



# **Health & Safety Policy & Statement**

**Reviewed: January 2025**

## Version Control

Date	Section(s) amended	Brief description	Author
25/01/17		Policy Reviewed	Alan Akester
05/01/18	None	Updated with new branding	Yvonne Walker
08/01/18	None	Policy Reviewed	Alan Akester
09/07/18	PUWER	Updated references from Rearsby to Derby	Yvonne Walker
02/07/19		Annual Review	Alan Akester
11/06/20	Training section updated and new Coronavirus section added	New policies relating to Coronavirus	Alan Akester
07/08/20	COVID	Use of public transport updated	Alan Akester
18/09/20	COVID	Various updates to reflect up to date government guidance	Alan Akester
22/09/21	Various	Annual review, updates to job titles and COVID	Alan Akester
16/11/22	Removed COVID	Restrictions removed.	Paul Thompson
09/02/23	Section 2 - Head of Corporate Services title replaced with Facilities Manager title. Section 5 – Annual Fire Evacuation added to list. Section 10 – Head of Corporate Services title replaced with Facilities Manager / H&S Manager. Section 12. LOLER added to heading. Section 17 –	Document Reviewed	Paul Haynes

	<p>Contractors must adhere to the stipulations covered in permissions and permits to work issued added.</p> <p>Section 19 – Head of Corporate Services title replaced with Facilities Manager.</p> <p>Below bullet points added to section: -</p> <ul style="list-style-type: none"> <li>• All Remit Training staff members at all premises have a duty to report any hazards or near misses and record them at the time on the workshop white boards.</li> <li>• Senior Site Premises Managers / Site H&amp;S Responsible persons must report hazards and near misses on a weekly basis to the Facilities Manager using the hazard and near miss reporting form HS-F088 for significant incidents and the Hazard / Near Miss spreadsheet log for day-to-day lower risk hazards.</li> <li>• Senior Site Premises Managers must report the number of hazards, near misses and accidents to the Chief Financial Officer by the 10<sup>th</sup> of each month for figures to be submitted to the board.</li> </ul>		
12/02/2024	<p>Section 12 – Changed number of sites with lifting equipment from 2 to 5.</p> <p>Various – Changed Fleet &amp; Facilities Manager to Health &amp; Safety and Facilities Manager</p> <p>Section 19 – Changed reporting date to 5<sup>th</sup> of each month</p>		Nathan Long
16/01/2025	None		Nathan Long

Policy Applies – Remit Group Limited, Daimler associates, contractors and subcontractors.

## Contents

1. STATEMENT AND SCOPE .....	5
2. RESPONSIBILITIES AND ARRANGEMENTS .....	5
3. SAFETY POLICIES .....	7
4. CONSULTATION.....	7
5. FIRE SAFETY .....	7
6. FIRE WARDEN ROLES AND RESPONSIBILITIES .....	8
7. FIRST AID AT WORK.....	8
8. WORKING ENVIRONMENT .....	9
9. TRAINING.....	9
10. ASSESSING THE RISKS.....	10
11. NOISE.....	10
12. PUWER.....	10
13. SMOKING .....	11
14. HOUSEKEEPING .....	11
15. ASBESTOS .....	11
16. YOUNG AND VULNERABLE PERSONS.....	12
17. CONTRACTORS .....	12
18. REMOTE WORKING .....	13
19. REPORTING OF ACCIDENTS.....	13

## 1. Statement and Scope

Remit Group Limited is committed to providing safe and healthy working environments and a culture of 'safety first'.

We will:

- Prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace
- Provide clear instructions, information, and adequate training, to ensure colleagues are competent to do their work
- Engage and consult with colleagues on day-to-day health and safety conditions
- Implement emergency procedures – evacuation in case of fire or another significant incident
- Maintain safe and healthy working conditions, provide, and maintain plant, equipment, and machinery, and ensure safe storage/use of substances

## 2. Responsibilities and Arrangements

### Board of Directors

The Board of Directors will actively monitor matters of safety and health and ensure the business has access to competent advice. The Board will provide clear direction and set annual targeted objectives.

