HEALTH AND SAFETY HANDBOOK

1. Purpose

Beyond the Bark Ltd. (BTB hereafter) regards health and safety as a priority and its aim is to provide and continually improve upon a safe and healthy environment for all employees, associates, learners and those who work on behalf of BTB.

2. Scope

This policy applies to all employees, Instructors, Assessors and all those who work on behalf of BTB and learners. The health and safety policy aims to promote safe systems of working whilst delivering BTB business and ensure compliance with all relevant health and safety legislation. To establish and maintain safe practice we carry out periodic health and safety audit checks

2.1. BTB responsibilities

- BTB has a legal responsibility, as an employer, to adhere to the Health and Safety at Work Act 1974 (HASAW) and other relevant legislation that is in place at the time
- The overall and final responsibility for the day to day running and implementation of this health & safety policy is Mr. Philip Johnson
- It is the responsibility of all employees, learners and those who work on behalf of BTB, paid or unpaid, to take reasonable steps to safeguard their own health and safety and that of others
- Ensure that standards are maintained and improved where necessary
- All learners attending training courses/qualifications run by us must cooperate with Instructors/Assessors/quality assurers on health & safety matters
- Learners must take care of their own health & safety and report all health & safety concerns to the appropriate person which may be their instructor or Assessor
- Expect everyone to contribute towards achieving a safe and healthy working environment

2.2. Our statement of general policy is:

- To provide adequate control of the health and safety risks
- To consult on matters affecting health and safety
- All equipment belonging to BTB is safe and maintained
- To ensure equipment used for training and assessment purposes meet health and safety standards
- Display health & safety law poster at all locations/offices
- To ensure all Instructors/Assessors who provide training and assessment for BTB meet Instructor criteria as defined by BTB
- To ensure that all accidents are reported and documented
- To ensure safe handling and use of substances
- To prevent accidents and cases of work-related ill health
- To maintain safe and healthy working conditions
- To review and revise this policy as necessary on an annual basis
- To provide the appropriate information, instruction, training and supervision to all employees, Learners and those who work on behalf of BTB

3. Responsibilities

Everyone who works for or represents BTB is responsible for health and safety. Mr. Philip Johnson has the ultimate responsibility for health and safety matters relating to company business.

It is expected that employees, associates, learners and those who work on behalf of BTB adhere to the principles within this health and safety policy and encourage a positive safety culture ensuring that they act safely by adhering to documented policies and procedures.

BTB provides awareness of health and safety and is responsible for the management of:

- Accident reporting
- Risk assessment records

- Health and safety audits
- Provision of health and safety guidance
- Compliance with relevant health and safety legislation, policies and procedures.

During training and assessment, it is expected that Instructors/Assessors adhere to the principles within this health and safety policy. Instructors/Assessors are responsible for their own health and safety and for ensuring others are not put at risk by any of their actions. Instructors/Assessors should be able to demonstrate health & safety knowledge through certification of a qualification or training course or evidence of health and safety working knowledge.

It is the Instructor/Assessor responsibility to assess and reasonably foresee any significant risks prior to commencing any training or assessment activities. The Instructor/Assessor must ensure that a risk assessment is carried out and that everyone is well informed of any significant health and safety risks associated with the delivery of training or assessment. In order to do this the instructor must:

- Discuss potential health and safety risks with all Learners
- Ensure risk assessments are carried out and control measures are communicated
- Ensure that all risks have been considered
- Update the risk assessment if further significant risks are identified
- Return completed risk assessment to BTB.

4. Health and Safety Policies

4.1. Accidents and emergencies

Reporting accidents and ill health at work is a legal requirement. All employees, Learners and those who work on behalf of BTB are responsible for informing BTB of any accidents and near misses.

In the event of an accident, near miss or work-related illness BTB will take immediate preventive measures to avoid recurrence.

In the event of an accident/near miss or work-related illness BTB needs to be informed as soon as reasonably practical in order to commence the accident investigation and assist in effecting remedial action to ensure the enforcing authorities are notified according to the reporting injuries, diseases and dangerous occurrences (RIDDOR) Regulations as appropriate. The appropriate documentation must be completed for all accidents, near miss or work-related illnesses.

