

Health & Safety **Policy**

ULTRA TRAINING LTD

December 2009

HEALTH AND SAFETY POLICY STATEMENT

It is the policy of Ultra Training Ltd to conduct its operations in such a manner as to ensure the health, safety and welfare of all its employees, clients, others working on its premises and the general public. The company will ensure, so far as is reasonably practicable, that its equipment and premises provide a healthy and safe working environment for both clients and staff.

Ultra Training Ltd commits itself to implementing the Health & Safety At Work Act (1974), and any future national or EU Health and Safety legislation.

This policy will be kept under continual review. Formal amendment will be conducted annually or as necessary to reflect changes in company policy or national or EU law.

D. W. Ham

December 2009

MANAGING DIRECTOR

POLICY COMMITMENT

1. Ultra commits itself to implementing the Health & Safety at Work Act etc. 1974 and will provide the resources, and actively seek the co-operation of all employees, clients, placement sponsors, and external education and training personnel, to meet this commitment.

MANAGEMENT OF HEALTH AND SAFETY

The Managing Director and Company Safety Committee

2. The responsibility for ensuring that the Company carries out its statutory obligations lies with the Managing Director who shall appoint a Company Safety Committee and a number of Health and Safety Advisers. The Safety Committee shall comprise the following:
 - Managing Director (Chairman)
 - Operations Manager
 - Health and Safety Advisers
 - Health & Safety Administrator
 - Other interested parties or as required
3. The terms of reference of the Safety Committee shall be:
 - (a) To keep under review the Company's organisation and procedures in all matters affecting the safety and health of employees, clients, and other persons who have a lawful entitlement to the Company's protection in health and safety matters.
 - (b) To agree and propose such Safety Policy Statements as are necessary, to review these from time to time and propose amendments as required.
 - (c) To receive reports and recommendations from the Health and Safety Advisers on the following:
 - Accident Records
 - Potential and actual hazards to safety either reported or seen on Company premises or on premises to which clients have been directed for purposes of training and work experience. Action taken, or needing to be taken, to eliminate these hazards to be reported.
 - State of safety training for employees and clients
 - The operation of the Company's policies and procedures in the health and safety field both on Company premises and at clients' placements.
 - (d) To be informed on safety and health matters and to identify safety hazards to which Company employees and clients might be exposed as a consequence of the Company's activities.
 - (e) To keep under review the Health and Safety statements in the Company's Employer Agreements and recommend any changes needed.
 - (f) To keep under review the content of the Company's H & S Checklist used by staff in their evaluation of safety and health standards at work placement providers' premises and propose amendments as necessary.

- (g) To keep under review the Company's policy on protective clothing and make recommendations as necessary.

Managers & Co-ordinators

4. Line Management has responsibility for maintaining the required clients' standards of Health, Safety and Welfare. This is exercised by ensuring that all staff and learners are aware of their personal responsibilities and that they are given the necessary information and training for carrying them out. These responsibilities extend to anyone affected by the Company's activities including contractors, members of the public, visitors etc. They are to implement the policy by:
 - (a) Having adequate knowledge and observing the requirements of the Health and Safety at Work Act 1974, relevant regulations, Approved Codes of Practice and all other relevant legislation.
 - (b) Ensuring adequate resources are made available to provide safe systems of work as a matter of priority.
 - (c) Promoting greater Health and Safety awareness amongst subordinates by example and by ensuring that only experienced staff supervise training activities.
 - (d) Insisting that all staff observe safe working practices with particular reference to safety instructions.
 - (e) Monitoring Health and Safety standards during routine visits to their workplace and reviewing safety advisers' reports.
 - (f) Insisting on the co-ordination of all safety activities with external contractors within their departments.
 - (g) Liaising, and exchanging information with Health and Safety Advisers on all Health and Safety matters.