The Chief Executive is responsible for all matters of health and safety for colleagues and learners, and delegates day to day operational needs to the Facilities Manager and individual Business Unit Directors.

### Business Unit Director

Will ensure all operational teams within the business work safely, report matters of concern, actively manage compliance within legislative framework and ensure all safety related policies and procedures are put into practice. The Business Unit Directors will set safety related performance measures for all direct reports which will be linked to any performance related reviews conducted; these performance measures shall include monitoring employer H&S to ensure our learners are in a safe environment.

### Health and Safety and Facilities Manager

Will produce and maintain all policies and procedures and will assist in the production of task-specific Risk Assessments, will produce monthly reports to help keep the Board informed, which shall include employer H&S documents and ELI expirations. Arranging and monitoring completion of H&S training of colleagues. This is a coordinator role with regards to Health and Safety and has no direct control of operations.

### Line Managers

Are responsible for ensuring their teams comply with instructions, attend training sessions as directed by the company and will actively promote safe working practices within their teams. Monthly team meetings will include safety related objectives and performance reviews.

### Development Coach and Regional Manager

DCs shall complete an employer H&S questionnaire with the employers' H&S representative to understand the H&S arrangements that are on site at that employer. The DCs shall also ensure we have an up-to-date Employer Liability Insurance Certificate for all employers. During the enrolment process, the learner confirms their understanding of the H&S arrangements at the employer. The Regional Manager is responsible for ensuring these actions are completed, and to monitor expiring information to ensure records are kept up to date.

## **All Colleagues**

All colleagues, agency workers, consultants, contractors, and visitors are responsible for their own safety and that of others. You should report matters of concern promptly to your Line Manager, follow all instructions as directed and you should not take unnecessary risks.

### 3. Safety Policies

The company approach to managing Health and Safety is to Plan, Do, Check, Act as recommended by the HSE.

**Plan** The Health & Safety Manager will produce policies that are suitable and sufficient and task specific.

**Do** All Managers are expected to enforce all company policies.

All colleagues are expected to comply with instructions and training.

**Check** Weekly site safety inspections will be used as one method of checking compliance. Accident report submissions, or the absence of such reports are another method. Monitoring vehicle trackers for driving risks will be completed monthly or as required by the Fleet and Facilities Manager.

**Act** All colleagues are encouraged to report areas of concern to their Line Manager or the Health & Safety and Facilities Manager. Disciplinary action will be taken where a colleague interferes with something provided for safety purposes (includes removal of a safety sign without consent), or disregards instructions issued by a colleague/manager.

### 4. Consultation

The business will actively consult its colleagues on matters of safety and health by:

- Information
  - Written policies, signage and mandatory notices are the main method for compliance
- Instruction
  - Written policies, signage and mandatory notices are the main method for compliance
- Training
  - Online and classroom-based sessions will be arranged by the Health and Safety & Facilities Manager and the People Development Manager on a company wide basis. Specific courses or knowledge should be referred for review before booking any courses.
- Consultation
  - Quarterly colleague feedback sessions
  - Weekly site inspections conducted by local safety representative

### 5. Fire Safety

All group premises will have a site-specific Fire Risk Assessment (FRA) in compliance with the Regulatory Reform (Fire Safety) Order 2005. The Health & Safety and Facilities Manager is responsible for arranging for a Fire Risk Assessment to be undertaken by a competent person. The Senior Manager at each property is responsible for ensuring any actions identified in the Risk Assessment are completed within the specified time frame.

