



Health and Safety Policy

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Health and Safety Policy

1.0 Introduction

In compliance with the requirement of Section 2 of the Health and Safety at Work etc. Act 1974, Up To Speed Training & Assessment Ltd is effectively discharging its statutory duties by preparing a written health and safety policy.

A copy of the policy, which outlines the company's health and safety arrangements and organisational structure, is provided at the company premises. It is available to be read by all employees and any other interested person who may be affected by their work activities.

In order for Up To Speed Training & Assessment Ltd to discharge its statutory duties, employees are required by law, to co-operate with the management in all matters concerning the health, safety and welfare of themselves and any other person who may be affected by their acts or omissions whilst at work.

The Health and Safety Management System for Up To Speed Training & Assessment Ltd is kept in the Managing Directors office and is available for inspection by any interested party upon any reasonable request.

Up To Speed Training & Assessment Ltd agrees that in order to ensure that the health and safety policy is sustained in an effective condition, it is essential that the information is up to date and accurate. It is the responsibility of the Managing Director to ensure that suitable revisions are made that reflect changes which have taken place within the company, including new and relevant legislation throughout the year and review all documentation by conducting an annual audit. In addition, the policy will be reviewed if accident reports or the findings of any management inspections raise concerns.

Up To Speed Training & Assessment Ltd encourages all employees to inform their immediate superior of any areas of the health and safety policy that they feel are inadequate to ensure that the policy is maintained as a true working document.

Signed



Adrian Pulham
Managing Director

6th June 2019

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2.0 Responsibility for Health & Safety Policy

Section 2 of the Health and Safety at Work etc. Act 1974 places a duty on employers to prepare a written health and safety policy which will give details of the responsibilities for ensuring the health, safety and welfare of all employees. The following list of responsibilities has been collated to ensure compliance with legislation

The Managing Director will ensure that: -

- He has a good understanding of the main requirements of the Health and Safety at Work etc. Act 1974.
- All employees of the company fully understand the arrangements for the implementation of the health and safety policy.
- The policy is reviewed for compliance with the legislation for health and safety.
- Sufficient funds are made available for the requirements of health, safety and welfare provisions.
- The organisational structure is appropriate in order to manage health and safety.
- The same standards are applied to health and safety as to other functions.
- Adequate health and safety training is provided for all employees. This shall commence on induction and include any specific training regarding company rules, safe systems of work and training required to perform their duties and work-related tasks.
- Qualified first aid personnel and facilities are provided to address potential hazards within the company both at the centre and on site-based assessments.
- Employees and any other relevant persons are informed of the location of first aid personnel, facilities and the importance of recording all accidents / incidents in the accident book.
- All accidents / near miss incidents are investigated and recorded on the incident record form and control measures implemented to prevent any recurrence.
- Arrangements for fire safety are implemented and that all relevant checks are carried out.
- Suitable and sufficient personal protective equipment is provided for employees at no cost.
- Regular health and safety meetings are held to ensure effective health and safety consultation.
- All health and safety issues raised are recorded and investigated.
- Any faulty work equipment identified is immediately taken out of service until repaired or replaced.
- Records are compiled for statutory inspections, testing or maintenance undertaken on all work equipment and services within the premises.

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- *A system is implemented to ensure contractors have the necessary competence and resources in order to carry out work safely on behalf of the company.*
- *All welfare facilities, including temperature, lighting and ventilation levels, are adequate.*
- *Safe access and egress are provided and maintained in all areas within the company.*
- *Relevant statutory signs and notices are provided and displayed in prominent positions.*
- *All electrical equipment is adequately maintained and that only suitably trained and competent persons carry out electrical work. No employee shall undertake any kind of electrical work where specialist knowledge is required in order to avoid danger.*

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3.0 Employees responsibilities

The Health and Safety at Work etc. Act 1974 details two main sections which employees are required to comply with. These are: -

Every employee working for the company has a duty of care under the Health and Safety at Work etc. Act 1974 Section 7 to take reasonable care of himself/herself and any other person who may be affected by their acts or omissions at work.

In addition to the above, Section 8 states that under no circumstances shall employees purposely or recklessly interfere or misuse anything provided in the interest of safety or welfare, life saving equipment, signs or fire fighting equipment.

Employees also have a duty to assist and co-operate with Highway Traffic Management Ltd and any other person to ensure all aspects of health and safety legislation are adhered to.