4.2. Communicable diseases

BTB follows all applicable legislation and guidance in relation to communicable diseases. Under the Reporting of Injuries, Diseases and Dangerous Occurrences (RIDDOR) Regulations, BTB is responsible for notifying the Health and Safety Executive (HSE) of any reportable diseases.

Those suffering from a communicable disease whilst working for or on a BTB training course must inform BTB as soon as possible. Those suffering from a communicable disease must follow all control measures given by their general practitioner and must take all necessary precautions to prevent the transmission of the disease or condition.

4.3. Control of substances hazards to health (COSHH)

Any use or storage of hazardous substances potentially exposes people to harm. If the exposure is not prevented or controlled, it can lead to serious illness or even death. It is important to identify when using hazardous substances in its activities.

It is important to avoid tasks involving hazardous substances wherever possible. Where it is unavoidable, a risk assessment and control measures must be carried out. It is important to ensure that all chemicals are stored and used correctly and to follow the product label instructions.

4.4. Dealing with contractors

The definition of a contractor is any organisation or business supplying services and support to BTB. All employees who manage contractors have a responsibility to ensure that the contractor's activities comply with the statutory requirements and BTB health and safety policies.

All contractors must have adequate insurance to cover any results of injury to a person as a direct result of the contractors' work activities. For activities that carry risks, a risk assessment by the contractor must be carried out before work starts. Where there are concerns relating to a contractor's conduct or competence, or a contractor is working unsafely, ask them to stop working immediately and take appropriate measures to enable work to continue safely. All machinery and equipment used by the contractor must conform to the Provision and Use of Work Equipment Regulations.

4.5. Display Screen Equipment

The Health and Safety Display Screen Equipment (DSE) Regulation aims to protect the health of people who work with DSE. Where possible Instructors/Assessors should ensure that:

- Furniture and equipment are adjusted to suit their or learner's needs
- DSE users should not work for more than 50 minutes without taking a break of a least 5 minutes
- Whenever possible, users should be encouraged to use a docking station or firm surface and a full-sized keyboard and mouse for portable systems
- The height and position of the portable's screen should be angled so that the user is sitting comfortably and reflection is minimised
- More changes in activity may be needed if the user cannot minimise the risks of prolonged use and awkward postures to suitable levels
- Consider potential risks from the use of portable systems with regards to manual handling if users have to carry heavy equipment and papers.

4.6. Driver safety

The driver should ensure that the vehicle(s) they use whilst working or training with BTB is maintained and in a roadworthy condition, holds appropriate insurance, current road tax and a valid MOT certificate. In addition, the driver must hold a valid and current driving licence and hold the appropriate licence category for any vehicles used within the training environment. It is the responsibility of the Instructor/Assessor to ensure that Learners also hold the appropriate licence and category for any vehicles that are used for training purposes. It is the driver's responsibility to carry out safety checks on their vehicle(s) before starting any journeys or training events.

The driver is required to comply with local and national speed limits and road traffic legislation at all times. The use of hand-held mobile telephones whilst driving is illegal. Driving under the influence of drugs or alcohol on BTB business or training courses is not permitted. To avoid driving when tired, take regular breaks for at least 15 minutes for every two hours of continuous driving, for longer distances consider overnight stays.

4.7. Electrical equipment

In most situations, the risks from the use of electrical appliances arise from three key areas:

- The safety of the electrical system such as sockets and wiring
- The safety of portable electrical equipment
- The use of portable equipment such as positioning, use of extension cables, using multiple items of equipment simultaneously

When using IT equipment, everyone must reduce the risks of slips, trips and falls caused by inappropriate cable positioning. The Electricity at Work Regulations require that any electrical equipment that has the potential to cause injury is maintained in a safe condition. Employees, Instructors, Assessors and contractors are responsible for visual checks of their IT equipment; simply looking for signs of damage is a good way of maintaining portable electric equipment. Instructors, contractor's IT equipment is their responsibility with regards to electrical safety.

4.8. Emergency contact procedure

This procedure should be followed if any BTB employee, learner or person representing BTB is involved in an accident or becomes ill and it is necessary to inform their emergency contact:

- Take the name of the employee concerned and the location
- Details of what has happened as a result of the accident e.g. whether the employee has been taken to hospital for treatment and the name of the hospital
- Take an appropriate contact number if available

4.9. Emergency evacuation procedure

All BTB employees, Learners and those who work on behalf of BTB are required to familiarise themselves with the evacuation procedure in the event of an emergency.