Each group premise will have a site-specific Emergency Evacuation Plan (EEP); the Fleet and Facilities Manager will assist the Senior Manager at each premise in the creation of this plan. The EEP will

Number: HS- P01	Issue: 15	Issue Date: 13/03/15	Page 7 of 13	Reviewed: 16/01/25	Reviewed by: Nathan Long
-----------------	-----------	----------------------	--------------	--------------------	--------------------------

specify the arrangements that are in place to evacuate persons with reduced mobility. As a minimum, the following standards are applied to all premises to minimise the risk of fire starting:

- Weekly testing of fire alarms
- Monthly testing of the emergency lights
- 6 monthly fire safety systems inspections and servicing (external contractors)
- Minimum of 1x CO2 and 1x Foam extinguishers to be available at all exits to a building; site specific risks should identify the requirements above this minimum specific to each premise.
- Annual servicing of firefighting equipment or as required
- 5 yearly EICR
- Annual gas inspections (where required)
- Weekly site inspections
- Arranging the annual evacuation drill at head office and recording the results in the Fire Logbook
- Annual Fire Evacuation Drills

## 6. Fire Warden Roles and Responsibilities

Each group premise will have sufficient trained Fire Marshalls. As a minimum, there will always be 2 marshals' available at each property unless the site-specific Fire Risk Assessment has identified other control measures to manage the risks.

The role of the Fire Warden is to:

- Complete weekly site safety inspections
- Complete weekly testing of the fire alarm
- Complete monthly testing of the emergency lights
- Without putting themselves at risk, will ensure evacuation of the building in the event of an emergency
- Assist in completing annual emergency evacuation drills – or as required and identified within the FRA

## 7. First Aid at Work

Each group premise will have, as a minimum, 2 trained First Aiders in Emergency First Aid at Work. First Aiders should be identified with appropriate notices positioned in high-traffic areas such as next to exits, or within break-out facilities.

All accidents, even if no injury is sustained, must be recorded within the accident book, and reported to the Facilities Manager within 24hrs.

As a minimum, the following first aid equipment will be available at each premise:

- A fully stocked first aid box with all contents in date compliant with BS85991
- Eye wash station
- Other as identified in the premise Risk Assessment

Roles and responsibilities of a First Aider:

- Check the contents of the first aid box weekly

Number: HS- P01	Issue: 15	Issue Date: 13/03/15	Page 8 of 13	Reviewed: 16/01/25	Reviewed by: Nathan Long
-----------------	-----------	----------------------	--------------	--------------------	--------------------------



- Complete accident report and e-mail to Fleet and Facilities Manager

The Health and Safety & Facilities Manager will report any RIDDOR applicable incidents to the HSE.

## 8. Working Environment

The company is committed to providing a safe and healthy working environment. As a minimum, all group premises will have:

- Enough washroom facilities for the number of occupants
- Access to clean fresh water
- Hot beverage making facilities
- Ventilation
- Natural daylight (property type dependant i.e., workshops v offices)

Where possible, the company will also seek to include shower and changing facilities and a secure place to store bicycles.

Where it is determined that an employer workplace is not safe for learners; we would advise the employer and learner. The employer is notified to rectify these issues before further training can be delivered. The decision to continue to provide our services will be referred to the Board.

## 9. Training

All colleagues or temporary workers will be given specific training for the role they will be undertaking, and, on the equipment, they will be using. In addition, the company also provides generic H&S training to its employees:

- Online training courses provided by Praxis42 and IOSH accredited.
  - Electrical Safety
  - Fire Safety
  - Conflict Management
  - Manual Handling
  - Office Safety
  - Slips, trips, and falls
  - Stress Awareness
  - Noise Awareness (Derby and Managers)
  - Driver Awareness (All colleagues who drive for work)
  - Environment Awareness (Managers)
  - Managing Safety (Managers)
  - Asbestos Awareness (Derby)
  - Working at Height (Facilities)
- Driving for work
  - Inexperienced drivers may be offered an additional On Road Driver Assessment
- Internal courses
  - Induction to all new starters to the business
- Fire Warden
- First Aid at Work

- Role specific – job shadowing

This training is completed within 6 months of colleagues joining the business and updated every 2 years or as required. Records are maintained on our H&S package which is provided by an insurance accredited provider.

Mental Health Awareness and Mental Health First Aider courses are promoted and arranged by the Learning and Development team for colleagues. Useful activities are also provided by this team to help delivery colleagues support learners.

