



# Health & Safety Policy

This is the Health and Safety Policy of:

**Whitby & District Fishing Industry Training School Limited**  
**Whitby Mission & Seafarers' Centre**  
**Haggersgate**  
**Whitby**  
**YO21 1JZ**

Our Statement of General Policy is:

- To provide adequate control of the health and safety risks arising from our work/training activities
- To consult with our employees/learners on matters affecting their health and Safety.
- To provide and maintain safe plant and equipment
- To ensure safe handling and use of substances
- To provide information, instruction and supervision for employees/learners
- To ensure all employees/learners are competent to do their tasks, and to give them adequate training
- 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 at regular intervals.

Signed:

Andrew Hodgson, Chief Executive Officer  
Whitby & District Fishing Industry Training School Limited

Date: October 2020

Review date: October 2021



## **HEALTH AND SAFETY ROLES AND RESPONSIBILITIES**

1. Health and safety is seen as an integral part of the management function within Whitby & District Fishing Industry Training School (WDFITS). As such it is essential that all persons are aware of their health and safety responsibilities within the company both generally and individually.

### **a) Chief Executive Officer (CEO)**

The CEO assumes overall responsibility for health and safety within WDFITS, and is accountable to the Board of Directors for the overall implementation and operation of the Health & Safety Policy. The CEO will monitor and review the policy as necessary for approval by the Board of Directors, and ensure through the Management Team a positive health and safety culture exists throughout WDFITS.

### **b) Deputy Chief Executive Officer (Dep CEO)**

In the absence of the CEO the Dep CEO assumes overall responsibility for health and safety within WDFITS, and is also accountable to the Board of Directors for the overall implementation and operation of the Health & Safety Policy.

### **c) Management Team**

Responsible for the overall day to day health and safety performance within WDFITS, and the implementation of this policy as appropriate to their areas of responsibility. They will ensure that their work programmes are planned with health and safety in mind, and provide the necessary leadership and resources to encourage a positive health and safety culture and report any shortfalls.

In particular, they will ensure:

- Suitable and sufficient risk assessments, fire risk assessments and electrical testing is completed, monitored and regularly reviewed.
- Hazards are removed and risks controlled, so far as is reasonably practicable.
- Safe Systems of Work and Codes of Practice completed, documented and adhered to.
- **Stop** any work immediately when there is a threat to life or where there is a likelihood of injury or property damage, until the threat is removed or a safe working method arranged and implemented.



- Ensure staff and learners (as necessary) have received suitable and sufficient initial training, instruction, supervision, safety equipment and clothing for them to carry out their tasks safely.
- Enforce safe working methods and procedures including the wearing and use of suitable personal protective equipment (PPE) where issued.
- Keep workplace conditions under constant review and take necessary measures, so far as is reasonably practicable, to remove hazards and control risks.
- Ensure all work equipment is safe, well maintained and accurate records kept and all inspections and tests fully documented.
- To promote safe working practices and maintain a safe and healthy working and learning environment.
- Inform and report training requirements, dangerous practices, accidents and near miss incidents and complete and forward appropriate written reports as necessary to the Board of Directors.
- To ensure Safe Learner Targets planning is achieved.
- To ensure Safeguarding & Child Protection training & issues are implemented.
- Full mandatory safety training is given to all learners (Seafish/MCA STCW).
- To ensure all learners have full safety kit and understand its fitting and use.
- To ensure Skippers of all vessels used for work experience have correct safety documentation to include risk assessment and placement documentation, learner risk assessment and vessel induction documents.

**d) All Staff, Learners, Contractors and Visitors:**

All staff, learners, contractors and visitors are required to adopt and maintain a positive attitude towards health and safety and continuously be aware of their own health and safety and the health and safety of others. In particular, they must:

- Follow correct working procedures as trained, including the wearing of correct Personal Protective Equipment (PPE) as required.



- Report all accidents, near miss incidents, hazards, unsafe acts and any other conditions or situations arising that may impact on the health and safety of themselves or others.
- Carry out user checks and inspections of plant and work equipment before use, report any defects and ensure proper use.
- Assist as required in the completion of accident/incident reports and investigations.
- Co-operate with management in the prevention of accidents.
- Ensure they do not abuse or interfere with equipment and materials provided, or tamper with anything provided for the purpose of health and safety.
- Ensure they do not work on or operate any machinery or work equipment while under the influence of alcohol or drugs.