Employees are obliged to: -

- Always follow safety rules, avoid improvisation and comply with the health and safety policy.*
- Only perform work that they are qualified to undertake.*
- Always store materials and equipment in a safe manner.*
- Never block emergency escape routes.*
- Always practise safe working procedures, refrain from horseplay and report all hazards and defective equipment.*
- Always wear suitable clothing and personal protective equipment for the task being undertaken.*
- Inform the First Aider or Appointed Person of all accidents that occur.*

The Management of Health and Safety at Work Regulations require all employees to: -

- Utilise all items that are provided for safety.*
- Comply with all safety instructions.*
- Report to management anything that they may consider to be of any danger.*
- Advise management of any areas where protection arrangements require reviewing.*

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4.0 Responsibilities and duties of sub-contractors/self employed personnel

Will be made aware of the company's health and safety policy, safety rules and:

- Will be fully aware of the responsibilities and requirements placed upon them by the Health and Safety at Work etc. Act 1974 and other relevant legislation.*
- Will comply with all instructions given by the management of the company.*
- Will co-operate with the company in ensuring a high standard of health and safety on all training & assessments with which they are involved.*
- Will ensure that they sign into reception prior to undertaking any work at the premises.*

5.0 Information for employees

Information regarding health and safety law is provided in a number of ways:

- Employees are provided with a copy of the company's Health & safety Policy upon induction.*
- The approved poster "Health and Safety Law – What You Should Know" is displayed on the general notice board and in the main reception. This poster will always be kept in a legible condition with the address of the local enforcing authority, the Employment Medical Advisory Service (EMAS) and the names of responsible persons entered in the appropriate spaces.*
- All health & safety updates will be provided to employees in writing.*

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6.0 Joint consultation

The Health and Safety (Consultation with Employees) Regulations require all employers to consult with their employees who are not represented by safety representatives under the Safety Representatives and Safety Committees Regulations.

The company recognises the importance and benefits to be gained by consultation with our employees. All information with regard to health and safety is communicated by means of consultation between management and employees.

It is the responsibility of the Managing Director to ensure that consultation takes place in good time on matters relating to employee's health and safety at work.

If at any time the method of consultation becomes ineffective due to the size or nature of the business then the company would recognise the rights of employees or groups of employees to elect one or more persons to act as their representative for the purpose of such consultation.

Health and safety will be on the agenda of all management meetings. Items that may be included in the meeting are:

- *Review of accident statistics, near misses, audits conducted.*
- *New legislation.*
- *Compliance with the objectives of the health and safety plan.*
- *Occupational health issues.*
- *Introduction of new technology.*
- *Completion of corrective actions.*
- *Review of training needs.*

If any visitors/customers raise any concerns with regard to health and safety, the Compliance Manager will investigate the issue and either deal with it himself or engage the services of a professional to ensure the issue is dealt with.

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7.0 Arrangements

7.01 Access and egress

Up To Speed Training & Assessment Ltd is committed to providing a safe place of work including safe means of access and egress within all parts of the premises. Safe access and egress includes movement in and out of the company and safe access within the premises.

Up To Speed Training & Assessment Ltd will ensure, so far as is reasonably possible, that: -

- Articles or substances do not impede safe access and egress in the premises and that objects that may restrict safe movement within the premises are removed immediately.*
- Any access restrictions are adhered to, so that suitable and safe arrangements for work in areas of high risk are guaranteed.*
- Safe systems of work are implemented in all areas where there is significant risk.*
- Employees are encouraged to report any situation where safe access and egress is restricted or obstructed so that arrangements for the appropriate remedial action can be taken.*

