

Health and Safety Policy Statement

This is the Health and Safety Policy Statement of

Automotive Transport Training Limited

**Jacknell Road,
Dodwells Bridge Ind Estate,
Hinckley Leicestershire.
01455 251516**

Do Not Remove.

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January 2011

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Appendix 1

Automotive Transport Training Limited

Health and Safety Policy Statement

The directors recognise that they have a responsibility to ensure that all reasonable precautions are taken to provide and maintain working conditions, which are safe, healthy and comply with all statutory requirements and codes of practice.

The company will, so far as is reasonably practicable, pay particular attention:

1. To identify the hazards to employees, learners and third parties affected by the work, and control the attendant risks adequately.
2. To maintain healthy and safe working conditions, including provision of safe plant and equipment.
3. To work, through continuous improvement, to prevent accidents and work related ill health.
4. To ensure that employees are competent to do their work and provide them with appropriate and adequate training.
5. To ensure safe transport, storage, handling and use of hazardous substances.
6. To consult with employees and learners on health and safety issues affecting their well-being, giving them necessary information, instruction and supervision.
7. To review and revise the safety policy at regular intervals as necessary.
8. To provide safe access and entrance to work.
9. To ensure that the training of learners on LSC-funded courses takes place in a safe, healthy and supportive Environment.
10. To ensure that colleges and work-placements attended and employed by young learners have suitable and sufficient arrangements for learner health and safety and take the recommended and appropriate action where standards are not maintained.
11. To ensure that all accidents and ‘near misses’ are recorded and investigated and the appropriate action is taken and reported to the appropriate Authorities .

Signed:

Director: K. Rowley

Date: Review Date:

2. Health and Safety Policy Review

Date	Amendments	Signature	Designation
February 1998	Pages: 1-6-14-19	C Bullock	H & S Rep
July 1998	Pages: 0-21-22-23	C Bullock	H & S Rep
February 1999	Pages: All	F R Muston	H & S Rep
December 2002	Pages: All	F R Muston	H & S Rep
March 2004	Pages: All	F R Muston	H & S Rep
April 2004	Pages: All	C Woodall	H & S Rep
November 2004	pages: 4 – 19	C Woodall	H & S Rep
April 2006	pages: All	C Woodall	H & S Rep
March 2007	pages 5-8-14-16-18-19	C Woodall	H & S Rep
March 2008	pages 5-10-14-19	C Woodall	H & S Rep
January 2009	pages 2 – 3 - 5 – 12 – 17 - 19	C Woodall	H & S Rep
January 2010	pages 4-5-8-13-15-17-19-20	K Spragg	H & S Rep
January 2011	pages: All	K Spragg	H & S Rep

3. Health and Safety Policy Objectives

To fulfil the Policy, the following objectives are set:

- Co-ordinate, interpret and implement all statutory and other requirements.
- Formulate short and long term accident prevention and industrial hygiene procedures designed to achieve positive results.
- Maintain good housekeeping standards and continuously identify any hazards involving injury, damage or ‘near miss’ potential.
- Instruct all staff in the general accident, fire prevention and industrial hygiene procedures, coupled with training in specific practices where relevant.
- All employees and learners to observe safe working practices and to use and care for all safety devices and personal protective equipment provided for their use.

4. Organisations and Responsibilities

4.1 Nominee Director

The Nominee Director is Keith Rowley, who is responsible on behalf of the company directors for the safety in the company and will monitor the safety policy on a regular basis. The Board will be made aware of Health and Safety matters to ensure that sufficient resources are available to provide any Health and Safety equipment, personal protective equipment, training; where appropriate in manual handling and the provision of eye tests for those who habitually use display screen equipment. Moreover,

information and training for employees will be provided in order (as far as is reasonably practicable) to achieve and maintain a high standard of safety proficiency.

4.2 Health and Safety Representative

The company safety representative is Clif Woodall, whose responsibilities cover the maintenance of safety records, investigation of accidents, providing accident statistics, and keeping a watching brief on changing legislations; and reporting directly to the managing director. Full investigation of accidents will be carried out by the safety representative under the direction of the managing director with a view to the prevention of future occurrences.

The Health and Safety representative assisted by the relevant staff shall carry out and review department risk assessments and safe working practises.

The Health and Safety representative is also responsible for ensuring the company's obligations in respect of assessment, control and monitoring of hazardous substances are met.