Providing H&S training to learners is the responsibility of the employer; however, within the H&S questionnaire completed for all employers, we ask the employer do they provide training, and we ask the learner to have been provided with training, information, supervision, and instruction. When learners are on our premises, we provide an H&S induction to our premises. We also provide generic background H&S information to learners as part of the programme of study.

## 10. Assessing the Risks

The Facilities Manager / H&S Manager will assist operational teams in the creation of task specific Risk Assessments which will be based upon the 5 steps to risk assessing:

- Identify the Hazard
- Decide who might be harmed and how
- Evaluate the risks and decide on the precautions
- Record and implement the findings
- Review and update the assessment annually or at a time of change

Some assessments may have the same principles regardless of location; in these cases, blank pre-filled Risk Assessments will be available on Fuse; however, each one should be reviewed for site specific relevance with the reviewer entering their name and date onto the assessment.

## 11. Noise

The company recognises that some colleagues, customers, contractors, or temporary workers may be exposed to high levels of noise. A noise assessment can be arranged on request or where this is identified as a risk within the Risk Assessments.

## 12. PUWER / LOLER

The Provision and Use of Work Equipment Regulations 1998 place specific duties on employers to ensure equipment is:

- Suitable for the intended use
- Safe, maintained and inspected regularly
- Only used by people who have received adequate training
- Accompanied by suitable protective measures such as cut-off switches, warning devices and clearly visible signage
- Used in accordance with its designed purpose.

All relevant equipment is maintained and serviced by external competent contractors in line with manufacturers recommendations. Within Remit Group Limited there are 5 properties with specific lifting equipment – Derby and Scotland Automotive Academies have vehicle lifts, and Head Office has 1 passenger lift.

The safety representative at the Academy maintains an equipment log and the Health & Safety and Facilities Manager monitors the servicing schedule using the equipment log as a means of verifying all maintenance and servicing is up to date.

### 13. Smoking

Smoking in company premises is prohibited at all times in accordance with the Health Act 2006. Smoking within 5 meters of the premise entrance, or open windows is also prohibited.

Smoking in company cars is prohibited at all times, including when in use for personal journeys. Disciplinary action may be taken should any company provided vehicle require a valet following smoke damage. The colleague may also be required to pay for the vehicle to be professionally valeted.

### 14. Housekeeping

Although all group premises have contract cleaning provisions in place; it is the responsibility of all colleagues or temporary workers to ensure the premises are kept clean and tidy at all times.

- All empty cardboard boxes should be disposed of within the recycling receptacles.
- Walkways should always be clear of obstruction.
- Fire exits and escape routes should be clear and always unlocked when there are occupants in the building.
- Any cups or other crockery used should be washed, dried, and placed back into the cupboard.
- Any spillages should be wiped straight away
- Drinks must not be carried between floors
- Eating food is restricted to canteens/break out areas where available.
- Where segregated waste bins are available, every effort should be made to place your waste in the correct bin.

Flammable liquids are prohibited from all office premises and must only be stored at other premises if there is a Risk Assessment in place with all necessary precautions to prevent persons and property from injury or damage. In any case, the storage of flammable liquids may have specific requirements from the group insurers; the Health and Safety Manager must be informed in all cases.

### 15. Asbestos

Remit acknowledges the health hazards arising from exposure to Asbestos and will protect those colleagues/stakeholders potentially exposed to Asbestos as far as is reasonably practicable by minimising exposure through proper control measures and work methods. Asbestos is in a safe state providing it is not disturbed. It is only when Asbestos is disturbed and is in dust form that people are at risk.

Asbestos surveys and the removal of Asbestos are to be conducted by qualified contractors. The Health & Safety and Facilities Manager will arrange for any required Asbestos surveys. The Senior Manager at the premises is responsible for ensuring any associated actions are completed within the specified time.