**HEALTH AND SAFETY RISKS ARISING FROM OUR WORK ACTIVITIES**

2. Risk Assessments and Fire Risk Assessments will be undertaken by:

- Either the CEO or Dep CEO. The findings of the risk assessments will be reported to either CEO or Dep CEO.
- Action required to remove/reduce/control measures will be approved by the CEO or Dep CEO.
- The CEO/Dep CEO will be responsible for ensuring the action(s) required are implemented and that the implemented actions have removed/reduced the risk/s.
- Vessel Risk Assessments/work placement assessments will be undertaken by:

Appointed H&S Officer(s)

The findings of the vessel risk assessment/work placements assessments will be reported to:

Skipper and / or Vessel Owner  
 Manager of work placement  
 CEO / Dep CEO



- Action required to remove/reduce the risks and implement control measures will be approved by:
  - CEO/Dep CEO/H&S Officer(s), in liaison with Skipper and / or Vessel Owner Manager of work placement.
  - CEO will be responsible for ensuring the action(s) required are implemented and that the implemented actions have removed/reduced the risk(s).
  - Assessments will be reviewed ANNUALLY or when the work activity changes, equipment or vessel equipment changes, whichever is soonest or if an incident or accident occurs.

**CONSULTATION WITH EMPLOYEES / LEARNERS**

3. Employee / learner representatives are not required (see below).
  - Consultation with employees / learners is provided by the following methods:
 

At initial training, staff meetings, learner reviews, health and safety matters are discussed both as a group and individually.
  - The school has an ‘open door’ policy which ensures any concerns are noted and dealt with straight away.

**SAFE PLANT AND EQUIPMENT / TRAINING SCHOOL**

4. The CEO and Dep CEO will be responsible for identifying all equipment / plant needing maintenance within the school / premises. The CEO and Dep CEO will be responsible for ensuring effective maintenance procedures are drawn up. The CEO and Dep CEO will be responsible for ensuring that all identified maintenance is implemented. Any problems found with plant/equipment should be reported to the CEO/Dep CEO or, *if absent*, a responsible member of staff.

Should any problems be found with plant/equipment then all activities in respect of that problem shall cease until such time as the risk has been removed/reduced. The CEO / Dep CEO will check that new plant and equipment meets health and safety standards before it is purchased.



**FISHING VESSELS**

- 5. The H&S Officer(s) will be responsible for liaising with skipper(s)/ owner(s) of any vessels regarding equipment/plant needing maintenance / repair / replacement.

The H&S Officer(s) will be responsible for ensuring an effective action plan outlined in the vessel risk assessment document/HASSPS is drawn up and agreed with skipper/owner.

Should any problems be found with plant/equipment then all activities in respect of that problem shall cease until such time as the risk has been removed/reduced. By discretion, the learner will be removed from the work placement.

The H&S Officer(s) will be responsible for ensuring that all identified actions/maintenance is implemented and logged. Any problems found with vessel equipment / plant will initially be noted by the skipper and reported to the H&S Officer(s) for his information and monitoring.

The Skipper/Owner will check that new plant and equipment meets health and safety standards before it is purchased.

**SAFE HANDLING AND USE OF SUBSTANCES (ONSHORE)**

- 6. The CEO/Dep CEO will be responsible for identifying all substances within the school which need a COSHH assessment. The CEO/Dep CEO will be responsible for undertaking COSHH assessments.

The CEO/Dep CEO will be responsible for ensuring that all actions identified in the assessments are implemented.

The CEO/Dep CEO will be responsible for ensuring that all relevant employees are informed about the COSHH assessments.

The CEO/Dep CEO will check that new substances can be used safely before they are purchased.

Assessments will be reviewed annually *or* when the work activity changes/change of product or when there has been an incident/accident, whichever is soonest.



**SAFE HANDLING AND USE OF SUBSTANCES (OFFSHORE)**

7. The Skipper of the vessel will be responsible for;
  - Identifying all substances which need a COSHH assessment.
  - Undertaking COSHH assessments.
  - Ensuring that all actions identified in the assessments are implemented.
  - The H&S Officer(s) will be responsible for liaising with the skipper to ensure/record these actions have been implemented.
  - All relevant employees are informed about the COSHH assessments.
  - Checking that new substances can be used safely before they are purchased.
  - Assessing/reviewing annually or when the work activity changes/ change of product, whichever is soonest.