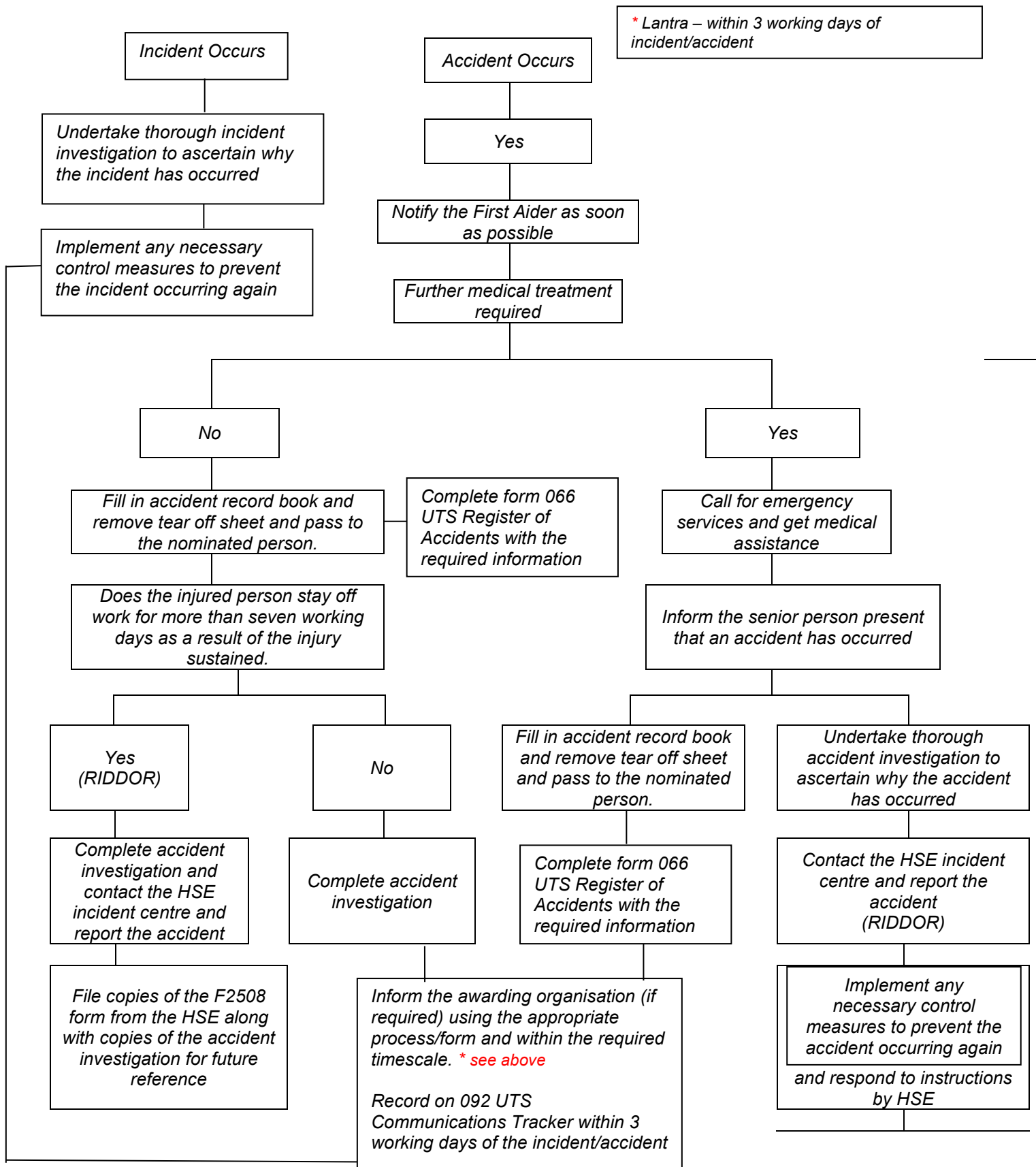
7.02 Alcohol and drugs

Company procedure on alcohol and drugs

- Everyone is expressly forbidden to consume alcohol when at work or to bring it onto company premises without prior management permission. Any breach of this rule will result in disciplinary action being taken that is likely to result in summary dismissal.*
- Employees who misuse drugs which have not been prescribed on medical grounds will, in the absence of mitigating circumstances, be deemed to be committing an act of gross misconduct and will thus render themselves subject to the company's disciplinary procedures. This also applies to employees believed to be buying or selling drugs or in possession of unlawful (i.e. un-prescribed) drugs.*
- If anyone is known to be or strongly suspected of being intoxicated by alcohol or drugs during working hours, the management or nominated deputy will make arrangements for them to be escorted from the company premises immediately, pending further investigation.*
- If management feel anyone's unsatisfactory performance may be drug or alcohol related they will in the first instance assess the ability of that person to work safely and act accordingly. The nature of work they do will be a significant factor in this assessment and may result in the person being removed from the workplace in the interests of safety.*
- If a client/learner is known to be or strongly suspected of being intoxicated by alcohol or drugs prior to or during any training or assessment taking place Up To Speed Training & Assessment Ltd will suspend all activities in the interests of safety and contact the individuals line manager and seek the appropriate intervention. All incidents will be reported to the awarding organisation.*

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7.03 Accident/Incident reporting procedure



File copies of the F2508 form from the HSE along with copies of the accident investigation for future reference

7.04 Control of substances hazardous to health (COSHH) assessments

It is the intention of Up To Speed Training & Assessment Ltd to secure the health and safety of all persons so far as is reasonably practicable from the hazards in the use, handling, storage, disposal and transportation of all substances hazardous to health,

Any activities involving the use of substances that are regarded as potentially hazardous to health must be supported by the relevant COSHH assessment completed by the organisation.