The Health and Safety representative is also responsible for the company's obligations in respect of assessment, control and monitoring of the workplace, work Equipment, Manual Handling operations, personal protective equipment and display screen equipment are met.

4.3 Departmental Managers and Senior Instructors

The General Manager, Administration Manager and Senior Instructors have the responsibility to provide leadership and promote responsible attitudes towards Health and Safety. Each Manager and Senior Instructor will:

- a) Ensure that each new employee is given induction training; including the precautions procedures appropriate to their specific jobs (all new members of staff will be shown the location of the first aid boxes, fire exits and fire safety equipment).
- b) Ensure that all staff are made aware of any procedures in place if they face any serious or imminent danger, and the name of the competent person(s) designated to implement those procedures.
- c) Ensure all staff for which they are responsible for are aware of the Health and Safety Policy.
- d) Ensure that any temporary employee, before he or she commences work, shall be supplied with comprehensible information about any special occupational qualifications or skills required in order that the work can be carried out safely.
- e) Keep up to date with Health and Safety matters applicable to the operations of the company.
- f) Investigate all accidents with the assistance of the Health and Safety representative, with a view to prevention.
- g) Ensure good housekeeping standards are applied.
- h) Review periodically, all new and existing equipment with reference to mechanical and operational safety and, in particular, the locations of all equipment, bearing in mind the requirements of the workplace and the use of work equipment regulations.
- i) Carry out regular safety checks and audits.

4.4 Instructors

Instructors have a responsibility to provide leadership and to promote responsible leadership attitudes towards Health and Safety.

Instructors must ensure that all tasks and training carried out in their sections are performed with the utmost regard for Health and Safety of all those involved. Accidents must be reported immediately to the Health and Safety representative or managing director.

Particular attention will be paid to:

- a) Plant, machinery and methods of working to ensure they are safe and do not endanger health.
- b) Providing safe arrangements for the handling, storage and movement of materials, equipment and substances hazardous to health.
- c) Supplying sufficient information, instructions, training and supervision to enable trainees and other staff to avoid hazards and contribute positively to their own Health and Safety at Work.
- d) Inspecting equipment such as lighting, passageways, fire alarms, fire escapes, fire extinguishers, first aid facilities and work practises on a regular basis to ensure their efficiency and maintenance.
- e) Ensure that the staff or trainees for whom they are responsible are aware of any procedures in place to deal with serious or imminent danger.

4.5 Employees

All employees have a responsibility to do everything they can to prevent injury to themselves, their fellow employees and others affected by their actions or omissions of work. They are expected to follow company procedures in particular, to report any incidents, which have or may have led to injury or damage.

All employees should ensure that they:

- a) Use any equipment provided in accordance with the training and instructions that they have received.
- b) Inform their department manager about any serious or imminent danger.
- c) Report any shortcomings that they see in the protection arrangements.
- d) Stop work and immediately proceed to a place of safety in the event of being exposed to serious or imminent and unavoidable danger.

4.6 Area of Responsibility

Day to day responsibilities for Safety in a particular area is as follows:

Area	Responsible	Dept	Special Responsibility
G F Admin	Gareth Hill	H & S Rep	Ground floor admin and Reception area.
U F Admin	Gareth Hill	H & S Rep	Kitchen, offices and lecture rooms.
MV Workshops	Tim Mansfield	Senior MV Ins	Workshop practical, theory, escape.
FLT	Geff Walsh	FLT Ins	FLT practical, theory and escape.
Yard	Mick Smith	Com Manager	Yard/Lorry Parking Instructors Office.
Accident Reporting	Helen Allsopp	All Motor Vehicle Departments and Placements.	

5. Health and Safety Consultation

A Health and Safety Management will meet on a *quarterly basis* comprised of Representatives from each Department and Management. The purpose of this Meeting is to ensure the Company can benefit from making the best use of staff knowledge, experience and perception of the risks of their departmental undertaking.

6. General Arrangements for Accidents

6.1 Reporting Accidents

In the event of an accident causing injury, you:

- Must ensure that the injured person is being cared for and send immediately for a manager and first aider. **DO NOT MOVE THE INJURED PERSON.**
- Report the full details to a first aider who will record the incident in the accident book. The safety representative will regularly inspect the accident books, records, and reports. These will be discussed at a quarterly H.S. Meeting.
- All Accidents must be reported to the Appropriate Authorities within the allotted Time scale set down. Learners, (Motor Vehicle Accidents must be reported to the LSC, R.I.D.D.O.R - LIR or any other Appropriate Authorities)
- Accident reporting will be the responsibility of the Motor vehicle Admin Manager (see list of area responsibilities) This Includes Accidents Within The Learners workplace.
- The admin Manager will also be responsible for Investigating any Accident that may occur, In-house or at Learner Placement.

