

Health, Safety and Welfare Policy and Implementation

Policy aim

It is the policy of Further Training Ltd to ensure and promote the health, safety and welfare of its learners, Apprentices, staff and partners to comply with the Health and Safety at Work Act 1974, The Management of Health and Safety at Work Regulations 1999 and all other relevant legislation as appropriate. This policy was last reviewed in April 2021.

Principles Underpinning the Policy

- The Company is committed to providing a healthy and safe environment for all staff, learners, visitors, partners and members of the public, who take part in organised activities or who may be affected by activities organised under partnership agreements.
- We expect that all partners contracted to deliver programmes on its behalf have procedures in place which reflect the implementation statements below
- Notwithstanding its legal and moral responsibilities to ensure a safe environment within which all are protected, it is the responsibility and duty of all staff, learners, and partners to co-operate, conform and comply with the requirements of this policy
- We are committed to the Safe Learner concept which will ensure that all learners gain a thorough understanding of the importance of health, safety, safeguarding and personal welfare at the start of their course and develop a responsible attitude to risk.

Related Policies

- Equality and diversity
- Safeguarding and Prevent
- Social networking
- Lone working
- Staff code of conduct
- Whistleblowing

Responsibility

The Company Director will have ultimate responsibility for effective implementation of this policy. This will be delegated to the Centre Co-ordinator on a day to day basis.

Staff Development

As part of their induction, all staff will undergo full H&S awareness training. Additionally, all staff involved in employer engagement, learning delivery or learner support/welfare roles will undertake IOSH Managing Safely (or equivalent) within 6 months of commencing the role.

Implementation of the Policy

The overall policy aim will be achieved through a range of procedures. We undertake to have in place arrangements which

- Ensure that equipment and systems of work that are safe and without risks to health
- Identify and clearly record the responsibilities of staff with specific responsibilities for health and safety
- Comply with COSHH regulations
- Provide appropriate training to ensure the health and safety of staff, learners and partners
- Check and maintain a working environment for staff and learners that is safe and without risks to health
- Ensures the provision of personal protective equipment where required
- Will monitor the effectiveness of the companies health and safety provisions
- Provide first aid facilities and training for nominated personnel responsible for administering first aid
- Are responsive to RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) investigation and recording arrangements.
- Keep the company Safety, Health and Welfare Policy under regular review.

Disseminating This Policy to Learners & Employers

Learners

All learners will be made aware of this policy and how we implement it as part of their induction. This will include ensuring that every individual understands the legal requirements and responsibilities this places on them. Learners will also be advised of what action to take to report any concerns under this policy.

Employers

Before we enter into any agreement with an employer, a full risk assessment will be completed. This will include ensuring that employers to operate safe and effective systems across their business and have in place effective measure to identify and remove risk. This will be reviewed at least annually. Where appropriate Further Training Ltd will not work with employers who do not meet this aspect of our policy.

Policy outcomes

As a result of effective implementation of this Policy, Further Training will ensure the following

- The elimination of all reportable accidents
- All potential risks or identified issues on our premises or at a workplace are readily addressed.
- Any staff or learner deemed to be at significant risk at our premises or at an employer's workplace are immediately removed until the risk is addressed.
- Any health, safety or welfare issues arising from learner and staff feedback is promptly addressed.

Policy review This policy will be reviewed annually by the Directors.



Director - Chris Luty M.Sc. MCIPD, MIoD.

July 2023

Implementation Procedures

1 Induction and Training Procedures

1. All new staff will undergo a Health & Safety Induction process.
- 1.2. The staff induction shall cover the following:
 - Policy Statement
 - Organisational Policy on Safety & Health
 - Issues arising from Risk Assessments
 - Evacuation Procedures
 - First Aid Arrangements
 - Accident Reporting Procedure/RIDDOR
 - Manual Handling
 - VDU Procedures.
 - Safeguarding of Young People and Vulnerable Adults
- 1.3. Sub-contractors or Freelance staff will be required to demonstrate that they have adequate policies, processes and procedures that as a minimum cover the items in 3.1.2.
- 1.4. As a result of the induction process certain issues may be raised which may necessitate the introduction of a training programme for new members of staff, contractors, or sub-contractors.
- 1.5. Training will be carried for all staff when new legislation is introduced; existing legislation is amended; ACOPs relating to any of the organisations activities are issued or; the organisation introduces new activities or, makes changes to existing activities which may have implications to Health & Safety or Environmental policies/procedures.