It is the responsibility of everyone to take immediate and appropriate action on discovering a fire in the building or anything which may be life-threatening. People in the immediate vicinity should be alerted and alarms signals activated and telephone the emergency services on 999.

On leaving the building staff must:

- Leave the building immediately by the nearest exit
- Not attempt to put the fire out unless you are a fire marshal
- Obey instructions of the fire marshal
- Assemble at the fire assembly point and do not leave or re-enter the building until you are told it is safe from the fire marshal.

4.10. First Aid Arrangements

All employees, Learners and those who work on behalf of BTB are required to comply with Health and Safety at Work Act by acting responsibly in the workplace and not endangering the health and safety of others.

First aid procedure for someone who sustains a minor injury but is able to remain at work:

- The injured person reports the injury
- A first-aider administers first aid and records the accident details
- The first-aider checks the condition of the injured person periodically throughout the day
- If the injured person is able to work satisfactorily no further action is taken
- Further action will be considered and decided if the injured person is unable to carry on working satisfactorily or if their condition shows signs of deterioration.

First aid procedure for someone who sustains a minor injury and has to be sent home:

- The injured person reports the injury
- A first-aider administers first aid and records the accident details
- The named friend of family member is phoned to pick up the injured person
- If the person suggests there is no one to help, the first aider will arrange transport and accompany the person home and arrange for someone to stay with the person at home
- The injured person is contacted the next day if not at work to check their condition.

First aid procedure when someone sustains a major injury or serious accident:

- Apply first-aid and all necessary assistance
- Ask someone to call an ambulance
- Inform ambulance staff of the assistance already given
- Arrange for the next of kin to be notified
- Accompany the injured person to hospital if necessary
- Write up notes and document.

4.11. Home working

BTB has the same duty of care for its employees, regardless of where they are based. Employees have a responsibility to provide a suitable working environment, work safely at home and to report any health and safety concerns to BTB.

All home-based employees must carry out an annual risk assessment of their home working environment to include regular visual safety checks on all electrical work equipment.

4.12. Manual handling

All employees, Learners and those who work on behalf of BTB have the responsibility to minimise exposure to manual handling risks and should follow the recommended control measures:

- avoid - can the task be avoided
- assess - assess the task, individual, load and environment:

  - **task**: consider how the task will be undertaken and can mechanical lifting aids be used. Will the task involve twisting, stretching, bending or carrying. Is the task repetitive
  - **individual**: do they need personal protective equipment, have they received appropriate training
  - **load**: consider the weight, size and stability of the load
  - **environment**: consider seasonal weather conditions, uneven or slippery surfaces, poor lighting, temperature conditions and obstacles or hazards

- reduce - where a manual handling task cannot be avoided apply control measures to reduce the risk
- Review - review and update risk assessments.

Always apply the principles of safe handling:

- plan – stop and think about the task
- position – get as close to the load as possible
- lift – keep your head up and shoulders level; bend with your knees not your back; keep the load as close to the body as possible; check you have a good grip; feet apart to give you balance
- move – avoid twisting; make sure you can see where you are going; keep carrying distance to a minimum
- lower – use the same principles used for lifting with the movement reversed. Take care to avoid crush injuries to fingers and toes when putting down the load.

If using manual handling equipment, ensure you get the right equipment for the task. You should always check equipment visually before each use. When not in use, manual handling equipment should be stored safely and in conditions that avoid the equipment to deteriorate.

4.13. Noise in the workplace

Where there is excessive noise in the work area, carry out a noise risk assessment and implement suitable control measures in accordance with the Noise at Work Regulations. There is a noise problem if people have to shout or have difficulty hearing someone approximately two metres away. Under these circumstances a noise risk assessment should be carried out.

4.14. Occupational health provision

Occupational health is mostly concerned with longer-term injury or work-related illness. As such, BTB will take reasonable steps to identify potential sources of occupational injury, provide adequate support/treatment for any employees who might be exposed to long-term injury or ill health through work and monitor their effects. Any issues giving rise to a potential for occupational injury or ill health will be dealt with through a risk assessment and appropriate risk-control measures implemented.