For emergency services dial 9 for an outside line then 999.

Accidents will be reported to the Inspecting authority as and when necessary.

6.2 ‘Near Miss’ Incidents

Any ‘near miss’ incidents which occur, should be reported to your immediate manager who will be responsible for making a report to the Health and Safety representative. The department manager and the Health and Safety representative will investigate all accidents and ‘near misses’. A report will be made to the Nominee Director who will ensure that necessary action is taken to prevent a recurrence.

6.3 First Aid

During the induction programme employees and Learners will be shown the location of the nearest first aid box to their work area.

Names of first Aiders and appointed persons together with information on how to contact them are given in Appendix 1 and on the notice boards.

6.4 First Aid Boxes

There are two First Aid boxes located as follows:

- Location 1 – In the Administration Office adjacent to Reception.
- Location 2 – In the Workshop Instructors Office.

7. General Arrangements for Fire

7.1 Fire Equipment

- Fire equipment and escape routes are checked monthly by the Health and Safety Manager.
- ‘Chubb’ maintains fire extinguishers every 12 months.
- Fire alarms are checked weekly – Mondays 8.00am
- Emergency lighting located in the Workshops, is checked daily by the Workshop Instructors and weekly by the Health and Safety Manager.

7.2 Evacuation Procedure

On discovering a fire:

- Raise the alarm by breaking the glass at the nearest call point.
- *Dial 9* for an outside line then *dial 999* for the *Emergency Services*.
- Close all doors and windows.

On hearing the alarm:

- Leave the building by following the ‘running man signs’.
- Escort trainees and visitors from the building.
- Report immediately to the assembly point, closing doors and windows if possible.
- **DO NOT RE-ENTER THE BUILDING** until given permission to do so.

Assembly Point

The Assembly point is signposted on the front chain fence opposite reception.

Roll Call

- Instructors are responsible for a roll call of trainees in their care.
- The Managing Director or his deputy is responsible for the total roll call including
- all staff.

Fire Risk Assessment

A Separate Fire Risk Assessment Will Be Carried Out Yearly

8. Control of Substances Hazardous to Health

8.1 Employee's Responsibilities

Under COSHH, employees have certain duties:

- Take part in appropriate training programmes
- Practice safe working habits
- Read container and package labels
- Report hazards or defects
- Use Personal Protective Equipment
- Take part in health surveillance where appropriate
- Store all tools, equipment and materials correctly
- Use all control measures correctly

8.2 Container Labels

Before using, transporting or storing any substance, read the label to identify:

- The substance – chemical or trade name
- Possible hazards of using or storing the substance
- Safety precautions you must take to protect yourself and others
- Emergency action to take in case of any accidents

DO NOT:

- Ignore warning labels
- Use portable containers without permission or if not correctly labelled
- Use any substance from an unlabelled container

8.3 Hazard Data Sheets (Kept In Workshop)

For every potentially hazardous substance used within the company, there is a hazard data sheet. Information provided includes:

- Correct use of the substance
- Protective equipment required
- Health risks and fire hazards
- Steps for safe use, transport and storage
- Emergency action, including First Aid advice

- Other information, such as waste disposal

8.4 Practice Safe Working Habits

- Do not take short-cuts
- Do not fool around
- Practice good personal hygiene
- Remove contaminated clothing before eating or using the toilet
- Eat, drink and wash in proper areas only
- Know first aid and emergency procedures
- Ask if in doubt
- Only do the jobs you are trained to do

8.5 Cleaning Products

The following precautions are to be taken by staff when carrying out any cleaning duties:

- Only approved (COSHH approved) cleaning materials/products supplied are to be used
- Sheets kept in Workshop Cupboard
- Cleaning products must never be mixed
- Manufacturers instructions must be followed at all times
- Containers to be resealed and returned to the relevant storeroom
- Spills are to be wiped up immediately
- Personal Protective Equipment is to be worn as indicated
- Do not use any machinery unless trained to do so
- Electrical equipment is to be checked for obvious defects before use
- Wash your hands before and after use of substances

9. Personal Protective Equipment

Where Personal Protective Equipment (PPE) is provided for employees and trainees, it must be worn. It is the responsibility of employees to know how to use and maintain PPE. They must ensure that it:

- has the 'CE' Kite mark
- is kept clean
- is stored correctly
- is in good working order
- is tested as necessary
- fits correctly
- does not create other hazards

Any defects should be reported to the Senior Instructor or failing that to the Health and Safety Representative.