**INFORMATION, INSTRUCTION AND SUPERVISION**

8. The Health & Safety Law poster is displayed in the Kitchen at the school.  
 Health & Safety leaflets are issued to learners by appropriate staff.  
 Health & Safety advice is available from the CEO/Dep CEO, all tutors in respect of their specialism or, if unavailable a responsible member of staff.  
 Supervision of young workers/learners will be arranged/ undertaken/ monitored by the CEO/Dep CEO, all tutors in respect of their specialism, Skippers, 1<sup>st</sup> mate and crews.  
 The CEO/Dep CEO, H&S Officer(s) is responsible for ensuring that all learners working at locations under the control of other employers, are given relevant health and safety information.

**SAFE LEARNER TARGETS**

9. In order to raise/maintain standards, Safe Learner Targets have been set and will be regularly monitored by the CEO/Dep CEO.  
 Recording of Vessel HASPS checks will be held on form 'Employer/location Health, Safety & Welfare Assessment Record'.



Learner H&S monitoring will be held on the learners' file via the Learner File Checklist, ENG1 medical record, H&S induction/questionnaire, Learner Risk Assessment, Equipment Allocation, and Vessel Induction record and record of mandatory safety courses completed.

### **COMPETENCY FOR TASKS AND TRAINING**

10. Initial training will be provided for all employees and learners by the CEO/Dep CEO. Job specific training will be provided by all tutors in respect of their specialism or Skippers/1<sup>st</sup> mate/crewmembers.

Specific jobs requiring special training are:

- Communications, incl. use of VHF short range radio, flags etc
- Personal emergency action on board ship
- Personal health & safety on board
- Mooring, anchoring and security of the vessel
- Contribution to maintaining a bridge watch
- Operation of fishing equipment
- Handling and stowing of the catch
- Construction and repair of fishing gear
- Workboat operations
- Maritime Employment
- Sector Overview
- Vessel construction and stability

All training records are kept at the training school and monitored by the CEO/Dep CEO in respect of each specialism, recorded and maintained by admin staff. All training will be identified, arranged and monitored by the CEO/Dep CEO.

### **ACCIDENTS, FIRST AID AND WORK-RELATED ILL HEALTH**

11. Health surveillance is required for employees and learners undertaking the following jobs:

- All staff - Completion of Occupational Health questionnaire
- All staff using VDU's - Regular eye checks undertaken
- Training Co-ordinator - ENG1 medicals undertaken as confirmation of Seafish trainer. Fitness to deliver practical safety courses/ work onboard vessel

All learners for sea duty:

- ENG1 medicals undertaken as confirmation of fitness to work at sea
- Occupational health declaration obtained from each learner





- Regular surveillance of general health/ any problems arisen whilst at sea via regular reviews/ open door policy / feedback from skipper

Health surveillance will be arranged by the CEO/Dep CEO, Skipper.

All health surveillance records will be kept at the school and maintained by the CEO/Dep CEO and Admin staff.

The First Aid boxes are kept in the following locations; Kitchen, Admin office and 1<sup>st</sup> Floor training rooms x 2.

The appointed First Aiders are the CEO/Dep CEO (*note: all admin staff/ learners are trained in First Aid*)

All accidents and cases of work related ill health are to be recorded in the accident book. The book is kept by / at Admin staff / Admin. Office

The CEO/Dep CEO is responsible for reporting accidents, diseases and dangerous occurrences to the appropriate enforcing authority.

*Note: Please see **Appendix 2** for Procedure for accidents/ill health of apprentices/ learners.*

## **MONITORING**

12. To check our working conditions, and ensure our safe working practices are being followed we will:
  - Follow all legislation regarding health and safety requirements.
  - Complete annual risk assessment and fire risk assessments.
  - Undertake visual checks within the school on a daily/weekly basis.
  - Review accidents/near misses to identify any trends and take appropriate action.
  - Prepare a timetable for health and safety reviews /assessments and testing.
  - The CEO/Dep CEO is responsible for investigating accidents within the school.
  - The CEO/Dep CEO and The H&S Officer(s) are responsible for investigating *minor* accidents at sea.



- The CEO/Dep CEO are responsible for investigating work-related causes of sickness absences.
- The CEO/Dep CEO are responsible for acting on investigation findings onshore, to prevent a recurrence.
- The CEO and H&S Officer(s) are responsible for liaising with skippers/owners on investigation finds on board, where a *minor* accident has occurred. A learner will be removed from the vessel until such time as he/she is fit for duty / remedial work has been confirmed and recorded.
- The Maritime & Coastguard Agency and the Marine Accident Investigation Branch *must* be responsible for investigating major accidents on board. Skipper, crews and learners must not go onboard the vessel until given permission to do so. The school will be guided by their findings. A learner will be removed from the vessel until such time as he/she is fit for duty / remedial work onboard has been confirmed and recorded.