Up To Speed Training & Assessment Ltd acknowledges that no substance can be considered completely safe. All reasonable steps will therefore be taken to ensure that all exposure of employees to substances hazardous to health is prevented or at least controlled to within the statutory limits.

Where unsafe practises are detected, individuals will be reminded Up To Speed Training & Assessment Ltd of their responsibilities under the regulations. Where, in the opinion Up To Speed Training & Assessment Ltd clients/candidates are using unsafe practises, Up To Speed Training & Assessment Ltd will inform them to cease work until a safer alternative is agreed upon.

Up To Speed Training & Assessment Ltd approach to the regulations is to reinforce that all employees have a duty under the COSHH regulations to: -

- Take part in training programmes.*
- Read container labels.*
- Practise safe working.*
- Report any hazard or defect to their management.*
- Use personal protective equipment provided.*
- Store equipment and tools properly.*
- Return all substances to their secure location after use.*
- Use control measures properly.*

Up To Speed Training & Assessment Ltd will also ensure that any activities completed by their employees involving the use of substances potentially harmful to health will be subjected to the COSHH assessment process.

This will be completed by the Managing Director and reviewed at the appropriate intervals to ensure compliance with their statutory obligations. All updates or amendments will be communicated to all employees via the company procedure.

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7.05 Electricity

Up To Speed Training & Assessment Ltd are directly responsible for ensuring that persons within their control are not injured by electrical wiring or equipment used within their areas of responsibility. This will be accomplished by performing pre-use visual checks identifying hazardous activities, reporting defects, (for rectification by qualified persons), providing safe systems and where necessary permits to work to control any such hazardous tasks.

The company will, in consultation with its employees: -

- Ensure that electrical installations and equipment are installed in accordance with the IEE (Institute of Electrical Engineers) Wiring Regulations as amended.*
- Maintain the fixed installation in a safe condition by carrying out routine safety testing.*
- Ensure that the main electrical installations within the premises are checked on a regular basis to ensure compliance with the regulations and where required, repaired or modified accordingly.*
- All main circuit breakers/isolators will be marked and identified to ensure all persons understand how to isolate the equipment or building services safely in the event of an emergency.*
- Inspect and test portable and transportable equipment as frequently as required.*
- Promote and implement a safe system of work for maintenance, inspection and testing.*
- Ensure that employees who carry out electrical work are trained and competent to do so.*
- Exchange safety information with contractors, ensuring that they are fully aware of (and prepared to abide by) the company's health and safety arrangements.*
- Provide suitable personal protective equipment as necessary, maintain it in a good condition and replace damaged or lost items as necessary.*
- Ensure that all tools and equipment are suitable and adequate for electrical working i.e. they are EN/BS approved.*

Portable appliance testing

Definition

Equipment which is not part of a fixed installation but is, or is intended to be, connected to a fixed installation, or a generator, by means of a flexible cable and a plug and socket.

This includes equipment that is either hand-held or hand operated while connected to the supply or is intended to be moved while connected to the supply.

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7.06 Fire precautions and evacuation procedure

The Compliance Manager will ensure that: -

- All employees receive comprehensive induction before commencing work, to ensure that they are fully aware of all the arrangements in place during the evacuation procedure.
- A register of employees is kept up-to-date at all times. This register must be available for inspection at all times and will be taken to the fire assembly point in the event of an evacuation for the purpose of calling the roll.
- The requirements for employee training in fire safety are adhered to.
- A fire logbook is kept up-to-date with all relevant records relating to fire safety and ensure that it is made available for inspection by the local authority fire brigade.
- The fire alarm and associated equipment is tested weekly and tests are recorded in the fire logbook.
- All fire-fighting equipment is tested on a regular basis as per the manufacturer's guidelines and records kept.
- A fire evacuation drill is carried out at least annually which will be recorded in the fire logbook.
- Any automatic fire detection equipment is tested according to current guidelines and the tests are recorded.
- Any emergency lighting and emergency exit lights are tested according to current guidelines and tests recorded.
- A fire risk assessment is undertaken within the workplace, outlining who may be affected by a fire along with any special requirements that may be identified.
- All hazardous chemicals, gases and other hazardous materials are recorded and an inventory kept for information/inspection by the local authority fire brigade.
- A regular check is made to ensure escape routes and doors are not obstructed. Fire exit doors should be unlocked and available for use at all times when persons are in the building. Fire doors should be closed at all times and not wedged open.