4.15. Out of hours working

BTB recognises the need for employees, Instructor's, Assessors and contractors to work outside normal office hours. Out of hours can include early morning, evening and weekend work. Those who work outside normal hours and possible lone working need to be aware of potential risks. BTB makes every provision for the security and safety of its employees at all times, however there may be an occasion/incident where an employee needs to be aware of the arrangements in the event of an emergency. Employees working out of hours must gain authorisation by BTB.

4.16. Personal Protective Equipment (PPE)

Instructors, Assessors and contractors are responsible for supplying their own suitable PPE and ensuring regular serviceability. They are also responsible for ensuring that Learners have

the appropriate PPE for all training/assessment purposes. BTB employees will be provided with suitable PPE if and when required.

The appropriate PPE must be available and comply with the Personal Protective Equipment at Work Regulations. When selecting PPE choose a good quality product that complies with HSE and CE standards and ensure that it is:

- Properly assessed before use to ensure it is suitable
- Maintained and stored properly
- Provided with instructions on how to use it safely
- Used correctly
- Considers all the main types of PPE for, eyes, head, breathing, protecting the body, hands, arms, feet and legs.

Remember:

- PPE has a life expectancy from the date of issue
- Dirt, oils and fuels can cause deterioration of PPE
- PPE is not a substitute for safe handling and care during operation
- Correct care and cleaning of PPE is essential
- A positive personal attitude to wearing PPE is also vital.

4.17. Personal safety

A lone worker is anyone required to work alone, out of sight or without direct supervision. When working alone is unavoidable, a risk assessment to reduce risks associated with lone working must be carried out. All employees, Learners and those who work on behalf of BTB are responsible for reducing their exposure to personal safety risks by ensuring that:

- Colleagues are aware of their schedule, destination and times
- Provide colleagues with contact details when lone working
- Plan itinerary carefully
- Report incidents to Mr. Philip Johnson of BTB

4.18. Risk assessment

A risk assessment is a simple examination of what, in your work, could cause harm to people, to enable you to assess whether you have taken enough precautions or do more to prevent harm.

Employers are legally required to assess the risks in their workplace so that they can put into place a plan to control the risks. A risk assessment will help identify what could go wrong, how likely it is to happen and how serious the result could be. Before undertaking any training or high risk activity a written risk assessment must be completed to include:

- Identify hazard and risk specific to the task, site and machine
- Decide who might be harmed and how
- Evaluate the risks and decide on precautions
- Record your minimum control measures to reduce the risks to an acceptable level
- Review your risk assessment and update if necessary
- Findings of the risk assessment will be reported to BTB. BTB will take action to remove or control risks where appropriate.

Emergency procedures should be recorded as part of the risk assessment and be available and understood by all.

4.19. Safety on sites

It is the responsibility of the training provider/third party to ensure that there are adequate health and safety arrangements for the delivery of any training and assessment activities. Before commencing any training, the Instructor/Assessor must be clear of any procedures for dealing with specific risks, emergency procedures and contact details in the event of any problems.

This may include:

- Location name, including postcode where applicable
- OS grid reference (including grid letters), for example SK123 123

- Designated meeting place (useful for remote access, to guide the emergency services to the work site)
- Nearest access point
- Type of access (such as public road, access for light vehicles or the need for a four-wheeled drive vehicle)
- Suitable helicopter landing area
- Location and telephone number of nearest accident and emergency hospital
- Your own contact details or the on-site contact details.

A risk assessment must be carried out to assess working on third party sites. If a problem is identified on third party sites it must be reported to BTB to establish if the training is able to continue.

4.20. Staying in hotels

If hotel overnight accommodation is required BTB recommends that individuals should park as close as convenient and safe to the hotel entrance, in order to minimise personal safety and manual handling risks. On arrival at the hotel, the hotel room should be inspected to confirm its suitability, security and location of the fire exits and evacuation procedures.

4.21. Stress management

BTB is committed to protecting the health, safety and well-being of individuals and acknowledges the importance of identifying and reducing work-related stress. All work-related stress and health issues will be treated seriously, and we will respond positively and appropriately. Managing stress within BTB is a collective responsibility and will be managed in partnership by all to create a safe, healthy and supportive environment.

