to remote working and minimising risk from infectious conditions.

Responsibilities

- The objectives of this policy are fundamental to the business, the health and safety manager is responsible for ensuring the requirements of this policy are achieved.
- Management, employees, students and apprentices have responsibility for implementing the specific arrangements made under this policy throughout the organisation.
- All personnel are expected and encouraged to be proactive on health, safety and environment issues as part of the continued development of the health and safety culture within the organisation.
- All employees, students and apprentices are required to cooperate with the organisation and their colleagues in implementing the policy and shall ensure that their own work is without risks to themselves and others as far as reasonably practicable.
- HETA will provide appropriate training and make available competent health and safety advice and adequate resources including time and money so that legal obligations may be met.

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This is the statement of general policy and statements for:

Humberside Engineering Training Association (HETA)

Overall final responsibility for health and safety is that of:

Iain Elliott – Chief Executive Officer

Day to day responsibility for ensuring this policy is put into practice, delegated to:

Ian Hemmingway – Health and Safety Manager

STATEMENT OF GENERAL POLICY	RESPONSIBILITY OF: Name / Title	ACTION / ARRANGEMENTS
To prevent accidents and cases of work-related ill health and provide control of health and safety risks arising from work activities.	Ian Hemmingway – Health and Safety Manager	Relevant risk assessments and safe working procedures completed and actions arising out of these implemented. (Risk assessments reviewed annually or after an accident or significant change in personal / working practice)
To provide adequate training to ensure employees are competent to do their work.	Ian Hemmingway – Health and Safety Manager Cathy Bourne – Human Resource Manager Matthew Gardner – Operations Manager	Staff to be given necessary health and safety information and provided with appropriate training and personal protective equipment. Also, to ensure that suitable arrangements are in place to cover employees engaged in remote work away from any of the three HETA sites.
To provide a safe environment for Staff, learners, contractors and visitors.	Ian Hemmingway – Health and Safety Manager HETA Management Team All HETA Employees All HETA Learners	All HETA staff communicated to regularly regarding health and safety information and requirements. Learners undertake relevant site inductions and provided with details and training about their responsibilities in relation to health and safety. Contractors are inducted to site and work is controlled through relevant supervision, risk

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		assessments and method statements. Visitors are inducted to site and provided with relevant information for the areas they will be attending.
To engage, supervise and consult with employees on day-to-day health and safety issues and provide advice on occupation health.	Ian Hemmingway – Health and Safety Manager HETA Management Team	HETA staff are routinely consulted on health and safety matters as they arise but also formally reviewed on health and safety performance with their line managers.
To implement emergency procedures and evacuation procedures in case of fire or other significant incident.	Ian Hemmingway – Health and Safety Manager Joanne Rowland – Hull Centre Manager Alex Billingham – CATCH Centre Manager & Scunthorpe Centre Manager HETA Management Team All HETA Staff	Escape routes well always signed and kept clear. Evacuation drills are tested twice annually at sites, emergency procedures reviewed thereafter. All personal to ensure they are aware of emergency arrangements at remote locations relevant to the work being undertaken.
To maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery and ensure safe storage and use of substances.	Ian Hemmingway – Health and Safety Manager	All welfare facilities provided and adequately maintained. Systems in place for routine inspections and testing of equipment and machinery and ensure that action is promptly taken to address and defects. A robust audit system in place which highlights any lapse in compliance to legislation and a process to address the findings.
To aim for zero accidents and work-related ill health from the activities which are undertaken at a HETA site or by an HETA employee remotely.	Ian Hemmingway – Health and Safety Manger HETA Management Team All HETA Employees All HETA Learners	All accidents and near miss incidents involving HETA Staff, leaners or contractors and visitors a HETA site must be reported. An investigation and records are kept of all incidents which occur.
Signed: Chief Executive Officer	<i>Iain Elliott</i>	Review date March 21 st , 2023

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Subject to review monitoring and revision by:	Iain Elliott – CEO Ian Hemmingway – H&S Manager Neil Sheardown – Quality and Conformance Officer	Every 12 months or sooner if significant changes to work activities.
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