

# Health and Safety Policy Statement

## June 2023

Version History			
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Document Approval		
Job Role	Name	Date approved
Operations Director	Joe Lennard	01/07/2021
Operations Director	Joe Lennard	01/06/2022
Director of Skills	Garry Brown	01/06/2023
<b>Date of Next Review</b>	June 2024	

## 1. Policy Statement

Total Futures recognises and accepts that as an employer it has a legal duty to provide for the health, safety and welfare at work of all its employees. Total Futures recognises further that this responsibility extends to cover any person, including learners, who uses its services and premises.

Total Futures recognises the need to provide and maintain safe and healthy working conditions, equipment and systems of work for all employees, learners and others affected by its activities and services. A proactive approach to assessing risk and implementing control measures will take place to reduce losses suffered as a consequence of occupationally related injuries and ill health. Effective arrangements for planning, monitoring and reviewing preventive and protective measures will be maintained.

Managers are responsible for the health and safety of all people, premises, plant and equipment under their control and are expected to exercise vigilance to ensure safety awareness is maintained. This responsibility for health and safety awareness ranks equally in importance with all other actions necessary to ensure the delivery of services (see Appendix A for fire reporting and Appendix B for accident reporting)

All employees have a responsibility to assist in assessing risk and to contribute positively to their own health and safety and that of others and to co-operate with Total Futures to enable us to carry out our responsibilities.

Total Futures ensures that all services and activities are properly planned, organised, and risk assessed to prevent harm to learners / vulnerable learners, ensuring we consider factors such as age, physical, emotional or mental health, and personal circumstances.

We have risk mitigation strategies that are implemented to mitigate identified risks. This includes safety measures, equipment, support systems, and communication plans. We conduct thorough background checks and vetting for staff and volunteers who have direct contact with learners / vulnerable learners. Total Futures have an emergency response plan that outlines steps to be taken in case of harm or abuse to a learner / vulnerable learner with clear and confidential reporting.

### **Collaboration and Sharing:**

We collaborate with other organisations and agencies that serve vulnerable individuals to share best practices and strategies for safeguarding. By implementing these steps, we have created a protective and supportive environment for vulnerable learners. This not only prevents harm but also builds trust and confidence in the services provided.

Total Futures will ensure it complies with all legislative and Education and Skills Funding Agency (ESFA) contractual guidance and good practice with regards to arrangements for learner health and safety.

The objectives of this policy are;

- To provide a safe and healthy work environment for all employees, learners and others who may be affected by our services or omissions;
- To ensure all employees understand that safety is a condition of their employment and requires participation and involvement in order to be successful;

- To identify any significant risks associated with the activities undertaken by Total Futures and take reasonable steps to adequately control such risks;
- To ensure accidents, incidents and ill health are minimised;
- To consult with employees and learners on matters affecting their health and safety;
- To provide and maintain safe plant and equipment;
- To provide suitable and sufficient information, supervision, instruction and training to employees and learners.

Promoting the safety of learners is of paramount importance within Total Futures. We do this through our comprehensive Safeguarding Policy and procedures and by providing regular training to staff and volunteers on safety measures, risk awareness, and our safeguarding policies.

We regularly assess risks associated with Total Futures services and activities, and take appropriate preventive measures, whilst ensuring that learners have easy access to information about safety measures, contact information for reporting concerns, and emergency procedures.

All our premises and training venues provide a safe and secure physical environment, ensuring that facilities and equipment are in good condition and meet safety standards. Staff-to-learner ratios are stated per course to ensure adequate supervision and assistance, especially for those with specific needs.

We have a clear emergency response plan to deal with crises or safety incidents promptly and conduct regular health and safety audits to identify and rectify potential hazards or unsafe conditions, ensuring that safety concerns or incidents are addressed immediately, and appropriate action is taken.

The health and safety arrangements contained within this policy statement specify the manner, the organisation and the resources necessary for maintaining and reviewing health and safety.

This policy will be reviewed annually by the management lead for health and safety to ensure it remains relevant and current.



**Signed:**

**Garry Brown**  
**Director of Skills**

## Appendix A

### Fire Reporting

The following procedures shall be followed when someone discovers a fire in a building, regardless of how large the fire is:

- 1) Close the door to the room where the fire is located. This will confine the fire to a smaller area.
- 2) Activate the closest fire alarm system
- 3) From a safe location, phone 999 to report the location of the fire to the emergency services.
- 4) Extinguish or Evacuate

If the fire is small and the person reporting the fire has been trained to use the fire extinguisher, then they can attempt to put the fire out.

