

HEALTH AND SAFETY POLICY

Corporate flight Training Limited fully accepts the obligations placed upon it by the various Acts of Parliament covering health and safety. The HS policy is proportionate to the size, set up and scope of the organisation.

MANAGEMENT ORGANISATION AND ARRANGEMENTS

Introduction

1. This policy has been prepared and published under the requirements of Health & Safety at Work legislation. The purpose of the policy is to establish general standards for health and safety at work and to distribute responsibility for their achievement to all managers, supervisors, and other employees through the normal line management processes.

MANAGEMENT RESPONSIBILITIES

Head of Training

2. The Head of Training has overall responsibility for the implementation of the Company's policy. In particular she is responsible for ensuring that the policy is widely communicated and that its effectiveness is monitored.

Safety Officer

3. The Safety Officer is a nominated person responsible for co-ordinating effective health and safety policies and controls across the organisation.

Senior Staff and Ground School Instructors

4. These staff members are wholly accountable to the Head of Training for the implementation and monitoring of the policy within the area of their specified responsibility.

HEALTH AND SAFETY MANAGEMENT PROCESS

5. Corporate flight Training Limited believes that consideration of the health, safety and welfare of staff is an integral part of the management process. The provision of the Health and Safety at Work etc Act, associated Codes of Practice and other relevant Directives will be adopted as required standards within the Company.
6. The Company requires all staff to approach health and safety in a systematic way, by identifying and reporting hazards and problems, so that the company can plan improvements, take executive action and monitor the results
7. If unpredictable health and safety issues arise during the year, the Head of Training shall assess the degree of risk, in deciding the necessary resources and actions to commit to addressing these issues.

HEALTH, SAFETY AND WELFARE GUIDELINES

8. It is the policy of Corporate flight Training Limited to produce appropriate health and safety policies and guidelines. These embody the minimum standards for health and safety for the department and the work organised within it.
9. The company guidelines are:
 - a clear statement of the role of the company
 - regulations governing the work of the department;
 - clear reference to safe methods of working,
 - matters of health and safety concern, such as fire drills, fire exits, first aid;
 - training standards;
 - Responsibility for organisation;
 - accident reporting procedures;
 - departmental safety rules;
 - fire procedures;
 - policies agreed by the Company.

IDENTIFICATION OF HEALTH AND SAFETY HAZARDS

ANNUAL AUDIT AND REGULAR RISK ASSESSMENTS

- It is the policy of Corporate flight Training Limited to require a thorough examination of health and safety aspects, **at least** annually and prior to any new applicable activity. The technique to be adopted for such examinations will be the 'the HSE Assessment ' and 'Risk Assessments'.
10. It is the responsibility of all relevant personnel to ensure that any deficiencies highlighted in the Audit are dealt with as speedily as possible.
 11. In addition all portable equipment, including electrical appliances will be checked quarterly ensure that all problems are immediately dealt with.
 12. The company has a continual responsibility for the elimination of hazards in order to maintain a safe working environment and will also be expected to carry out regular **risk assessments** in line with the Health and Safety Executive Guidelines; that is follow the 5 steps:
 1. Identify the hazards
 2. Decide who might be harmed and how
 3. Evaluate the Risks and decide on precautions
 4. Record the findings and implement the precautions
 5. Review the assessment and update when necessary

TRAINING

13. Health and Safety training shall be incorporated within annual training programmes, Health and Safety training needs will, therefore, be identified and planned for in the same manner as other training needs.
14. Four areas of need shall be given special priority:
 - training for managers, to equip them with an understanding of the manager's responsibilities under this policy, and the role and purpose of safety representatives;
 - training for all members of staff to acquaint them with the main provisions of the law and its practical implication, the main features of this policy and key safety rules;
 - induction training for staff at all levels to acquaint them fully with new requirements and hazards.