In the event of a fire, the safety of a life shall override all other considerations, such as saving property and extinguishing the fire.

The company does not expect employees to fight fires, however, extinguishing action can be undertaken if it is safe to do so. On no account should a closed room be opened to fight a fire.

Re-entering the building is strictly prohibited until the incident control officer from the emergency services declares that it is safe to do so. Silencing of the fire alarm system should never be taken as an indication that it is safe to re-enter the building.

Employees should report any concerns regarding fire safety to the Compliance Manager so that he can investigate and take any remedial actions that may be necessary.

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7.07 First aid procedures

First aid kits provided will only contain items that the First Aider has been trained to use. They will not contain medication of any kind and will always be adequately stocked.

Notices are displayed in prominent areas giving the names of the first aid trained staff and the location of the first aid equipment. The first aid kit is located in the reception. An appointed person will inspect the contents of the first aid kits at regular intervals to ensure the contents are complete and remain in date. The inspections will be recorded and retained on the company computer system, in the relevant folder.

After all accidents, details must be recorded in the accident book, which is located in the reception and is completed by a First Aider. To ensure compliance with data protection legislation, the completed accident book forms will be removed and filed in the confidential records.

If employees or their representatives wish to inspect individual records, they can contact the Compliance Manager who will make them available for inspection.

First Aiders are qualified personnel who have received training and passed an examination in accordance with Health and Safety Executive requirements. First Aiders will be provided with re-training at regular intervals in order to ensure that their skills are maintained.

The Managing Director is responsible for determining the level of first aid cover required

ALL accidents, no matter how small, must be required to be reported. Even a scratch can become serious if not properly treated so it is important that the following procedure is adhered to (refer to section 7.03): -

Seek medical attention from the company's First Aider or Appointed Person.

7.08 Information, instruction and training

All employees are required to have sufficient knowledge about health and safety matters in order to determine priorities and assess the performance of subordinate members of staff. It is therefore important that there is consultation with management and staff, because without it there will be little genuine commitment to safety.

Health and safety training for employees is essential as they have a key responsibility for maintaining a safe working environment. It is important that they appreciate their accountability for the safety of those under their control. All employees have the task of spotting hazards therefore they will be trained to identify unsafe systems of work and to put them right.

Up To Speed Training & Assessment Ltd will provide training to employees:

- On recruitment.*
- When moved to another task or promoted.*
- When the process, equipment or system of work is changed.*

The regulations also require employers to review all training requirements on a regular basis to take into account any new or changed risks. All training must be undertaken during normal working hours.

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All new-starters to the company will receive basic induction training in the following aspects of health, safety and welfare:

- Location of toilets, washing facilities and canteen.
- Fire drill procedures.
- Action in the event of a fire.
- Types of and uses of fire extinguishers.
- Location of the accident books and the reporting procedure.
- Major chemical hazards, symbols of exposure and the precautions needed.
- Location of the first aid facilities and the names of the First Aiders.
- Signing In and Out procedure.
- Importance of tidiness and good housekeeping.
- Safety rules.

The induction training will commence on the first working day for the new employee, so that they are familiar with the company's basic health, safety and welfare procedures.

All training will be recorded and retained on each individual employees personnel file for future reference.

It is the company's policy to ensure all employees are suitably trained to implement the health and safety policy as well as being trained to undertake specific tasks.

7.09 Mobile telephones

Drivers of company vehicles must avoid where possible answering their mobile phone while behind the steering wheel of a vehicle with the engine running and the keys in the ignition. However, a passenger in a vehicle is permitted to answer a mobile phone whilst the driver is driving. If travelling alone the driver must stop the vehicle in a safe place, preferably off the carriageway before returning any missed calls.

Drivers still risk prosecution (for failure to have proper control) even if they use hands-free phones when driving.

The following guidance is given to all drivers who are required to use mobile phone hands-free kits: -

- Only use the phone when it is safe to do so.
- Understand how your phone operates and utilise the one-touch speed-dial facility.
- Only acknowledge incoming calls on a hands-free system, where answering is automatic or one touch button.
- Only use short responses and indicate that you will return the call when it is safe to do so.

