

**Health and Safety Policy**

**Health and Safety Policy Arrangements**

This section details the arrangements for the effective management of health and safety in accordance with the Health and Safety at Work Act and Management of Health and Safety at work regulations. This covers the Health and safety of employees, third parties and **all apprentices in its care.**

A copy of our current general statement of health and safety policy can be found in Part 1. This sets out our commitment to provide and maintain safe working conditions for our employees, learners and others who may be affected by our activities.

We will ensure that the objectives of this statement are communicated to our employees and learners through the resources section on OneFile.

The policy is supported by our health and safety management organisation and responsibilities.

We are aware that senior managers within the company are individually and collectively responsible for health and safety.

Therefore, specific responsibility for health and safety has been assigned to the Health & Safety Officer. (see Part 2).

The Directors are the people with overall responsibility for health and safety, and Steve Martin is the Health and Safety Officer.

The Directors are responsible for managing health and safety matters on a day to day basis; The Directors will manage our health and safety programme, ensuring that all the essential elements of the system are implemented, monitored and reviewed. However, we are aware that we can only meet our objectives through the efforts of our employees and learners; therefore, we have established clear lines of communication and encourage our employees and learners to cooperate with us in achieving our objectives.

**Promotion of this policy**

This policy is shared with all new staff during their induction process and all updates to this policy are shared amongst the team. This policy is located in the resources section on OneFile, and is accessible to all tutors, IQA’s, EQA’s, centre managers, learners and employers to ensure there is **commitment to the policy**. Health and Safety is discussed with learners at all reviews, and staff are referred to this policy if they require any additional information.

This is a controlled document. Whilst this document may be printed, the electronic version posted on OneFile for learners/ employers and SafeHR for staff are the controlled copies. Any printed copies of this document are not controlled.

**Part 1 – General statement of Health and Safety Policy**

It is our policy to ensure, so far as is reasonably practicable, the safety of all employees and any other persons who may be directly affected by the activities of the Centre.

The Centrewill, so far as is reasonably practicable:

1. Aim to achieve compliance with legal requirements through good occupational health and safety performance.
2. Provide adequate resources to implement this policy.
3. Establish and maintain a safe and healthy working environment.
4. Ensure that significant risks arising from work activities under our control are eliminated or adequately controlled.
5. Develop and implement appropriate occupational health and safety procedures, and safe working practices.
6. Include the management of health and safety as a specific responsibility of managers at all levels.
7. Ensure this policy is understood and implemented throughout the organisation.
8. Involve employees in health and safety decisions through consultation and co-operation.
9. Maintain workplaces under our control in a condition that is safe and without risk to health.
10. Regularly review compliance with the policy and the management system that support it.
11. Provide sufficient information, instruction and supervision to enable all employees and learners to avoid hazards and contribute to their own health and safety at work.
12. Ensure that employees and learners receive appropriate training, and are competent to carry out their designated responsibilities.

**Part 2 – Organisation and Responsibilities**

The following responsibilities have been assigned to competent people to enable us to meet the objectives of our health and safety policy. The Health and Safety Officer is Steve Martin.

Directors

The Directors have overall responsibility for the formulation and implementation of the company’s health and safety policy, and in particular for:

1. Ensuring that the necessary arrangements are in place for managing health and safety effectively, and that senior managers are accountable for health and safety.
2. Considering health and safety during the planning and implementation of business strategy.
3. Ensuring there are sufficient resources for meeting the objectives of the health and safety policy.
4. Ensuring arrangements are in place for consultation with employees and learners and that they are involved in decisions relating to health and safety, and that progress in relation to health and safety is communicated to them.
5. Including health and safety on the agenda of Board meetings and/or senior executive meetings.
6. Ensuring arrangements are in place to monitor and review health and safety performance across the company, including accidents and incidents; and ensuring that the necessary amendments are made to relevant policies, procedures and processes.
7. Reviewing the objectives of the health and safety policy on an annual basis
8. Ensuring that all settings attended by staff are fully risk assessed and details of the public liability insurance are documented.
9. Ensuring that responsibilities for health and safety are clearly allocated, and that the correct level of competence and training is identified for each type of employee and learner.
10. Ensuring employees and learners under their control comply with relevant health and safety legislation and follow approved procedures and systems of work.
11. Ensuring that risk assessments are provided for all significant work activities and the results of these assessments are implemented and communicated to employees.
12. Ensuring that the arrangements for fire, first aid, accidents and emergencies are implemented, including maintaining of register of Fire/Emergency Wardens and First Aiders.
13. Ensuring that the health and safety management system is implemented.
14. Ensuring that relevant policies, procedures, and safe working practices are provided.
15. Ensuring that appropriate procedures are in place for the purchase, maintenance and use of work equipment, and that the health and safety aspects are fully assessed.
16. Ensuring that contractors are competent for the work they carry out, to operate an effective permit to work system, and to monitor contractors’ performance.
17. Implementing the recommendations made by external auditors, enforcement officers and other relevant parties, within the timescales allocated.
18. Ensuring that the arrangements for communication, cooperation and consultation are maintained.
19. Investigating accidents and incidents and ensure that any improvements identified in relation to working practices are implemented, and informing senior management immediately of any significant failures. In the event of a RIDDOR reportable incident inform the relevant enforcing authority by telephone or online (The Incident Contact Centre Website) and submit Form F2508 to them within 48 hours.
20. Monitoring health and safety standards on site at regular intervals and ensure remedial action is implemented.
21. Ensuring that employees receive adequate **training in implementing this policy**, information, instruction and supervision to discharge to their specific health and safety responsibilities.
22. Promptly informing the senior managers of any significant health and safety failure.
23. Providing the senior managers with regular reports on health and safety performance, including recommendations for improvements.
24. Ensuring that health and safety records and documentation are complete and are systematically stored.