Training Staff

5. Training Staff (i.e. Assessors, Verifiers and Tutors) are responsible for the Health and Safety and the implementation of this policy throughout their areas of responsibility. They achieve this by:
- (a) Having adequate knowledge of the requirements of the Health and Safety at Work Act 1974, relevant regulations, Approved Codes of Practice and any other legislation applicable to their areas of responsibility.
 - (b) Carrying out safety inspections of their areas of responsibility. For instance, for assessors this will include appropriate Health & Safety checks of learners' workplaces (see Company Procedures) or for course tutors the inspection of training rooms to ensure that they are safe and fit for purpose.
 - (c) Assisting Health and Safety Advisers with Risk Assessment of their areas of responsibility.
 - (d) Dealing promptly with any Health and Safety matters and reporting those which they cannot resolve themselves.
 - (e) Reporting any injuries, accidents or dangerous occurrences requiring action under RIDDOR to the relevant Health and Safety Adviser for further investigation and collation of evidence.
 - (f) Ensuring that all equipment in their areas of responsibility is in a good safe working condition, removing from use any equipment that is not, and reporting suspected defects to the Health and Safety Administrator. Recording of periodic equipment checks is the responsibility of the Administration Section.
 - (g) Monitoring working practices and ensuring that they, and their clients, are fully aware of any hazards related to work in hand.
 - (h) Ensuring that all clients, visitors and contractors in the area of responsibility are aware of, and abide by, the Company's Health and Safety Policy and are made aware of likely hazards in their area of work.
 - (i) Ensuring that visitors and contractors in their areas of responsibility are supervised and advised as appropriate.

Health and Safety Advisers

6. Health and Safety Advisers will be drawn from all areas of the Company's operations. Health and Safety Advisers are responsible for:
- (a) Advising Senior Management and all staff of good practices, training requirements and the standards required, to manage the implementation of Health and Safety efficiently.
 - (b) Liaising closely with all appropriate authorities to implement and maintain Health and Safety requirements.
 - (c) Investigating reportable injuries and incidents and advising on lessons to be learnt while liaising with authorities such as the Learning and Skills Council and the HSE.
 - (d) Ensuring that COSHH and risk assessments are reviewed regularly and monitoring the effectiveness of safety management.
 - (e) Conducting safety inspections of company premises according to risk category.
 - (f) Advising staff, clients and visitors as to the appropriate action to be taken to comply with the relevant regulations including:
 - Dust and Fume Control, Manual Handling, Good Housekeeping, Electricity at Work, Fire Prevention, First Aid at Work, Display Screen Equipment (DSE), Environmental (Working Conditions), Accident Reporting in Accordance with RIDDOR, COSHH Assessment and Risk Assessment.

Health & Safety Administrator

7. A nominated administrator, aided where possible by the learner Health and Safety Adviser, will be responsible for ensuring that periodic Health and Safety related tasks are undertaken in a timely manner, and are recorded as having been completed. The tasks themselves, which will include regular inspections of premises; file audits; annual updates of policy; fire drill; maintenance of fire extinguishers and testing of portable electrical equipment, will be undertaken by a variety of staff according to the experience level required. The master document for these tasks is the Company Health and Safety Register, held by the nominated H & S Administrator.

Non-training Staff

8. All other staff have the following responsibilities:
- (a) Reading and complying with the Company's Health and Safety Policy.
 - (b) Using the correct aids and materials for the job in hand, making full use of safety equipment, devices or procedures.
 - (c) Reporting to Health and Safety Advisers any defects in machines, equipment or fittings.
 - (d) Not attempting to repair any equipment, especially mechanical or electrical, themselves.
 - (e) Developing a personal concern for Health and Safety of themselves, or for others, in their acts or omissions.
 - (f) Informing their line manager if they have any doubt about their ability to carry out any work without unnecessary risk.
 - (g) Conforming to all Health and Safety Regulations and seeking advice if the Regulations are not known to them.
 - (h) Reporting all accidents, dangerous occurrences or near misses to their line manager immediately after first aid, if required, has been administered.

Clients

9. Ultra's clients are to help implement the Company's Health and Safety Policy by:
- (a) Reading and complying with the written Policy and any other Company procedures, e.g. Fire and First Aid instruction.
 - (b) Complying with routine Health and Safety instructions given by their supervisor or instructor, in verbal or written form.
 - (c) Working in a safe manner and avoiding placing themselves or others at unnecessary risk by only operating plant or equipment for which they have received adequate training.
 - (d) Using the correct tool and equipment for the job in hand, and using the safety equipment and clothing supplied as directed by their supervisor, avoiding improvisation.
 - (e) Reporting to their supervisor suspected failings in tools, safety equipment or instruction.
 - (f) Knowing the location of the nearest first aider and the actions to be taken in the event of injury, fire or security alerts.
10. The Company will take all reasonable steps to ensure the Health and Safety of all clients, whether receiving training from the Company or from sub-contractors. In this

policy Sub Contractors could be employers of learners, employers providing work experience, FE Colleges or other independent training organisations.