10. Violence to Staff

Violence to staff can range from verbal abuse to physical violence. Threats of violence and verbal abuse can be as distressing to some staff as physical attacks.

Emphasis should always be placed on predicting or preventing violent behaviour. If early warning signs and symptoms are recognised it is often possible to prevent violence or to avoid direct confrontation by taking the following principles:

- Try to be calm, confident and objective
- Keep talking
- When interviewing, keep a table between you and be aware of your exit route
- Summon help
- Avoid any physical reaction unless absolutely necessary
- Report all accidents immediately, using the Violent Incident report form (COM 02/14)

10.1 Violence to Staff (Cont) 2009

Information has been issued (2009) by the Health & Safety regarding this problem and Is an in-depth booklet explaining Who is at risk and a guide to control the problems. There are instances when staff are particularly vulnerable i.e. reception, road rage and out alone on company business. A safe working practice will be evolved by *January 2009* to cover all anticipated risks, this includes a copy of the Booklet and also the ongoing **Risk Assessment of Staff, Outside Contracts and the Company**

11. Drug Abuse

General

Drug abuse refers to the use of illegal drugs and the misuse, whether deliberate or unintentional of prescribed drugs and in some cases solvents. A significant number of people who abuse drugs are in employment and the workplace may provide opportunities for detection.

Signs of Drug Abuse:

- Sudden change in behavioural pattern
- Tendency to become confused
- Irritability and possible violence
- Abnormal fluctuations and energy
- Impaired job performance
- Poor time keeping
- Increase in short term sickness
- Deterioration in relationships with other people

Learners suspected of being under the influence of drugs, represent a danger to themselves and others. Where members of staff suspect that learners are under the influence of drugs, they should take the following action:

- Now allow them to use any company equipment or vehicles
- Seek guidance from a member of the management team as to the action to be taken

12. Advice and Consultancy

Health and Safety advice other than provided by Automotive Transport Training Limited is obtainable from the local HSE Inspector at:

5th Floor,
Belgrave House,
1 Greyfriars,
Northampton,
NN1 2LQ.

Telephone 01604 738300.

13. Induction Training

All new employees and new starts on training courses will receive Health and Safety training during their Induction.

14. Contractors and Visitors

All visitors and contractors to Automotive Transport Training Limited must sign the visitor's book to indicate their arrival and departure.

Contractors planning on carrying out work on site, will be asked to state the nature of work they will be undertaking and what equipment they will be using. The Health and Safety Representative will ensure that the contractors have:

- received a Health and Safety induction relative to their work area
- carried out a written risk assessment relative to their planned work
- identified and installed the relevant control procedures

No work that falls under the 'permit to work' system, will be allowed to be carried out without the relevant 'permit to work' being issued.

15. Flammable Liquids

Flammable liquids can only be stored in a specific metal cupboard in the workshop. All containers are marked as to their contents and quantities and kept to a minimum.

16. Good Housekeeping and Cleaning

16.1 Responsible Behaviour

- a) Undue hurrying and forgetfulness cause many accidents. Do not run down stairs. Use the handrails provided.
- b) Watch out for someone coming round a blind corner or opening doors quickly.
- c) Never read whilst walking.
- d) Leaving lower filing drawers open may cause many trips and falls. Please make sure they are closed.
- e) Electrical and telephone cords must not be allowed to lie uncovered on the floor and should be taped down, since they are major tripping hazards.
- f) Ensure that floor areas are well lit and free of obstruction.
- g) Spilled coffee or soft drinks and tracked in snow should be cleaned up immediately.
- h) Pointed objects such as pencils, pens, letter openers and scissors must be used carefully to avoid puncture wounds.

Horseplay, including throwing, paperclips, shooting rubber bands, tossing objects out of windows, is unacceptable behaviour and could constitute a disciplinary offence.