2 Risk Assessments

2.1 A Risk Assessment has been carried out, dated April 2021. This assessment was reviewed in March 2022.

Each assessment covered: Lighting; Fire risks, access/egress; use of Electricity; Noise; Welfare and Hygiene; Food Preparation; Manual Handling; use of VDU equipment, use of PPE and, the Control of Substances Hazardous to Health.

2.1 The assessments were carried out by the Appointed Consultant under the supervision of the Centre Co-ordinator.

2.2 The Risk Assessment will be updated in line with existing legislation or any changes to the activities of the organisation.

3 Direct Delivery

3.1. In instances where the organisation is engaged in Direct Delivery of funded Provision Client Employers, shall be subject to a Health & Safety Assessment accordance with the H&S Assessment & Monitoring Process Map.

3.2. The procedure is as follows:

Learner details shall be confirmed in advance by the Business Development Manager.

The Business Development Manager will establish the 'Key Contact' and the person responsible for Health and Safety at the Employer.

An initial Health & Safety Assessment of the Employer/Sub -Contractor shall be carried out by the Programme Manager. Managers carrying out assessments shall be suitably competent and qualified to a minimum of IOSH 'Managing Safely'.

All assessments shall be carried out using the assessment documentation and procedures on the Safe Learner website (www.safelearner.info). Initially a full H&S appraisal will be undertaken as part of the Due Diligence process, completed prior to any agreement being put in place.

1. The assessment shall include a full tour of the Employer's premises where learners are likely to be based and, where possible copies of relevant documentation will be obtained, such as: Health and Safety Policy; Risk Assessments; Induction Procedures for employees, learners, and Apprentices; Assessment carried out at Placements/Employers who's Apprentices may be assigned to.
2. Where possible a representative sample of learners should be interviewed to establish their understanding of the Health & Safety Induction they have undertaken.
3. On completion of the Assessment form a representative of the Employer shall be invited to countersign it.
4. A copy of the completed form shall be given to the representative of the Employer.
5. The Operations Manager together will review the Assessment.
6. A decision shall be made between the Programme Manager and our H&S Officer whether the Employer/Sub-contractor complies with the Safe Learner Standard.
7. If the Employer is not compliant the Business Development Manager and H&S Lead shall decide whether the non-compliance places the learner(s) at any risk.
8. If the decision is that the learner(s) is at risk the Programme Manager shall immediately notify the Employer that learning is suspended with immediate effect.
9. The Programme Manager and H&S Lead shall agree an Action Plan with Employer/Sub-contractor to return to compliance and restore learning.
10. Where an Employer does meet the Safe Learner Standard, the H&S Officer shall identify an appropriate Risk Banding for the Employer. In the case of 'young learners' it may be felt appropriate to apply a higher risk banding than that for adult learners,

The Risk Bands shall be High, Medium, and Low. A decision on which Risk Banding is most appropriate for particular Risk Banding is appropriate for the Employer shall be taken by considering the H&S Assessment and the occupational area that the Employer is engaged in, as follows:

OCCUPATION RISK BAND

Administration Low
Care Medium
Catering(Food Prep) High
Construction High
Electronics Medium
Engineering (Mech & Elec) High
Hospitality (Non-food Prep) Medium
Manufacturing High
Retail Low
Sales Low
Sport/Recreation/Leisure Medium
Transport High
Wholesale and Warehousing Medium

The Training Advisor shall also, as far as is reasonably practicable ensure that learners are continuing to develop their knowledge of Health and Safety within the workplace, and that they remain in a safe and supportive environment.

4 Contractors

4.1 The organisation employs a number of freelance tutors/assessors. These are not based in the organisation's premises but, may attend periodically for discussions.