### **EMERGENCY PROCEDURES – FIRE AND EVACUATION**

13. For a fire to occur, three factors must exist at the same time – fuel, heat and oxygen. Therefore to prevent fire, all flammable materials must be kept secure and away from heat, e.g. waste paper, oily rags etc. in bins, paint / petrol / solvents in the proper approved containers. Gas cylinders must be properly stored and smoking is prohibited in certain areas. Overloading of electrical circuits must be avoided and faulty equipment must be reported immediately.

Firefighting equipment is provided and maintained by the company. This must not be used for other purpose and, if used for any other purpose this must be reported to the CEO/Dep CEO and replaced if necessary. All fires must be reported to the CEO/Dep CEO. In the event of a fire occurring the Fire Drill will be carried out.

The CEO is responsible for ensuring the fire risk assessment is completed and any changes implemented. It should be noted that the local Fire Brigade have visited the premises and are satisfied with their findings.

- Escape routes are checked by the CEO/Dep CEO every day.
- Fire extinguishers are maintained and checked by H E Woolley Limited on an annual basis. Fire extinguishers are also visually



checked weekly to check the pressure gauge where appropriate and that tamper proof seals are intact.

- Fire alarms are tested by Whitby Mission staff monthly and recordings made.
- Emergency evacuation procedure is tested every six months.
- As the school is within a multi-occupied building, agreements have been made with the other organisations regarding evacuation procedures and contact of emergency services.
- For evacuation procedure, please see **Appendix 1**.

## **HAZARDS**

14. **Fire Precautions** (see Emergency Procedures – Fire & Evacuation).

### **Slips/Trips and Falls**

Work areas and walkways must be kept tidy and electrical cables; telephone leads etc. must be kept neat and away from walkways. Steps and ladders must not be used if found to be faulty. Employees, learners etc. must only use approved equipment for climbing and employees must at all times encourage learners to observe precautions.

### **Vehicles**

Private vehicles used for Company Business must be covered by business use insurance by the driver's insurance company. A copy of this certificate should be produced and kept on file at Head Office.

At no time must a private vehicle be used for company business unless it is covered by this type of insurance.

Company vehicles, which have been allocated to specified staff for private use, are insured in line with the agreement signed by the specified member of staff.

### **Lifting**

No employee, learner etc. is required to lift excessive weight that would cause injury. Initial training for trainees covers lifting. Employees must at all times encourage learners etc. to observe precautions.

### **Electricity**

No unauthorised staff member must tamper with (or instruct a learner etc. to tamper with) any electrical appliances or make unauthorised electrical connections. All faulty equipment must be reported to the Manager /



Supervisor and repairs made before use. Employees must at all times encourage Learners to observe the precautions.

**Horseplay**

Horseplay can easily result in injury and therefore staff must encourage learners to work in a sensible manner, and point out potential risks or hazards.

**Hygiene**

The company provides toilets and washing facilities and all employees, learners etc. are required to keep their facilities hygienic by using them properly. Barrier creams are provided wherever these are required. Employees must at all times encourage learners to respect these facilities and report any defects or deficiencies.

**Equipment**

Equipment must be used at all times in a safe manner and for the purpose it was designed. Any defective equipment must not be used and should be reported to the Manager/Supervisor. A nominated employee will make periodic checks. Employees must ensure learners do not use equipment for which they have not received training.

**Implementation**

Any member of staff or learners etc who wishes to discuss an issue relating to this Policy can talk in confidence to the CEO/Dep CEO/ Manager or member of staff.

**Monitoring**

This Policy will be reviewed and, if required, amended every year. Staff who would like alterations made to the Policy may do so in writing via their Manager.

The appropriate authorities will be informed if any person is found to be supplying or selling drugs on the company premises.



## **WHITBY & DISTRICT FISHING INDUSTRY TRAINING SCHOOL**

### **FIRE EVACUATION PROCEDURE**

ON HEARING THE FIRE BELL – A LOUD, CONSTANT RING, EVACUATE THE 1<sup>ST</sup> and 2<sup>ND</sup> FLOOR PREMISES AS QUICKLY AND CALMLY AS POSSIBLE.