The Health and Safety Executive defines stress as ‘the adverse reaction people have to excessive pressure or other types of demands placed on them. Work-related stress is not an illness, but if it is prolonged it can lead to ill health.

It is BTB's responsibility for implementing a system that tackles work-related stress. BTB will ensure that stress factors are identified, monitored and eliminated where possible. Where it is not possible to eliminate stressors, BTB is responsible for ensuring that proactive measures are taken to control and minimise the risks as far as it reasonably practicable.

We have an open and transparent culture, which encourages a receptive line of communication for all work-related stress. Employees have a duty to communicate to BTB if they are suffering with the effects of work related stress.

4.22. Working abroad

Those working abroad are at risk from several factors, such as fatigue, inappropriate selection of transport, behaviour, dress, illness, lone working and personal safety. A risk control measure must be carried out before and during working abroad. Where terrorist activity or political unrest in the intended destination is anticipated, British passport holders should consult with the Foreign and Commonwealth Office website. Those who are nationals of another country should seek travel advice from their own government website. When visiting countries in which there is likelihood of political unrest or the threat of terrorism you should register with the British or your own National Embassy.

When travelling on long flights follow the relevant airline's advisory procedures to avoid deep vein thrombosis (DVT). Risk assessments should take into consideration safety implications of the vehicle used and of the region in which travel takes place, lone working, personal safety and reference to the country's culture and religious traditions. Women employees should not travel alone to some countries. The appropriate travel insurance must be in place before travelling abroad.

5. Health and Safety Legislation

Everyone must comply at all times with Health and Safety legislation and are advised to keep up to date with current legislation and codes of practice which can be found by accessing the Health and Safety Executive website http://www.hse.gov.uk/

5.1. Approved Code of Practice (ACoP)

ACoPs are provided to give employers practical advice on how to comply with the law. Although failure to comply with any provision of an ACoP is not in itself an offence, that failure may be taken by a court in criminal proceedings as proof that a person has contravened the HASWA.

5.2. Control of Substances Hazardous to Health Regulations (COSHH)

When dealing with substances and materials that can be hazardous to health such as but not limited to oils, fuels, coolants, spores, sap, fumes and dust you should ensure you have access to:

- documentation that outlines the substances that are potentially dangerous
- the health risks associated with them
- the actions you need to take to avoid harm.

5.3. Environment legislation

BTB employees, Learners and those who work on behalf of BTB must recognise the importance of nature conservation and ecology especially when delivering training. Environmental law covers a broad scope; however, the following list gives examples of some of the Acts you should be aware of:

- Wildlife and Countryside Act
- Protection of Badgers Act 1992
- Countryside and Rights of Way Act 2000
- The Conservation of Habitats and Species Regulations
- CRD code of practice.

It is recommended where appropriate that an Environmental Impact Assessment (EIA) is carried out showing the site assessment of the possible negatives or positive impact that a proposed training event may have on the environment.

5.4. Health and Safety at Work Act 1974 (HASWA)

The Health and Safety at Work Act places general obligations:

- On employers, to ensure the safety of their employees at work, for example by maintaining safe plant, safe systems of work and safe practices; employers are also required to provide training, instruction and supervision for their employees as necessary to ensure their safety
- On employees and the self-employed, to take reasonable care to avoid injury to themselves in the course of work activities
- On employers, the self-employed and employees, not to put at risk the health and safety of any third party.

5.5. Health and Safety (First Aid) Regulations

The Health and Safety (First Aid) regulations require the provision of adequate and appropriate first-aid equipment, facilities and people so that individuals can be given immediate help if they are injured or taken ill.

A statutory first aid kit must be available on site. It must be appropriate to the number of personnel on site and have a designated person to inspect and replenish it. Any incidents that lead to the use of the first aid kit should be recorded in the accident book. The minimum first-aid provision on any worksite is:

- A suitable stocked first-aid box
- An appointed person to take charge of the first-aid arrangements
- Information for individuals about first-aid arrangements.

5.6. Health and Safety (Safety Signs and Signals) Regulations

These regulations require employers to provide specific safety signs whenever there is a risk which has not been avoided or controlled by other means. The regulations require duty holders to: Maintain the safety signs; Explain unfamiliar signs to individuals.