Colleagues should not take risks; if there is a suspicion that Asbestos is present, contact should be made with the Health & Safety and Facilities Manager immediately to provide guidance in how to proceed. It should be assumed that Asbestos is present, until confirmed otherwise.

## 16. Young and Vulnerable Persons

Remit Group Limited shall ensure, so far as is reasonably practicable, that learning takes place in safe, healthy, and supportive environments that meet the needs of the learners.

Learners employed by Remit will receive the company induction and any appropriate training for their job role.

For new, small employers, the company shall visit all workplaces where we intend to place an Apprentice. For large multi-site employers, the employer shall be provided with the questionnaire which is intended to confirm the arrangements available at all properties, with the requirement that their H&S Manager completes and returns to the DC. This same questionnaire is also used for small employers who are due a re-visit where we have a history of working with the employer. The purpose of this visit is to check that arrangements are in place to effectively manage matters of health and safety; it is not verification that said policies are suitable or sufficient. Colleagues who visit employer premises must be mindful not to do or say anything that could be interpreted as advice.

Please refer to our Safeguarding Policies with regards to working with Young and Vulnerable persons for specific information.

## 17. Contractors

No contractor is permitted to work on group premise without the approval of the Health & Safety and Facilities Manager, this is regardless of physical location in the UK.

All contractors who want to work on group premises must:

- Have suitable insurance and have provided a copy of their certificate prior to attending the premise
- Have no prohibition notices registered against them in the last 5 years
- Have no prior convictions for a breach of H&S legislation
- Have no more than 1 improvement notice issued within the preceding 12-month period
- Provide evidence of suitable training of the operatives that will be working on site
- Provide suitable and sufficient Risk Assessments and Method Statements and ensure the operative in attendance has a copy with them at all times
- While on site, contractors must comply with any instructions or direction from Remit Group Limited

- Attend a site induction prior to the commencement of any work. This induction will include information about the emergency plans, Asbestos, expectations and behaviours and housekeeping at the end of the job and any specific risks present in the work area.
- Contractors must adhere to the stipulations covered in permissions and permits to work issued.

No Hot Works should commence on site without the written approval of the Health & Safety and Facilities Manager. A Hot Works permit will be issued in all cases, and the terms contained within must be always adhered to.

## 18. Remote Working

Due to the nature of Remit's business; there may be occasions where colleagues are expected to work from premises that are not controlled by Remit Group Limited or Remit Food Limited.

Please refer to the Remote Working Policy for specific guidance. In general, colleagues should:

- Abide by all safety instructions given by the premise controller.
- Make themselves familiar with the local arrangements in place for managing risks.
- Remain in contact with their Line Manager
- Report any accidents, incidents or near misses to both the local Safety Representatives, the colleagues Line Manager and adhere to the company Accident Reporting Policy.

## 19. Reporting of Accidents

Please refer to the Reporting of Accidents Process. In summary:

- Any accident involving a colleague or learner must be reported to the Head of Corporate Services without delay.
- In the case of learners, the DC is responsible for reporting the accident, using form HS-F01 available from Fuse as soon as they have been made aware.
- The Facilities Manager / H&S Manager shall determine whether the accident requires further investigation and will be responsible for conducting any identified investigations.
- The Head of Corporate Services shall inform the Board of any RIDDOR incidents involving learners or colleagues and will be responsible for liaising with external agencies i.e., HSE, Local Authority, Police, etc.
- Learner ill-health will be monitored by the Development Coach, with support available from the Safeguarding team, Regional Manager, and the Business Unit Director.
- All Remit Training staff members at all premises have a duty to report any hazards or near misses and record them at the time on the workshop white boards.
- Senior Site Premises Managers / Site H&S Responsible persons must report hazards and near misses on a weekly basis to the Facilities Manager using the hazard and near miss reporting form HS-F088 for significant incidents and the Hazard / Near Miss spreadsheet log for day-to-day lower risk hazards.
- Senior Site Premises Managers must report the number of hazards, near misses and accidents to the Chief Financial Officer by the 5th of each month for figures to be submitted to the board.