1. IMMEDIATELY MAKE YOUR WAY TO THE MAIN DOOR OF THE SCHOOL – DO NOT RUN OR PUSH OTHERS.
2. DO NOT LOITER TO COLLECT YOUR BELONGINGS  
DO NOT RETURN TO ANY OF THE ROOMS  
CLOSE ROOM DOORS BEHIND YOU IF YOU ARE LAST OUT.
3. DESCEND THE STAIRS TO THE FIRST LANDING AND TURN IMMEDIATELY RIGHT THROUGH THE FIRE DOOR.
4. CONTINUE ALONG THE FIRE ESCAPE GANTRY, ASCEND STEPS AND TURN IMMEDIATE RIGHT.

#### **ASSEMBLY POINT**

- ASSEMBLE IN THE COUNCIL CAR PARK AT THE REAR OF THE SUPERMARKET.
- REPORT TO MEMBER OF STAFF.
- DO NOT LEAVE THE ASSEMBLY POINT UNTIL TOLD TO DO SO.

#### **FIRE ON STAIRCASE**



IN THE UNLIKELY EVENT THAT YOU ARE UNABLE TO USE THE STAIRCASE TO LEAVE, ALL STAFF & LEARNERS SHOULD ASSEMBLE IN THE MAIN TEACHING ROOM, TOP FLOOR, CLOSING ALL DOORS BEHIND THEM. WAIT BY THE WINDOW IN THE CORNER OF THE ROOM FACING HAGGERSGATE – THE FIRE BRIGADE WILL ASSIST A ROADSIDE EVACUATION.

**APPENDIX 2**

**PROCEDURE FOR ACCIDENTS OR ILL HEALTH OF APPRENTICES/LEARNERS**

Minor Accidents/injury whilst completing Off-the-Job training

Minor accidents should be dealt with by:-

- Assessment of first-aid needs
- Treatment by appointed First Aider
- Report made in Accident Book (no matter how small)

Serious accidents/severe injury should be dealt with by Appointed First Aiders:-

1. Urgency of situation to be confirmed
2. Ensure casualty is attended by responsible person whilst making any dangerous conditions safe
3. Emergency Services to be contacted immediately
4. Initial first aid to be rendered and wait for emergency services
5. Report to senior management as soon as possible
6. If casualty to go by ambulance to A&E, ensure pastoral carer to accompany.
7. Manager to check personnel file/health declaration to report any underlying illness/allergies to pastoral carer
8. Manager to check personnel file to find next of kin/contact as soon as possible.
9. As soon as reasonably practicable, Manager to –
  - a. Complete report in Accident Book
  - b. Report to accommodation provider
10. Report serious injuries, illnesses and incidents to the Health & Safety Executive (HSE) Incident Contact Centre in line with RIDDOR (or seagoing incident to the Maritime & Coastguard Agency) – this reporting information is held in the company’s Health & Safety folder.



11. Management to produce report of any serious injuries and incidents. This is a legal requirement and the information must include the time, date and full description of the occurrence.
12. Arrange to check and re-stock First Aid kit.

Ill Health of Apprentice/Learner:-

If an apprentice/learner falls ill within the training centre/accommodation or whilst serving on a vessel at sea the following steps will be implemented with immediate effect;

1. Manager/accommodation provider/skipper to establish severity and the nature of the illness. Serious illness - manager/accommodation provider/skipper to administer emergency first aid where appropriate.
2. Emergency services to be called on 999, or Coastguard (if at sea) and await further instructions.
3. Minor illness – any apprentice/learner who suffers from vomiting and/or diarrhoea will not be allowed within the training centre until 48 after the last occurrence.
4. Infectious illness – Apprentice/learner/accommodation providers are requested to inform the company as soon as possible if the apprentice/learner has an infectious illness. The company will ensure a local Doctor will attend the patient.
5. If the apprentice/learner is diagnosed by the Doctor as suffering from a notifiable disease under the Health Protection (Notification) Regs 2010, the Doctor will report this to the Health Protection Agency. When this is advised to the company, Ofsted and the Local Health Protection Agency (PHE North Yorkshire and the Humber Health Protection Team) will be notified.
6. Dependent upon the seriousness of the illness/disease, the apprentice/learner to receive treatment/recover in accommodation, or for a longer recovery time, to return home until fully recovered. The apprentice/learner will not be accepted back onto training until such time as they are fully recovered.



*(Note: If the apprentice/learner is under 18 years of age the Manager will, as soon as is practical, contact the apprentices/learners parent(s)/ guardian(s) to advise of the situation. The emergency contact name(s) can be found in the learner file under the Occupational Health Questionnaire).*