11. To this end Ultra commits itself to the following:

- (a) No client shall be placed with an employer until the Company's representative is satisfied that the safety arrangements at these premises conform to reasonable Health and Safety at Work Standards. H & S Checklists to determine this standard shall be used by the Company's representative.
- (b) If any doubt exists as to whether or not the required safety standards are being met a Company Health and Safety Adviser shall be consulted and the relevant Co-ordinator informed. Similar precautions shall be taken before clients are placed at "off-the-job" education and training establishments.
- (c) No client shall be placed with an employer until the Company's Employer Agreement has been signed.
- (d) The H & S Checklist also ensures that the Sub-Contractor has adequate Employer, and where necessary Public Liability, insurance in place and that the Sub- Contractor has given the required Statutory Notifications to the appropriate person or authority.

Accident Investigation

12. The Company shall ensure that accidents and occupational diseases suffered by clients on government funded training initiatives will be investigated, including those that occur while clients are under the immediate supervision of sub-contractors. Any non-accidental occurrence resulting in an injury to a learner should also be investigated.

Accident Reporting

- (a) Reporting to the appropriate enforcing authority shall be in accordance with the statutory "Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995" or any regulations dealing with notification of accidents or diseases which may replace or supplement these regulations.
- (b) The Company shall inform the appropriate authority (such as the Learning and Skills Council) as follows:
 - Immediately:- of any death or injury to, or disease of, a client on a training initiative, if the death, injury, or disease, falls within the scope of the statutory 'Notification' regulations above.
 - As soon as possible:- of any other accident resulting in a client suffering an over 3 day injury (inclusive of weekend days), or which results in any loss of physical or mental faculty, including disfigurement. In addition, of any occupational disease (whether or not a prescribed industrial disease) contracted by the client whilst participating in the scheme.

Contractors

13. Contractors implement the policy by:

- (a) Signing the Contractors Register at reception and conforming to the Health and Safety Policy and having made themselves aware of likely hazards in any area where they might be working. The receptionist of each Company branch should ensure that all contractors have access to a policy document.
- (b) Informing the appropriate Health and Safety Adviser, in writing, of any working methods and any potential hazards that are being introduced into the department (such as COSHH items).

Visitors

14. Visitors to the Company should implement the policy by:

- (a) Complying with Health and Safety instructions given by their escort or displayed on the premises.
- (b) Using safety equipment and clothing provided for their protection.
- (c) Behaving in such a manner so as to avoid placing themselves or others at unnecessary risk.
- (d) Ensuring that they are aware of all first aid, fire or security procedures within the Company.

Job Descriptions

15. Responsibility for Health and Safety is written into all job descriptions

Company Insurance

17. The Company will maintain an appropriate level of Employer Liability and Public Liability insurance to its current business activities. In addition, insurance policies to cover Property Damage, Professional Liability and Product Liability and other policies as considered necessary will be maintained.

SAFETY POLICIES AND RISK ASSESSMENTS

Sub-Contractors' Health and Safety Policy

18. Work placement sponsors' Health and Safety Policy should be made available to clients and a copy supplied as required.

Risk Assessments

19. In accordance with the Management of Health and Safety at Work Regulations 1999 and the Young Persons (Health and Safety) Regulations 1997 Training Officers and

Health and Safety Advisers will undertake Risk Assessments of their workplace taking into account the work activities and working environment. The assessment should identify particular groups at risk, and take specific account of the risks to clients and those with special training needs. The findings are compiled to produce a Company model for each occupational area. Where a site has identified hazards additional to the model these are included. All Risk Assessments are recorded in writing and maintained by the Administration Section.

20. Co-ordinators and Health and Safety Advisers are to ensure that a review of Risk Assessments are undertaken annually or before if required. Where there is a change of circumstances, i.e. change in working activity, identification of a new hazard, a further assessment is undertaken and records amended.
21. All Sub-contractors are required to have undertaken a Risk Assessment, where there are more than 5 employees a written assessment is required. The Company's representative is to record on the H & S Checklist whether or not this has been undertaken. The effective management of Health and Safety at the Sub-contractor's premises is assessed by the Company's representative through the use of the H & S Checklist and discussed with the sponsor.

