



Health and Safety Policy

Health and Safety at Work Act, 1975

Statement of Competum Ltd

Health and Safety Policy

Policy agreed on:

5th May 2019

Reviewed

01.05.20

10.06.21

02.03.22

25.04.23

27.04.24

29.10.24

23.04.25 New Policy





Health & Safety Policy

Competum Ltd

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Version: v1.0

Date: 23.04.25

Next Review: 30.04.26

1. Statement of Intent

Competum Ltd is committed to ensuring, so far as is reasonably practicable, the health, safety, and welfare of its employees, adult learners, contractors, and visitors. We aim to maintain safe working conditions across all areas of our premises and training operations.

We will:

- Comply with relevant health & safety legislation and good practice.
- Provide safe and well-maintained classrooms, offices, welfare areas, and equipment.
- Identify hazards, assess risks, and implement proportionate control measures.
- Provide necessary information, instruction, training, and supervision.
- Work collaboratively with our landlord regarding shared areas and fire safety systems.
- Prevent accidents, work-related ill health, and dangerous occurrences.
- Foster a positive safety culture among staff and learners.
- Review and improve our arrangements regularly.

Signed:

Keith McGroarty

Managing Director, Competum Ltd

Date: 23.04.26



2) Company Structure

- **Managing Director (MD):** Keith McGroarty
 - **Safety, Quality & Compliance Director (SQCD):** Cris Drant
 - **Accounts:** 1 staff member
 - **Administrators:** 3 staff
 - **First Aiders:** Keith McGroarty & Cris Drant
 - **Fire Marshal:** Managed by landlord
 - **Opening Hours:** 9:00am – 5:00pm
 - **Location:** Two classrooms, a meeting room, a main office, and an archive/welfare area.
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3) Roles & Responsibilities

3.1 Managing Director

- Holds overall responsibility for health & safety.
- Ensures resources, staffing, and compliance measures are in place.
- Authorises policies, risk controls, and major safety decisions.

3.2 SQCD (Competent Person) – Cris Drant

- Manages health & safety systems, risk assessments, audits, investigations.
- Ensures staff training, induction, and monitoring.
- Acts as the main point of contact for landlord coordination.

3.3 All Employees

- Follow company procedures and safety instructions.
- Report hazards, accidents, and near misses promptly.
- Use equipment responsibly and maintain safe work areas.

3.4 Adult Learners & Visitors

- Follow site rules, classroom guidance, and emergency instructions.
- Report hazards to staff immediately.
- Use issued PPE appropriately during any practical/worksite-related activity.



4) Consultation & Communication

Competum Ltd consults with employees through:

- Staff meetings
- H&S briefings
- Safety communications via email and noticeboards

All adult learners receive a **site induction** at the start of training.

5) Arrangements for Health & Safety Management

5.1 Risk Assessment

Competum Ltd maintains written general and specific risk assessments for:

- Classrooms, offices, welfare/archives
- Manual handling
- COSHH (includes **cement**)
- Lone working
- Slips/trips
- DSE
- Portable electrical equipment
- PPE usage
- Practical/demonstration activities

Assessments are reviewed **annually** or if conditions change.



5.2 Fire Safety & Emergency Procedures

- **All fire alarm systems, testing, maintenance and evacuation arrangements are managed by the landlord.**
- Competum Ltd fully complies with their procedures and participates in scheduled drills.
- Fire information is displayed in all rooms.

Internal responsibilities:

- Ensure exits in Competum's areas remain unobstructed.
- Maintain up-to-date occupancy and signing-in records for learners/visitors.
- Staff lead evacuations of classrooms and offices when the alarm sounds.
- First Aid kits are located **in the main office on the front facing wall below the key box.**

Assembly Point: As designated by landlord procedures.

5.3 First Aid

- First Aiders: **Keith McGroarty & Cris Drant**
- First Aid Kit: **Main office, front-facing wall under the key box**
- Accident Book: **Main Office Filing Cabinet**

All accidents, incidents, and near misses must be reported immediately.

RIDDOR reporting is handled by the **SQCD** or MD.

5.4 Manual Handling & Archive Area

- Staff must avoid unnecessary lifting; mechanical aids used where possible.
 - Archive/welfare area includes controlled shelving and safe access.
 - Step stools provided where appropriate.
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5.5 COSHH (including Cement)

Competum Ltd uses small quantities of **cement** for construction-related demonstrations/training.



Control measures include:

- COSHH assessment
- Safety Data Sheets retained and accessible
- PPE issued (gloves, eye protection, masks if required)
- No uncontrolled mixing
- Adequate ventilation and spill management procedures

Cleaning and general welfare substances are stored safely.

5.6 PPE

- PPE is **issued to all on-site learners** when activities require it.
 - Staff must brief learners on correct usage.
 - Damaged PPE must be replaced immediately.
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5.7 DSE & Office Safety

- All workstation users complete a DSE self-assessment.
 - Adjustable seating, screen height aids, and regular breaks enforced.
 - Lone working is restricted to **male staff only** and **office work only** (no practical tasks).
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5.8 Electrical Safety (incl. PAT Testing)

- Portable Appliance Testing conducted **annually** by **Townsend Electrical**.
 - Defective items must be removed from service immediately.
 - No unauthorised electrical work permitted.
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5.9 Car Park Safety

Competum occupies shared parking with **3 dedicated spaces**. Controls include:

- **Reverse parking only** for all staff and visitors
- Awareness of pedestrians and tight reversing spaces



- Good housekeeping around parked vehicles
 - No additional restrictions
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5.10 Welfare, Housekeeping & Environment

- Welfare area maintained in a clean, hygienic condition.
 - Spillages cleaned promptly.
 - Good lighting, ventilation, and temperature monitored and reported as required.
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5.11 Lone Working

Lone working is permitted **only under these conditions:**

- **Male staff only**
 - **Office-based work only** (no tool use, no cement, no working at height)
 - Staff must inform another team member when entering and leaving the building
 - Must carry a charged mobile phone
 - Doors must remain secure
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5.12 Monitoring, Review & Audit

Competum Ltd conducts:

- **Monthly** internal checks
 - **Annual** policy review
 - **Annual** risk assessment review
 - Ongoing monitoring via reporting systems and landlord communication
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6) Documentation & Records

Competum maintains:

- Health & Safety Policy



- All risk assessments and COSHH assessments
 - Accident/incident/near-miss records
 - First aid logs
 - PAT testing certificates (Townsend Electrical)
 - Staff and learner induction records
 - PPE issue logs
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7) Policy Review

This policy is reviewed **annually**, or sooner should significant changes occur.