5.7. Lifting operations and lifting equipment regulations (LOLER)

LOLER regulations aim to make working life safer for everyone using and coming into contact with lifting equipment. LOLER is aimed at ensuring all lifting operations are properly planned, lifting equipment is used in a safe manner and is thoroughly examined at suitable intervals by a competent person.

The regulations aim to ensure:

- All lifting equipment is properly managed and properly designed
- Lifting equipment is inspected and maintained and is fit for purpose
- Equipment is appropriately marked with parameters of the use
- The equipment must be stable and strong enough for the purpose to which it is intended
- Equipment must be used safely; work is planned and performed by competent people.

5.8. Management of Health and Safety at Work Regulations (MHSWR)

The purpose of the MHSWR is to specify how employers must manage the process of ensuring the health and safety of their employees and others affected by their activities. Precautions must be based on risk assessments undertaken by competent persons and adequately recorded. Certain types of precautions are specified, together with information and training requirements.

5.9. Manual Handling Operations Regulations

The manual handling operations regulations are specific to manual handling. The main requirements of the regulations are:

- To avoid the need for manual handling operations which involve the risk of being injured

- To make a suitable and sufficient assessment of all manual handling operations
- To take steps to reduce the risk of injury
- To provide information relating to the load/weight.

5.10. Personal Protective Equipment at Work Regulations

The main requirement of the personal protective equipment (PPE) at work regulations is that personal protective equipment is to be supplied and used at work wherever there are risks to health and safety that cannot be adequately controlled in other ways. The regulations require that PPE is:

- Properly assessed before use to ensure its suitability
- Maintained and stored properly
- Provided with instructions on how to use safely
- All PPE provided must be used correctly and comply with PPE Regulations and be CE marked.

5.11. Provision and Use of Work Equipment Regulations (PUWER)

The objective of PUWER is to ensure that work equipment should not give rise to health and safety risks, regardless of its age, condition or origin. Work equipment provided or used must meet the requirements of PUWER by making sure that it is:

- Suitable for use, and for the purpose and conditions in which it is to be used
- Maintained in a safe condition for use so that people's health and safety is not at risk
- Inspected to ensure that it is and continues to be safe for use.

5.12. Reporting of injuries, diseases and dangerous occurrences regulations (RIDDOR)

RIDDOR requires employers (including self-employed) or those in control of premises to report any work-related deaths, major injuries, cases of disease or near miss incidents to be reported when:

- There has been an **accident** which caused the injury
- The accident was **work-related**
- The injury is of a type which is **reportable.**

5.13. Road traffic regulations

Work performed on or alongside a public highway presents particular hazards to both operators and road users. Adequate training and supervision are essential. Operators placing signs and barriers or operating traffic control will require Chapter 8 certification under the New Roads and Street Works Act. The principles of this act are also relevant to work on public rights of way and permissive paths, as there is again a requirement for signs, barriers and in some cases a look-out person.

5.14. The Control of Noise at Work Regulations

This regulation requires employers to prevent or reduce risk to health and safety from exposure to noise at work. The regulations require employers to:

- Assess the risks to employees from noise at work
- Take action to reduce the noise exposure that produces those risks
- Provide employees with hearing protection if noise exposure cannot be reduced sufficiently by other methods
- Ensure the legal limits on noise exposure are not exceeded
- Provide employees with relevant information, instruction and training
- Carry out health surveillance where there is a risk to health.

5.15. The Control of Vibration at Work Regulations

Employers must assess and identify measures to eliminate or reduce risks from exposure to hand-arm vibration to protect employees from risks to their health. The regulations outline:

- Exposure limit values and action values
- Assessment of the risk to health created by vibration

- Elimination or control of exposure to vibration
- Health surveillance
- Information, instruction and training for individuals exposed to risk from vibration.

5.16. Working at Heights Regulations

The working at heights regulations apply to all work at height where there is a risk of a fall liable to cause personal injury. The regulations require duty holders to ensure:

- All work at height is properly planned and organised
- All work at height takes account of weather conditions
- Those involved in work at height are trained and competent
- The place where work at height is done is assessed as safe
- Equipment for work at height is appropriately inspected
- The risk from fragile surfaces and falling objects are properly controlled.