Protective Clothing

22. The Company issues protective clothing to employees, clients and invited visitors as appropriate in their particular circumstances. The scope and nature of these issues are kept under review by the Risk Assessment.
23. The Company ensures that suitable Personal Protective Equipment (PPE) is issued free of charge to each participant who may be exposed to any risk at work, provided it is required in accordance with legislation or good working practice. Where a Sub-contractor provides special equipment for their employees it is also issued to the client. The client should ensure that full use is made of the PPE provided and report to their supervisor any loss or defect to the equipment.

STAFF COMPETENCIES

24. To ensure that there is the broadest possible awareness of good health and safety practice throughout the Company, all staff should hold an in-date certificate in Basic Health and Safety at Work. For new members of staff, booking of the course is incorporated into the Company's staff induction system. The majority of assessors and verifiers will also be expected to hold relevant units of the Health & Safety NVQ level 3. The next level of expertise within the Company resides with the Health and Safety Advisers drawn from all areas of the Company's operations. Those Health and Safety Advisers interested in achieving a higher level qualification, such as a full NVQ level 3/4 in Occupational Health and Safety or its equivalent, will, where possible, be encouraged to do so. Senior Management will also undertake suitable Health and Safety training and, where appropriate and qualified, belong to an occupational health and safety related institute.
25. Those members of staff who undertake first aid duties will hold a First Aid at Work certificate or an Emergency aid in the Workplace certificate. All certificates will be renewed every 3 years.
26. Sub-contractors should nominate a competent person to ensure the Health, Safety and Welfare of clients on training or work placement programmes. Company representatives will record the name on the H & S Checklist.

THE WORKING ENVIRONMENT

Ventilation

27. The Company will ensure that adequate ventilation is provided in all workplaces. Where extraction equipment is installed it must be maintained in a serviceable condition and records maintained. Company representatives must ensure that the Sub-contractor has adequate ventilation in the workplace and note that this is the case on the Sponsor Inspection Form.

Lighting

28. The Company will ensure that there is suitable and sufficient lighting to enable people to work, move from place to place safely, and not experience eyestrain. Supervisory staff are responsible for reporting defective lighting and ensuring that it is rectified as soon as possible. Emergency lighting should be serviced annually. Company representatives must ensure that Sub-contractors have adequate lighting in their workplaces to ensure safe movement and work of clients. The H & S Checklist will be used to record the information.

Heating

29. The Company will endeavour to maintain a temperature of at least 16 degrees Celsius at all inside workplaces. Where this is not possible at outside workplaces suitable protective clothing will be provided and working arrangements made. Company representatives should identify the arrangements that Sub-contractors make to ensure that the premises are suitably heated for the type of work to be undertaken by work bases clients. When a reasonable temperature cannot be maintained suitable PPE will be made available by the sponsor.

Washing and Sanitary Facilities

30. The Company will provide sufficient washing and sanitary facilities as required by the Workplace (Health, Safety and Welfare) Regulation 1992. They will be cleaned daily and contain soap, towels or other suitable means of drying, and toilet paper. Company representatives will inspect Sub-contractors washing and sanitary facilities to ensure they are adequate for the number of people employed and ensure they are clean and hygienic. The observation is to be noted on the H & S Checklist.

Rectification of defects

31. Defects of premises, plant or equipment must be reported to Line Managers immediately. Priority will be given to the rectification of serious hazardous defects to Company plant or premises.

Smoking

32. Smoking is not permitted inside Company premises or vehicles.

EQUIPMENT, MATERIALS AND SAFETY SYSTEMS OF WORK

33. Staff are responsible for ensuring that all tools and/or equipment used in their areas of responsibility are in a safe condition. All portable electrical equipment is to be tested annually and records kept by the administration section. All hand tools are to be

inspected weekly. All other plant and equipment is inspected monthly or as required if necessary

34. Company representatives should identify that Sub-contractor's procedures will ensure that tools and equipment to be used by clients are in a safe condition and that a system for maintenance is in place. The H & S Checklist will be used to record the information.
35. Supervisors are responsible for ensuring that all materials are stored in a safe manner and in accordance with any codes of practice or guidance notes available. Company representatives should observe the storage facilities and methods used by Sub-contractors. These observations will be recorded on the H & S Checklist.