Where possible, delay making outgoing calls whilst travelling.

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General use of mobile phones

Only use the mobile phone when it is essential to do so and do not use the phone any longer than is necessary.

Answering mobile phones while conducting any work on an operational site by all learners is prohibited, this includes all assessment activities.

When making calls to, or receiving calls from mobile phones, always ask whether it is safe to speak.

7.10 Personal protective equipment (PPE)

Up To Speed Training & Assessment Ltd will ensure that all employees will comply with the requirements of the employing organisation with regards to the required PPE for the activities being conducted and environment where activities are taking place.

The company will provide all appropriate PPE at the company's expense and will replace any item when it becomes damaged or unserviceable. All employees who are required to wear any personal protective equipment will be provided with suitable instruction and training on how to correctly use the equipment, along with the procedures for having any damaged or defective equipment replaced.

All employees should: -

- Use all PPE that is supplied to them correctly.
- Inspect PPE before use to ensure that it is suitable, clean and undamaged.
- Report defective PPE to the Compliance Manager
- Report any discomfort or ill health when wearing the equipment.
- Not undertake any work unless the correct equipment is being worn.
- Store PPE correctly at all times.

7.11 Risk Assessments

In accordance with Regulation 3 of The Management of Health & Safety Regulations 1999 the company will ensure that they shall make a suitable and sufficient assessment of—

(a) the risks to the health and safety of his employees to which they are exposed whilst they are at work; and

(b) the risks to the health and safety of persons not in his employment arising out of or in connection with the conduct by him of his undertaking, for the purpose of identifying the measures he needs to take to comply with the requirements and prohibitions imposed upon him by or under the relevant statutory provisions and by Part II of the Fire Precautions (Workplace) Regulations 1997.

Any assessment shall be reviewed by the employer who made it if:

(a) there is reason to suspect that it is no longer valid; or

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(b) there has been a significant change in the matters to which it relates; and where as a result of any such review changes to an assessment are required, the employer shall make them.

All risk assessments will be completed by following the recommended HSE Five Steps to a Risk Assessment process as below:



7.12 Violence at work

Up To Speed Training & Assessment Ltd will not tolerate any form of bullying, verbal or physical and will take the appropriate action to prevent it occurring.

As part of Up To Speed Training & Assessment Ltd training regime, instruction regarding violence at work will be given to staff on induction. The training will include: -

- Awareness of causative factors liable to lead to aggression and how to influence those factors.
- Recognition of the signs and symptoms of potential violence, which may be averted by understanding the situation and being able to cope with it in a more confident manner.
- Raising the awareness of the appropriate actions if confronted by a violent situation.

In the event of any violent conduct, staff are instructed not to offer any resistance but to evacuate the immediate vicinity of the aggressor(s) and report the situation to the management immediately who will then take the necessary appropriate action.

Preserving the life and safety of all persons is of paramount importance.

Assistance is to be sought from other individuals and the police as soon as it is safe to do so. Where possible, employees should try and remember as many details as possible about the persons and if possible identify any vehicle they may depart in, together with the licence number.

7.13 Visits from enforcement officers

The company recognises the need to co-operate with enforcement officers once they have produced satisfactory identification. For this reason, it is important that all required documentation be maintained and kept up-to-date. Such documentation will include this health and safety policy, and emergency plans etc.

7.14 Welfare

Up To Speed Training & Assessment Ltd will ensure so far as is reasonably practicable the health, safety and welfare of their employees at work. The Workplace (Health, Safety and Welfare) Regulations expand on these duties.

Up To Speed Training & Assessment Ltd will comply with these regulations by: -

- Providing a reasonable temperature in all workplaces during opening hours that will be at least 16 degrees celsius, unless the activities involve severe physical effort in which case the temperature will be at least 13 degrees celsius.
- Ensuring suitable and sufficient lighting is provided, that is, so far as is reasonably practicable, natural lighting to enable people to work, use facilities and move around the workplace without experiencing eyestrain.
- Keeping the premises clean and tidy with all traffic routes cleaned at least once a week and any accumulation of dirt and refuse removed at least daily.
- Providing windows and doors that are made from safety material or protected against breakage. They shall also be appropriately marked to make them apparent.
- Providing adequate toilet facilities that are cleaned on a regular basis and have hot and cold running water, soap and towels or other suitable drying facility. In the case of water closets used by women, suitable means will be provided for disposal of sanitary dressings.
- Providing adequate wholesome drinking water that is readily accessible and appropriately marked.

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