**Employees and Learners**

It is the duty of all employees and learners to take all reasonable care for the health and safety of themselves, and any other persons who may be affected by their acts or omissions at work. They must also co-operate with senior managers and other employees in fulfilling our objectives and statutory duties. In particular, they must:

1. Comply with the training, information and instruction they have been given.
2. Not attempt to carry out hazardous work or use hazardous machinery unless they have been trained and authorised to do so.
3. Carry out their work safely and without undue risk to themselves, colleagues and others who may be affected by their actions, and not intentionally interfere, misuse or ignore arrangements, controls and items provide for health and safety purposes.
4. Check tools and equipment before using them, and not to use equipment which they know to be faulty.
5. Ensure that any damaged equipment is reported immediately to their manager/supervisor and removed from service until it is repaired.
6. Not bring any equipment, tools, radios, etc. onto premises without first obtaining permission from their supervisor/manager.
7. Conduct themselves in a responsible manner while on the Centre’s business, be alert for hazards and refrain from any form of horseplay.
8. Comply with the arrangements for emergencies and fire as they have been instructed.
9. Use the personal protective equipment, clothing or safeguards provided and ensure that personal protective equipment is stored correctly and kept in good condition.
10. Co-operate with management, colleagues, safety representatives and advisors promoting safe working practices.
11. Keep their work areas tidy and clear of hazards.
12. Report accidents, incidents and hazards they observe to their manager/supervisor.
13. Apprentices will be given clear lines of responsibility within their place of work and given information on OneFile regarding Health and Safety and who to contact within our organisation.

**The designated HSO is Steve Martin 01302 802220**

1. Health and Safety risks in relation to Apprentices will be identified through risk assessment of their place of work prior to enrolment onto the apprenticeship.
2. Any risks reported on the risk assessment form will be adequately controlled and documented.
3. Should the apprentice fall ill at work or have an accident this will be reported directly to ESTD and may invoke a RIDDOR declaration/investigation.
4. Discuss health and safety with all learners during each review and report any concerns where necessary.

**Fire safety/ First aid**

Learner all receive their training remotely or in their own work environment and should be familiar with the policies and procedures in their place of work. The administration team based in Oxford house are familiar with the fire risk assessment in the building and participate in the practice evacuations.

The office contains a small first aid kit and the equipment/ resources are checked regularly to ensure they are in full working order. The Directors are based in Oxford house and are responsible for maintaining a high level and health and safety measures to protect employees and work closely with the landlord to ensure all processes are in place.

**Reporting , Identifying and Managing Health and Safety concerns**

It is vital that all health and safety concerns are reported to a member of staff immediately and these concerns are documented in writing to the designated health and safety officer. All individuals must immediately remove themselves from danger, and gain support and advice from the HSO. Risk assessments will be completed to remove or minimise the risk of harm, and information will be shared accordingly.

If the HSO is not contactable, please contact James Hart (Director) Nicola Williams (Head of Quality Assurance) or Clare Hill (Head of Operations) for advice and support.

**Procedure for accidents or ill health**

Where the learner becomes ill or has an accident in the workplace, ensure that this is reported as stated above. If there are continuing incidents of accidents/ illness, then potentially the safeguarding policy will be considered to check that the learner is not at risk. If illness could affect the employees of ESTD visiting the workplace, then they should rearrange their session to avoid infection. Employees should also read the ‘lone working policy’ in conjunction with this policy.

**This policy is reviewed annually or amended as and when required.**