TRAINING FOR CLIENTS

36. All training programmes run by the Company are to contain a health and safety element. Co-ordinators are responsible for ensuring that, where appropriate, this training is also being provided and recorded by Sub-contractors. Co-ordinators are also responsible for ensuring that details of all training materials to be issued by the Company and its Sub-contractors to the client meets the standard required by the Company. A copy of such material is to be kept on file.
37. All clients joining training or work placement programmes will receive a period of induction training. Each client will be issued with initial induction information and instruction to include:
 - (a) Learner Information & Induction Guide
 - (b) Booklet "Be Safe"
39. The induction training to be recorded on the Learner Information & Induction Guide Checklist. The client will receive information and instruction, which will provide a broad base and specific occupational awareness of their Health and Safety responsibilities. Training Officers must agree with Sub-contractors the Health and Safety training required by a work based client. This will be recorded on the client's Learning Plan.

ACCIDENT REPORTING AND INVESTIGATION

40. All accidents occurring on Company premises will be recorded in the accident book by the supervisor responsible for the employee at the time. Should the accident/occurrence be considered reportable under RIDDOR 1995, the supervisor will complete the Company accident report form and report the incident to their Co-ordinator and the appropriate Health and Safety Adviser who will investigate the incident and report to the Managing Director and the appropriate authorities.
41. Accidents to participants on training or work placement programmes contracted with the Learning and Skills Council which are reportable under RIDDOR. must be reported to the relevant organisation and the Health and Safety Executive by the appropriate Health and Safety Adviser. Deaths and major injuries, over three day injuries, disease, dangerous occurrences (near misses), gas incidents
42. Work placement sponsors should record all accidents to clients in their own accident book. Should the accident/occurrence be considered reportable the sponsor will be responsible for:
 - (a) notifying the enforcing authorities, i.e. H.S.E. or local authority

- (b) notifying the appropriate Co-ordinator immediately of the accident

The Co-ordinator will investigate the incident with a Health and Safety Adviser and report to the Managing Director.

EMERGENCY PROCEDURES

Fire Evacuation

- 43. It is the responsibility of all members of staff to familiarise themselves with the Fire and Emergency Evacuation Procedure (FEPP). Instructions regarding evacuation drill in the event of fire are posted prominently in all Company buildings. Verbal instructions on the drill are to be given at the commencement of each training course. The procedure for the emergency evacuation of people with disabilities is also detailed in the FEPP. The Fire Certificate and all relevant records are kept by the Administration Section.
- 44. Where appropriate all fire alarms are to be tested weekly. In offices, lecture rooms and workshops, fire drills take place at least twice every year. The fire alarm will be used to evacuate the premises in the case of other emergencies.

First Aid

- 45. A First Aid Kit, together with an accident book, are kept at each of the Company premises. An appointed person shall be nominated at each Company site and a record of qualified First Aiders maintained by the Administration Section and will be updated annually or as required. Training Officers will record on the H & S Checklist Form the first aid and emergency arrangements Sub-contractors have in place.

CONTRACTUAL CONTROLS

- 46. No client shall be placed with a Sub-contractor until an Employer's Agreement has been signed by the Company, and the Sub-contractor is fully aware of their legal responsibilities to the client under the Health and Safety at Work Act, the Health and Safety (Training for Employment) Regulations 1990, and all other applicable legislation.

VETTING AND MONITORING

- 47. Visiting Company representatives are responsible for ensuring that the standard of health and safety agreed with the Sub-contractor is maintained. All monitoring reports should contain a reference to health and safety. Clients will be monitored at least once every 12 weeks when a review of health, safety and welfare and insurance policies at the Sub-contractors premises is to be undertaken.

PROHIBITION

- 48. With the authorisation of the Managing Director, Company Health and Safety Advisers have the power to serve prohibition notices. The Adviser may order the immediate cessation of any activity on Company or Sub-contractor's premises if the activity involves immediate risk of serious injury to Ultra Training clients and/or staff. The prohibition notice will state the cause of the risk and its potential consequences, possible contravention of specified statutory provisions and recommendations for corrective action. A copy of the notice is given to the Managing Director and a copy issued to the person responsible for the work or training area. The notice will stay in effect until the

Health and Safety Adviser is satisfied that the corrective action specified has been completed.