If the person reporting the fire has not been trained to use the fire extinguisher or the fire is too large to extinguish, then **EVACUATE** the building and:

- Go to the closest exit and proceed directly to the assigned area away from the building. There should be a pre-designated area to meet for accountability reasons.
- Notify others on the way out that this is a real fire but do not stop to force their evacuation.
- When at the assigned area, wait to be accounted for so that the fire department or police officer can ask questions about the building or fire.
- If there is knowledge of the fire, such as location, size, cause, or if there is a person trapped, the emergency services should be notified immediately

**» If it is not possible to evacuate the building because of fire or smoke:**

- Remain calm
- Close the door to the room and call any member of staff to report your position to enable rescue
- If smoke begins to come in under the door, stuff blankets or towels (preferably wet) under the door to prevent the smoke from coming in. Wave a brightly coloured article of clothing or similar material in the window to attract attention;
- **Do not** break the window unless absolutely necessary. Breaking the window may result in falling glass injuring people below or smoke entering the window making it more difficult to breath.

- 5) Do not re-enter the building, until:

- The fire alarm has been silenced, and
- The fire or police department has indicated that it is acceptable to re-enter.

## Appendix B

### Accident Reporting

Certain cases of work-related injuries, illnesses, or incidents must be recorded and reported to the Health and Safety Executive (HSE) under the legislation The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

Only certain types of work-related incidents need to be reported under RIDDOR. Incidents must fall into one of the following categories:

- Fatal and non-fatal injuries
- Occupational diseases
- Dangerous occurrences (often referred to as 'near misses')
- Incidents that result in more than seven days' absence from work
- Incidents involving gases

Remember, only responsible persons, such as employers, are able to report to the HSE through RIDDOR. Every employee should report incidents or accidents to their manager.

#### **Step 1: Check there is no immediate risk of danger**

Immediately after the incident has occurred, the situation must be assessed and a decision made as to whether there is a risk of further damage or injury. Individuals must ensure that they do not put themselves at risk of danger. Do not act unless it is safe to do so. For example, if the source of danger can be safely removed.

**Step 2: Ensure that the colleague receives the appropriate medical assistance as necessary.** The qualified first aider should look at the injured person. It is a legal requirement for every workplace to have both a designated first aider and first aid kit. Having assessed the situation, the first aider should be able to determine whether the situation is serious enough for those involved to receive medical care. Call the emergency services on 999 for very serious accidents, or 111 for medical advice if it's a non-emergency.

#### **Step 3: Report to a manager or supervisor**

This is the final step that can be carried out as a general employee. Once the manager has been informed of the incident it becomes their responsibility to report under RIDDOR if necessary. The specifics of what incidents need reporting can be seen [here](#).

#### **Step 4: Record the incident in the company's log**

Details of the accident should be kept in the company's records, such as in an accident book or Occupational Health records. This is necessary because it allows the company to identify what types of accident are common occurrence. Knowing this, an assessment can be carried out to determine what can be done to prevent similar incidents from happening in the future.

#### **Step 5: Report the incident under RIDDOR**

If the incident falls under RIDDOR, the responsible person, has a legal duty to report it correctly. Reports must be received within 10 days of the incident. However, if the incident resulted in more than seven days' absence from work it can be submitted within 15 days. In the case of occupational illnesses and diseases, the report should be submitted as soon as a diagnosis is received.

The report should be submitted online via the [HSE website](#) with all the relevant details of the incident. The telephone service can be used for fatal or major incidents.

The report must include:

- The date of the recording.
- Their personal details (name, job title, phone number)
- The details of their company (name, address, email)
- The location, date and time of the incident
- The personal details of the person(s) involved (name, job title, etc.)
- A description of the injury, illness or incident.

### **Step 6: Carry out an investigation**

An investigation into the accident should be carried out as soon as possible. Ideally, this should be completed by an impartial employee who knows the workplace procedures and the health and safety legislation. The investigation should determine how the accident happened and whether it was preventable. If the incident was avoidable then the investigation should conclude with a suggestion of measures to be put in place to avoid future accidents.