

The Performance Group

Maximising performance everywhere we can!



HumanPerformance....developing skills since 2002!

Please note: References to **The Performance Group Limited** - from now on referred to as **TPGL** - include all brands, trading styles and trading names of the company.

TPGL is committed to ensuring the health, safety and welfare of its employees and it will, so far as is reasonably practicable, establish procedures and systems necessary to implement this commitment and to comply with its statutory obligations on health and safety. It is the responsibility of each employee to familiarise themselves and comply with TPGL's procedures and systems on health and safety.

While TPGL will take all reasonable steps to ensure the health and safety of its employees, health and safety at work is also the responsibility of the employees themselves. It is the duty of each employee to take reasonable care of their own and other people's health, safety and welfare and to report any situation which may pose a serious or imminent threat to the well being of themselves or of any other person.

If an employee is unsure how to perform a certain task or feels it would be dangerous to perform a specific job or use specific equipment, then it is the employee's duty to report this as soon as possible to James Turner. Alternatively, an employee may, if they prefer, invoke TPGL's formal Grievance Procedure or they may make a complaint under TPGL's provisions set out in this Employee Handbook on Disclosures in the Public Interest.

Disciplinary action under TPGL's Disciplinary Procedure may be taken against any employee who violates health and safety rules and procedures or who fails to perform their duties under health and safety legislation. Depending on the seriousness of the offence, it may amount to gross misconduct rendering the employee liable to summary dismissal.

TPGL will provide and maintain a healthy and safe working environment with the objective of minimising the number of instances of occupational accidents and illnesses. TPGL will pay particular attention to:

1. Maintaining the workplace in a safe condition and providing adequate facilities and arrangements for welfare at work
2. Providing a safe means of access to and egress from the workplace
3. The provision and maintenance of equipment and systems of work that are safe
4. Arrangements for ensuring safety to health in connection with the use, handling, storage and transport of articles and substances
5. The provision of such information, instructions, training and supervision as is necessary to ensure the health and safety at work of its employees and other persons

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TPGL also recognises its duty to protect the health and safety of all visitors to TPGL, including contractors and temporary workers, as well as any members of the public who might be affected by TPGL's work operations.

Organisation: The Managing Director of TPGL is responsible for the implementation of the health and safety policy and has responsibility for overseeing, implementing and monitoring health and safety procedures. In addition, the Managing Director also maintains safety records and investigates and reports on accidents at work.

Training: Safety training is an integral part of an effective health and safety programme. It is essential that every employee be trained to perform their job safely. All employees will be trained in safe working practices and procedures. Training will include instruction on the safe use of any equipment provided.

Employees at special risk: TPGL recognises that some workers may from time to time be at increased risk of injury or ill-health resulting from work activities. TPGL therefore requires that all employees advise James Turner if they become aware of any change in their personal circumstances which could result in their being at increased risk. This could include medical conditions, permanent or temporary disability, taking medication and pregnancy.

First aid and reporting accidents at work: A first aid box is located in the office. All employees will be shown the location of the first aid box and will be given the names of the designated first aid personnel. This information is also displayed on the notice board. All injuries, however small, sustained by a person at work must be reported to James Turner and recorded in the accident book. Accident records are crucial to the effective monitoring of health and safety procedures and must therefore be accurate and comprehensive. James Turner will inspect the accident book on a regular basis and all accidents will be investigated and a report prepared, with any necessary action being taken to prevent a recurrence of the problem.

In the event of an accident on client's premises the employee concerned should, if possible, immediately contact the client or third party whose responsibility it will be to assess the situation and either contact the closest first-aider to the accident area who will assess the situation and administer any suitable first aid or when the accident is considered serious immediately dial "999" and request medical assistance.

Fire: Please see the relevant section in this Employee Handbook on Fire Safety for further information.

Health & safety whilst on third party premises: When on a client's or third party's premises employees should familiarise themselves with, and abide by, the hosts health and safety policy at all times. Trainers and facilitators are responsible for the health and safety of their candidates and will ensure that a risk assessment has been carried out for the location that learning programmes are delivered in.