16.2 Planned Cleaning

All cleaning is carried out on a planned basis as follows:

Area	Interval
Kitchen	Daily
Trainee Rest rooms / Toilets	Weekly
Waste bins	Daily
Offices / Lecture rooms	Weekly
FLT Training area	Weekly

All passageways, walkways and door entrances should be kept clear of debris. In the motor vehicle workshop, safe walkways are identified by grey floor paint.

17. Electrical Equipment

All electrical equipment should be physically checked for damage prior to use by Instructors and any defects reported to the Health and Safety Representative.

Electrical extension leads should be kept as short as possible and physically checked for damage prior to use.

18. Periodic Checks on Installation and Electrical Equipment

Periodic checks on installation and electrical equipment are carried out by:

Ian Hall,
218 Hinckley Road,
Earl Shilton,
Leicestershire

18A. Periodic Checks On Installation & Service of Gas Appliances

18a . 1 Gas Central Heating

The Gas Central Heating Was Installed and Serviced By: Q.C. SERVICES, 40 Craven avenue, Bindley Woods, Coventry. CV3 2PY.

18a . 2 Gas Blowers

The Gas Blowers (Forklift & Garage Workshop) are Serviced By: AIR PLANT HEATING, 295 Aylestone Road Leicestershire LE2 7PB

19. Machinery

The pedestal drill, bench grinder and welding equipment are for ‘restricted use only’ and are therefore supervised and checked prior to use by a competent trained workshop instructor. **No Learners Are To Operate Any Of These Pieces Of Machinery.**

Staff and learners should not use tools or equipment unless they have received the necessary training, permission and relevant Personal Protective Equipment.

The Health and Safety Representative checks monthly, that all machinery guards are intact and in place.

20. Periodic Safety Inspections on Fork Lift Trucks (FLT’s)

Periodic safety inspections are carried out by the suppliers on 3 monthly basis by:

Brindley Lift Truck Services Ltd
Unit 4
Aston Lane
Sharnford
Leicestershire
LE10 3PA

21. Periodic Safety Inspections on Large Goods Vehicles (LGV’s)

Periodic safety inspections on Large Goods Vehicles and trailers are carried out on a 3 monthly basis by:

LGV’s – Midland Commercial Services, Rugby.

Trailers – Midland Commercial Services, Rugby.

22. Period Inspections on Lifting Equipment

Period inspections on Lifting Equipment are carried out by:

Industrial Safety Inspections

Lea Lodge

Monwode Lea

Ansley

Nuneaton

CV10 0QU

Inspections to include:

- All Fork Lift Trucks
- Manual Hydraulic Crane
- 4 Post vehicle clamp
- Air receiver, Bench Drill, Bench Grinder, Gas Bottles. (Risk Assessment)

23. Dangerous Substances

The Health and Safety Representative should assess any substances falling into COSHH before being brought into use. All hazard data sheets relating to the above mentioned substances should be filed with the Health and Safety Representative and copied to the relevant department. (Data Sheets In Workshop Cupboard)

Staff should recognise hazardous substances by a warning label. They should not therefore use such substances unless they have received the relevant training, information or Personal protective Equipment.

Leaving the workshop door open readily ventilates all exhaust fumes.

24. Gas Bottles

All gas bottles of oxygen and acetylene in use are chained to trolleys. Empty or full bottles not in use, are secured by chains in a specific area.

25. Bomb Alerts

All unattended bags and packages found in reception should be regarded as suspicious and as such be viewed as a potential **BOMB ALERT**.

Staff should ensure the following:

- a) Inform visitors and trainees not to leave unattended items in reception
- b) Inform the Bookings Clerk / Receptionist of any items regarded as suspicious who should then:
- c) Notify a member of the management team of any item considered as suspicious

26. Other Hazards

An instructor supervises all FLT and LGV training vehicles when in use. The instructor will supervise the preoperational check and ensure that any faults found are reported to the managing director or his nominated representative. The instructor will ensure that pedestrians are protected by following control procedures and by cleaning up any oil spillage left by training vehicles.

27. Smoking

The company has a smoking shelter, situated in the car park..

27a Smoke-free Policy

Att Ltd Has Implement a Smoke-free Policy.

28. Harassment

The company recognises that harassment is unlawful. It may on the grounds of gender, marital status, nationality, ethnic or national origin, creed, religion, sexual orientation, disability, age, trade union membership or caring responsibilities be defined as *'unwelcome verbal or non-verbal conduct that is found intimidating, humiliating or offensive'*.