5.17. Workplace (Health, Safety and Welfare) regulations

The workplace (health, safety and welfare) regulations cover a wide range of basic health, safety and welfare issues. The main requirements of the regulations are:

- Maintenance of the workplace and equipment
- Safety of those carrying out maintenance work and others who might be at risk
- Provision of welfare facilities
- Provision of a safe environment.

6. Substance Misuse

BTB policy is that during training courses or assessments Learners/Instructors/Assessors, employees or any other individual involved in training or assessment delivery, must be free from the influence of both illegal drugs and alcohol to ensure the health, safety and welfare of other Learners and others with whom they come into contact with.

In addition, Learners/Instructors/Assessors, employees or any other individual involved in training or assessment delivery, need to –

- Ensure they are aware of the side effects of any prescription drugs
- Advise BTB, or the Instructor/Assessor immediately of any side effects of prescription drugs, which may affect their concentration, performance or the health, safety and welfare of themselves or others. For example, drowsiness.
- All Learners, Instructors/Assessors, employees or any other individual involved in training or assessment delivery will be treated consistently and fairly in line with this policy.
- The rules on alcohol and drugs will be strictly enforced.
- If a learner, Instructor/Assessor, employee or any other individual involved in training or assessment delivery is found to be under the influence of illegal drugs or alcohol before or during a course they will be asked to leave the course immediately
- Lantra will be informed of any incident relating to a Lantra training event or qualification
- All matters concerning alcohol and illegal/legal drugs shall be treated as confidential.
- This policy is designed to comply with relevant legislation such as the Health and Safety at Work Act 1974 and the Misuse of Drugs Act 1971

7. Drugs and Alcohol Employee Guidelines

Alcohol and substance misuse can have a detrimental effect upon health, it can adversely influence work performance and relationships with colleagues and customers. It can result in reduced efficiency and absenteeism.

7.1. Existing conditions

BTB will treat any absence due to long term alcohol and substance abuse in the same way as sickness absence on condition that you have discussed the situation with us, have obtained professional treatment and are maintaining regular contact with the appropriate occupational health service.

We will treat all relevant discussions in strict confidence.

If inadequate work performance or unacceptable behaviour, including poor work relationships, occur or persist, the matter may be dealt with under the disciplinary procedure. Careful consideration about disciplinary action will be given if you have acknowledged the existence of a problem and/or have agreed to obtain medical help for the condition. However, if you fail to complete a prescribed course of treatment or have a relapse following treatment, disciplinary action may be taken.

7.2. Alcohol or drugs at work

The consumption of alcohol or drugs on company premises is explicitly forbidden. Alcohol or drugs should not be brought onto BTB premises or venues where BTB is working, under any circumstances. Any breach of this rule will result in disciplinary action being taken which is likely to result in summary dismissal.

There are occasions such as corporate events or celebrations when management may make an exception. Prior notice will be sent to those employees attending.

7.3. Under the influence of alcohol or drugs at work

If an employee is known to be, or strongly suspected of being, intoxicated by alcohol or drugs during working hours, arrangements will be made for them to be escorted from BTB premises immediately and arrangements made for their safe transport home. When the employee has recovered, it may be necessary to take disciplinary action or issue them with a letter from the Director warning them that any further occurrences may result in formal disciplinary action, which may include dismissal.

If an employee is known to be, or strongly suspected of being, suffering from the after effects of alcohol or drugs during working hours they will be assessed by their Manager, a Senior Manager and/or the Director to ascertain if they are capable of performing their role to a satisfactory level. They may be asked to leave the premises (on all occasions if working in a customer facing role) or to continue as normal. The employee will be issued with a letter from the Director warning them that any further occurrences may result in formal disciplinary action which may include dismissal.

7.4. Medication

Employees taking drugs which have not been prescribed on medical grounds, or which are not recognised proprietary brands, will, in the absence of mitigating circumstances, be deemed to be committing an act of gross misconduct and will thus render themselves likely to be summarily dismissed as will any employee believed to be buying or selling drugs, or in possession of unlawful, non-prescription drugs.

https://www.gov.uk/government/policies/drug-misuse-and-dependency

This policy is reviewed regularly and updated annually or as and when required.