4.2 Freelance tutors/assessors engaged in working away from site offices shall at all times observe the Health and Safety Policy and Procedures pertaining to the site they are working on

4.3 All contractors/sub-contractors employed on Company site(s) shall observe company Health & Safety Policy and Procedures at all times.

5 First Aid/RIDDOR Procedures

5.1 First Aid boxes are sited in the Kitchens on each floor adjacent to the main office.

All injuries occurring whilst on the premises must be recorded in the Accident Book retained securely by the H&S Lead

5.2 RIDDOR Procedure

All employees have duties under this legislation and, it applies to all work activities. It demands that some work-related accidents, diseases and dangerous occurrences are reported to the Health and Safety Executive Incident Contact Centre.

There are a variety of occurrences that fall under the provisions of the regulations: Death or Major Injury

- A major injury is defined as:
- A fracture (other than to fingers, thumbs or toes);
- Amputation;
- Dislocation of the shoulder, hip, knee or spine;
- Loss of sight (temporary or permanent);
- Chemical or hot metal burn to the eye or any penetrating injury to the eye;
- Injury resulting from an electric shock or electrical burn leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours;
- Any other injury: leading to hypothermia, heat induced illness or unconsciousness or requiring resuscitation; or requiring admittance to hospital for more than 24 hours;
- Unconsciousness caused by asphyxia or exposure to a harmful substance or biological agent;

Over-three-day Injury

If there is an accident connected with work (including an act of physical violence) and an employee, learner, Apprentice or a self-employed person working on the business premises (or at a host employer), suffers an over-three-day injury a completed accident report form to the Company Main Office in Oldbury **within ten days**.

Work Related Disease, Accident or Dangerous Occurrences

This is not a definitive list. The full list and more detailed definitions can be found on the inside cover of the pack of F2508 forms from HMS.

All accidents near misses and, dangerous occurrences will be investigated by an employee nominated by the Operations Manager. This includes all incidents or near misses involving learners and Apprentices, at either the Training Centre or employer premises. The investigation must be instigated as soon as is reasonably practicable after the event and completed in as soon as possible.

The investigation will cover:

- Individual statements from witnesses
- An evaluation of existing policies and procedures to establish whether they were adhered to or, proved to be inadequate or ineffective.
- Where applicable, recommendations on the actions to be taken to prevent a re-occurrence. These may include amending existing policies and/or procedures, the introduction of additional training for staff, and reflect the potential increased risk created by the limited experience of young adults, learner or Apprentice.
- It is not the responsibility of the investigation to apportion blame to any individual.

6 Evacuation Procedures

All Staff

1. All staff shall ensure that they are aware of the sounds of the Fire Alarms in the building and the positioning of all exits.
2. When the alarm sounds staff must leave the premises by the nearest exit immediately. Do not run and do not stop to collect personal effects.
3. Staff must ensure that any visitors in their vicinity are directed to the nearest exit and to the Assembly Point.
4. Under no circumstances should members attempt to fight the fire. They should dial (9) 999 immediately and co-operate with Emergency Services.
5. No member staff or visitor is permitted to leave the Assembly Point until directed to do so by the Emergency Services.

When the alarm sounds staff must leave the premises by the nearest exit immediately. Do not run and do not stop to collect personal effects.

Visitors, Learners and Apprentices

1. All visitors should familiarise themselves with the positioning of exits from the building.
2. In the event of being advised by a member of staff that they should evacuate the building immediately; they should follow the instructions and make their way to the Assembly Point.
3. Once at the Assembly Point, all visitors should follow the advice of Further Training members of staff.

Oldbury Office

The Fire Assembly Point is in Taylors Lane, immediately opposite the gates to the Lower Car Park. Fire alarms tests will be carried out on a weekly basis, on a Monday at 10:00 am by the Landlord/building owner. A signed log will be maintained of all tests.

West Bromwich Office

The Fire Assembly Point is immediately opposite the office, in the Car Park of DWP/Jobcentre Plus, High Street, West Bromwich.