29. Stress

The company will carry out a stress audit of all aspects of its business to ensure that, so far as is reasonably practicable, it does not expose any employees to health-endangering working practices or an otherwise stressful environment. The audit will be periodically reviewed and revisited if appropriate.

30. Young Persons (See Separate Risk Assessment Policy)

- (1) Every employer shall ensure that young persons employed by them are protected at work from any risks to their health or safety which are a consequence of their lack of experience, or absence of awareness of existing or potential risks of the fact that young persons have not yet fully matured.
- (2) Subject to paragraph (3), no employer shall employ a young person for work –
 - a) which is beyond their physical or psychological capacity
 - b) involving harmful exposure to agents which are toxic or carcinogenic, cause heritable genetic damage or harm to the unborn child or which in any other way chronically affect human health;
 - c) involving harmful exposure to radiation;

- d) involving the risk of accidents which it may reasonably be assumed cannot be recognised or avoided by young persons owing to their insufficient attention to safety or lack of experience or training; or
- e) in which there is a health risk from:-
 - extreme cold or heat;
 - noise; or
 - vibration,

and in determining whether work will involve harm or risks for the purpose of this paragraph, regard shall be had to the results of the assessment.

- (3) Nothing in paragraph (2) shall prevent the employment of a young person who is no longer a child for work –
 - a) where it is necessary for his training;
 - b) where the young person will be supervised by a competent person; and
 - c) where any risk will be reduced to the lowest level that is reasonably practicable.

- (4) The provisions contained in this regulation are without prejudice to –
 - a) the provisions contained elsewhere in these Regulations; and
 - b) any prohibition or restriction, arising otherwise than by this regulation, on the employment of any person.

The employer needs to carry out the risk assessment before young workers start work and to see where risk remains, taking account of control measures in place, as described in regulation 3. For young workers, the risk assessment needs to pay attention to areas of risks described in regulation 19(2). For several of these areas the employer will need to assess the risks with the control measures in place under other statutory requirements.

When control measures have been taken against these risks and if a significant risk still remains, no child (young worker under the compulsory school age) can be employed to do this work. A young worker, above the minimum school leaving age, cannot do this work unless:

- a) it is necessary for their training; and
- b) they are supervised by a competent person; and
- c) the risk will be reduced to the lowest level reasonably practicable.

Further guidance on young workers is contained in *Young People at Work: A guide for employers* (see References and further reading section). The table on hazards, risks and ways of avoiding them from the EC Directive on the protection of the Young People at Work (94/33/EEC) is given in this publication.

ATT Supplies an under 18s Document to it's outside Placements, Which Is signed by the garage owner, to ensure the trainee is Covered by more enhanced Health & Safety.

31. Disability Discrimination Act 1995

ATT has Duties under the DDA and will endeavour to carry out any changes it thinks necessary within the act on it's building and facilities

More Information can be found from the following:

: Disability Discrimination Act 1995

**Code Of Practice – Rights Of Access – Goods Facilities, Service
And Premises 2002**

PO Box 29, Norwich

NR3 1GN.

Tel: 0870 60005522.

32. Quality System

ATT Ltd Is Part Of The ISO 9001 Quality System.

List of Responsible Persons (Appendix 1) (April 2008)

Nominee Director	Keith Rowley
General Manager	Kevin Spragg
Training Manager	Mike Smith
Administration Manager	Helen Allsopp
Administration	Claire Pinnegar Nicky Davis Louise Brayne
Health and Safety Representative	Kevin Spragg
LGV Instructors	Richard Scott Pete Draper Alan Payne

FLT Instructors	(Part Time)	Alex Simpson Geoff Walsh Gareth Hill
Qualified First Aiders		Kevin Spragg Alan Payne Mick Smith
Control First Aid Box		Nicky Davis
Control Eye Wash Station		Gareth Hill (FLT CHARGING BAY)
Fire Wardens Administration (1 st Floor) Administration (Ground Floor) Fork Lift Truck LGV Area		Kevin Spragg Nicola Davis FLT Instructors LGV Instructors
Workshops		Tim Mansfield Ray Davies Martin Owens
ADR/CPC Training		Michael Smith
Bench Grinder		Michael Smith
Risk/Fire Assessment		Kevin Spragg
Accident Reporting (Funded Learning)		Helen Allsopp