DRIVING ON COMPANY BUSINESS

49. Introduction

The majority of staff will at some time or other drive, often in their own private car, on company business. For a number of people, for instance assessors, this time spent driving will form a significant part of their day, for others it might only be an occasional trip a year. Whatever the amount of use, however, it is of vital importance that all staff driving on company business adhere to some simple procedures in order to abide by current legislation and also to ensure that they, and other road users, are not exposed to unnecessary risk.

50. Documentation

Staff that drive on company business in their own vehicle will need to supply copies of the following documentation to the Finance Section:

- Vehicle insurance policy
- Road tax
- MoT certificate (if required)
- Driving licence.

These details are to be supplied on the 'Vehicles Used For Company Business: Declaration Form'.

For staff that drive only company owned vehicles will only need to supply a copy of their driving licence.

Staff should supply the Finance Section with copies of new documentation when they are renewed, for instance annual insurance. Staff should also inform the company if penalty points are added to their driving licence. Without valid documentation company mileage allowance will not be paid.

51. Mobile Phones

Unless cars driven on company business are fitted with an installed mobile phone car kit then mobile phones should not be used whilst driving. To make calls staff should stop and park their vehicle safely before using their phone (never park on motorway slip roads or the hard shoulder). In order to take received calls staff should dial their answer phone on reaching their destination and return any outstanding messages.

52. Taking a Break

Whatever the circumstances, staff should not drive whilst feeling tired. In normal circumstances most staff will not be required to drive for long distances, however, if they do it is most important that they take regular breaks. As a guideline, staff should not drive for more than two hours continuously without taking a break.

53. Work-Related Stress

Stress is the adverse reaction people have to excessive pressure which, in certain circumstances, can lead to mental and physical ill health. It is the responsibility of all Company staff to ensure that neither they, nor any of their colleagues, are made ill by their work through stress. To this end line managers should constantly be alert to work pressures that could cause high and long-lasting levels of stress, who might be harmed by these pressures and also what could be done to prevent the potential harm. Staff are also encouraged to be alert to the symptoms of stress in their colleagues (for instance, changes in a person's mood or behaviour, irritability, indecisiveness or absenteeism) and to discuss this with their line manager.

WORKING ALONE

54. Introduction

It is the responsibility of the company to assess the risk to staff who work alone (lone workers) and to take steps to avoid or control risks where necessary. Lone workers have responsibilities to take reasonable care of themselves and other people affected by their work activities and to co-operate with the company in meeting its legal obligations. Lone workers are those members of staff who work by themselves without close or direct supervision, examples include: assessors who are based at home and the company caretaker.

55. Assessing and Controlling the Risk

The company will:

- involve staff when undertaking the risk assessment process
- take steps to check control measures are in place
- review risk assessments annually or when there has been a significant change in working practice
- when a risk assessment shows it is not possible for the work to be conducted safely by a lone worker, address that risk by, for example, making arrangements to provide help or back-up
- where a lone worker is working at another employer's workplace, that employer should inform the company of any risks and the required control measures

56. Particular Problems

Lone workers should not be put at more risk than other members of staff and in order to achieve this, extra risk control measures may be necessary. Precautions should take account of normal work and foreseeable emergencies. The company will identify situations where people work alone and will ask such questions as:

- does the workplace present a special risk to the lone worker?
- are there any chemicals or hazardous substances being used that may pose a risk to the worker?
- does the work involve lifting objects too large for one person?
- is there a risk of violence?
- are young, pregnant or disabled workers particularly at risk if they work alone?

Lone workers should inform the company if they have medical conditions that may make them unsuitable for working alone.

57. Supervision

Although lone workers cannot be subject to constant supervision, it can help to ensure that staff understand the risks associated with their work and that the necessary health and safety precautions are carried out. Line managers of lone workers can also provide guidance in situations where there is uncertainty. Procedures to monitor lone workers to help keep them healthy and safe could include line managers periodically visiting and observing staff working alone or regular contact between the lone worker and their line manager, for instance by mobile telephone.

58. Illness, Accident or Emergency

Lone workers should be capable of responding correctly to emergencies. Risk assessments should identify foreseeable events and emergency procedures established. Lone workers should have access to adequate first aid facilities and consideration should be given to first aid training.