

Health and safety Policy and Procedure

Version:	Changes:	Date:	Made by:	Review date
V.016a	Initial version	September 2016	Diane McGhee	September 2018
V.018a	Reviewed, no revisions required	September 2018	Diane McGhee	September 2022
V.021a	Reviewed, inclusion of Bio Security policy mention	June 2021	Diane McGhee	June 2023
V.023a	Reviewed, inclusion of change table at front of document	January 2023	Diane McGhee	January 2025
V.024a	Reviewed, no revisions required	Aug 2024	Diane McGhee	August 2026
V.026a	Reviewed, no revisions to policy, Name changed from McGhee to Quellin 3.1	August 2026	Diane Quellin	August 2028

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Health and Safety Policy Statement:

Quelltex Ltd:

1 Business Activities

- 1.1 Quelltex Ltd provides classroom and web based training services to a wide range of clients and in particular to the aviation sector.

2 Risk Assessment

2.1 Quelltex instructors are responsible for risk assessing training sessions. Potential hazards will be identified at each venue. Where an instructor believes mitigation is not possible or cannot be sufficient and an unacceptable level of risk remains, training will not commence / be halted. In such circumstances the relevant site manager and Quelltex Health and Safety manager will be notified. This assessment must now include a 'Bio-Security' assessment in light of Covid-19.

2.2 Quelltex administration staff will review their own working practices on a regular basis and will conduct a risk assessment when any new office equipment is introduced.

3 Working Safely

3.1 All Quelltex staff and sub contractors work either from home based offices or the main Quelltex office. Display Screen Equipment, printers, staplers, hole punches and similar office equipment are used routinely. All Quelltex staff and sub contractors are supplied with equipment by Quelltex Ltd and are expected to keep the equipment in safe working order. Where any equipment is thought to be defective or hazardous, this is to be reported to Paul Quellan or Diane Quellan and arrangements will be made to replace it.

3.2 Quelltex Ltd sub contractors are unlikely to need to use DSE for more than 5 hours per day. Employees and contractors are responsible for ensuring that the DSE work is interspersed with other activities such as classroom training, and compilation of printed materials.

3.3 Each Quelltex employee or contractor will seek to avoid RSI (Repetitive Strain Injuries) by making use of the equipment and office furniture provided by Quelltex and ensuring that DSE is correctly positioned prior to use.

3.4 Quelltex Ltd employees and sub contractors will have to handle equipment boxes in the process of setting up classroom sessions in various places. Some boxes may weigh up to 18Kg and staff and contractors are required to ensure boxes are lifted with care and correct manual handling technique. Where boxes need to be moved from a vehicle, to the inside of a building, the route should be checked first and possible obstructions moved if possible. Training instructors are expected to convey information to each other regarding new venues and potential hazards relating to manual handling.

3.5 Once each month, computer keyboards and the main office telephone handset will be cleaned using a non hazardous anti bacterial/virucidal spray.

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3.6 Condition of all power leads, sockets and connections will be checked regularly (by each employee/sub contractor) and any defects reported to Paul Quellin.

3.7 LCD projectors are an integral part of the classroom training delivery process and will be routinely inspected for wear and damage. Projectors lamps use mercury in their construction. Where a projector lamp fails during use, the following procedure will be followed:

- a). Students asked to leave the room immediately
- b). Power cord disconnected
- c). Room ventilated
- d). Instructor leaves room and prevents further access for 10 minutes.

Where the instructor has reason to believe mercury vapour may have been expelled i.e lamp fails with any kind of explosion, all persons will evacuate the room immediately and wait 15 minutes before returning.

3.8 Power leads pose a potential trip hazard. All Quelltex employees and sub contractors will carry Duct Tape whenever they are on classroom training delivery duties. The tape will be used to securely fasten equipment cables to the floor. Account will be taken of the safest routing, leading to the shortest length of cable possible taped across possible thoroughfares. Wherever possible, cables will be routed away from locations where students and others might reasonably be expected to walk.

3.9 Quelltex instructors must ensure students have suitable PPE (Personal protective Equipment) pertinent to any practical work on an operational environment. Protective toe cap safety shoes/boots will be worn by instructors at customer sites where practical exercises may be conducted in any warehouse area and at vehicle check points.

Since the advent of the Covid pandemic, PPE now also includes masks/face coverings, virucidal spray cleaner/hand gel, disposable gloves and face shields.

4 Reporting

4.1 Any workplace accidents, or hazards requiring attention, will be reported to the Managing Director, Paul Quellin using the Quelltex H&S Reporting form. The Managing Director will respond formally anytime a form has been completed and determine whether further reporting action is necessary.

4.2 Where any equipment has been found to be defective or may be causing a hazard Quelltex Ltd will strive to ensure it is replaced promptly or withdrawn from use where this is not possible.