RECORDS, STATISTICS AND MONITORING

15. The Company will operate systems for recording, analysis and presentation of information about accidents, hazard situations and untoward occurrences. Information obtained from the analysis of accident statistics must be acted upon immediately.

REPORTS TO THE HEALTH AND SAFETY EXECUTIVE

16. The responsibility for meeting the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1985 (RIDDOR) to the Health and Safety Executive, shall rest with the Head of Training.

SPECIALIST ADVISORY BODIES

17. Certain bodies and the individual members of those bodies, have always had a Health and Safety role, most notably, the Health & Safety executive, or local Environmental Health Departments. If further specialist advice is required, this may be obtained from expert individuals or bodies outside the Company.

THE OCCUPATIONAL HEALTH SERVICE

18. It is the policy of the Company to obtain independent Occupational Health advice when required. Such services can include counselling on health and associated matters, investigation of hazards and accidents, environment studies, health interviews and employment medicals.

FIRST AID

19. It is the policy of the Company to make provision for First Aid and the training of 'First Aiders' in accordance with the First Aid Regulations (1982).

20. FIRE

Hart House management is responsible for ensuring that the staff receive adequate fire evacuation training, nominated fire officers are designated inside Hart House.

CONDEMNATION AND DISPOSAL OF EQUIPMENT

21. Procedures for the, condemnation and disposal of equipment are determined by the Head of Training and procedures laid down by the management of Hart House. When introducing new electrical equipment they will be subject to a PAT test.

LIFTING AND HANDLING

22. Corporate Flight Training shall ensure training in lifting and handling is provided to staff who require it.

NON-SMOKING ON COMPANY PREMISES

23. Corporate flight Training Limited policy is that there will be no smoking in its offices. The overall aim is to reduce smoking and so save life, reduce risk of fire, prevent unnecessary illness and chronic disability. The rules also extend to e-cigarettes / vaping.

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH

24. The Control of Substances Hazardous to Health Regulations (COSHH) require the Company to identify those substances which are in use and which are hazardous to health (as legally defined) and to assess the risk of those substances. The Company shall also provide and use controls to prevent exposure to substances hazardous to health; maintain controls by monitoring exposure, or by health surveillance of employees; and provide information, instruction and training for employees on all these matters as applicable. Currently the company does not handle any substances of this nature.

HEALTH AND SAFETY AND THE INDIVIDUAL EMPLOYEE

25. The Health and Safety at Work Act requires each employee 'to take reasonable care for the Health and Safety of himself and of other persons who may be affected by their acts and omissions' and co-operate with management to enable management to carry out their responsibilities under the Act. Employees have equal responsibility with the Company for Health and Safety at Work.

26. The refusal of any employee to meet their obligations will be regarded as a matter to be dealt with under the Disciplinary Procedure. In normal circumstances counselling of the employee should be sufficient. With a continuing problem, or where an employee leaves themselves or other employees open to risk or injury, it may be necessary to implement the formal stages of the Disciplinary Procedure.

PEOPLE VISITING COMPANY PREMISES NOT EMPLOYED BY THE COMPANY

27. Persons visiting Corporate flight Training Limited premises who are employed by other organisations, or attending company courses are expected to follow Company Health and Safety Policies with regard to the safety of Company employees, their own personal safety (and that of other parties such as the general public if appropriate) and their method of work. This responsibility will be included in any domestic arrangements.

VISITORS AND MEMBERS OF THE PUBLIC

28. The Company wishes to ensure that as far as is reasonably practicable, the Health, Safety and Welfare of visitors to Company establishments will be of the highest standard.
29. Any member of staff who notices persons acting in a way which would endanger other staff, should normally inform the Head of Training. If the danger is immediate, common sense must be used to give warning, call for assistance or give aid as necessary. It is equally important not to over-react to a situation.

We will formally review this policy in January 2023. However, we will keep this policy under review until then, and we welcome feedback on our approach

Yasmin Milner
Head of Training
Corporate Flight Training
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