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TPGL safety rules

- All employees should be aware of and adhere to TPGL's rules and procedures on health and safety
- All employees must immediately report any unsafe working practices or conditions to James Turner
- Horseplay, practical joking, running in the workplace, misuse of equipment or any other acts which might jeopardise the health and safety of any other person are forbidden
- Any person whose levels of alertness are reduced due to illness or fatigue will not be allowed to work if this might jeopardise the health and safety of any person
- Employees must not adjust, move or otherwise tamper with any electrical equipment or machinery in a manner not within the scope of their job duties
- All waste materials must be disposed of carefully in the receptacles provided and in such a way that they do not constitute a hazard to other workers
- No employee should undertake a job which appears to be unsafe
- No employee should undertake a job until they have received adequate safety instruction and they are authorised to carry out the task
- All injuries must be reported to James Turner
- All materials must be properly and safely used and when not in use properly and safely secured
- Work should be well-planned to avoid injuries in the handling of heavy materials and while using equipment
- Employees should take care to ensure that all protective guards and other safety devices are properly fitted and in good working order and must immediately report any defects to James Turner
- Suitable clothing and footwear must be worn at all times. Personal protective equipment must be worn where appropriate
- Work stations and work sites must be kept clean and tidy and any spillage must be cleaned up immediately
- Employees should use handrails when going up and down stairs, should never read while walking, must close filing cabinet drawers when not in use and must keep all floor areas free of obstruction

Access

- Walkways and passageways must be kept clear and free from obstructions at all times
- If a walkway or passageway becomes wet it should be clearly marked with warning signs and any liquid spilt on the floor should be wiped up immediately
- Trailing cables should not be left in any passageway
- Where objects are stored in or around a passageway, care must be taken to ensure that no long or sharp edges jut out into the passageway
- Where a passageway is being used by vehicles or other moving machinery, an alternative route should be used by pedestrians where possible. If no alternative route is available, the area must be clearly marked with warning signs.

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Manual handling

- Lifting and moving of objects should always be done by mechanical devices rather than manual handling wherever reasonably practicable. The equipment used should be appropriate for the task at hand
- The load to be lifted or moved must be inspected for sharp edges and wet patches
- When lifting or moving a load with sharp or splintered edges, gloves must be worn
- The route over which the load is to be lifted should be inspected to ensure it is free of obstructions
- Employees should not attempt to lift or move a load which is too heavy to manage comfortably. Employees should ask for assistance if there is any danger of strain
- When lifting an object off the ground, employees should assume a squatting position, keeping the back straight. The load should be lifted by straightening the knees, not the back
- Employees should not attempt to obtain items from shelves which are beyond their reach. A ladder or stepping stool should be used. Employees should not use chairs or any makeshift device for climbing and should never climb up the shelves themselves

Control of Substances Hazardous to Health (COSHH): Materials listed under the COSHH regulations must be handled and used in the prescribed area and manner

Insurance: TPGL will ensure appropriate insurance of its staff to provide benefits for illness, accident or injury sustained whilst engaged on the business of TPGL. Such insurance will cover staff called upon to travel in performance of their duties from the time of leaving home or other place of residence until return to that place and also to and from their normal place of work.

A copy of the current Certificate of Employers Liability Insurance is displayed in the office and is available for inspection upon request.

Should any claim, or potential claim, arise under this policy it must be reported immediately to James Turner who will be able to provide further information.

TPGL does not accept liability for damage to, or loss of personal property whilst on TPGL premises, other than that caused by the negligence of TPGL.

Violations of health & safety policy: Disciplinary action under TPGL's disciplinary procedure may be taken against any employee who violates health and safety rules and procedures or who fails to perform their duties under health and safety legislation. Depending on the seriousness of the offence, it may amount to potential gross misconduct rendering the employee liable to summary dismissal.

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