


Policy Summary	To acknowledges the duty placed upon them by the Health and Safety at Work Act 1974, and all other relevant statutory provisions and recognised codes of practice and provides safe and healthy working and learning environments as is reasonably practicable for its staff, learners and other users of its services.
Version Control	1.0 Initial document produced. 2.0 Signature added.
Date Implemented	30-Apr-19
Owner/Contact	Operations Manager
Consultation	The Management of Health and Safety at Work Regulations 1999 HSE Managing risks and risk assessment at work
Date of Next Review	This document covers how often each policy must be reviewed. Where the policy does not specifically outline how often it will be reviewed this will be annually. Where there is a change in the law or circumstances, the policy and documentation will be reviewed accordingly.
Links to Other Policy	Data Protection (GDPR) Policy Data Retention Policy
More Information	
Signature	 Gary White, Operations Manager

1.0 Our Commitment

Establish and maintain a safe and healthy environment for staff and learners (including apprentices) at all of our premises.

Establish and maintain safe working procedures and practices.

Provide updated information, instruction, training and guidance to enable all staff and learners to avoid hazards and contribute positively to their own safety and health.

Ensure the safety of any equipment and provide a place of work that is safe and without risk to health.

Regularly review and develop the Health and Safety Policy and notify all employees and learners of any additions or updates.

A requirement that all staff and learners to sign a declaration that they have read and understand their responsibilities under the policy as part of their induction.

2.0 Promoting the Policy

Equals Training will:

- Providing a copy of the policy to staff and learners during induction.
- Post an electronic copy of the policy on our electronic noticeboard (accessible 24/7).
- Including health and safety topics as part of regular reviews.
- Including health and safety topics as part of regular news bulletins.
- Embed health and safety into training throughout the duration of any programme.
- Reinforce an understanding of health and safety on induction to a training programme or employment to the company.
- Complete staff training with regards to health and safety on an ongoing basis.
- Supply information and resources in e-portfolios and training materials.
- Cover wellbeing issues with learners through reviews with their employer.
- Ensure that its buildings, grounds and equipment meet appropriate health and safety standards.
- Communicate information on sensible risk management and safe working practices.
- Require all staff and encourage and support all learners to show a proper personal concern for their own safety, and that of the people around them, through management example within the delivery of the training.

- Require staff to exercise due care and attention, and observe safe working methods, including those inherent in their professional expertise or training.

3.0 Operations Manager

The Operations Manager is responsible for ensuring that all procedures are monitored, reviewed and updated on a regular basis and to act as Health and Safety Representative take specific responsibility for:

- Safety arrangements including all risk assessments.
- Ensuring all staff are aware of their own responsibilities regarding Health and Safety.
- Investigating any accidents that occur.
- Procedures and legal requirements.
- Investigating and accidents or near misses that occur.
- Acquisition of relevant safety literature for staff, learners and employers.
- Generic risk assessments for any teaching sites.
- Completion of all risk assessment documentation.
- Take appropriate action to remove or minimise risks to staff, learners or visitors.
- To provide learners and employees with updates on health and safety regarding teaching and learning.
- Organise the Health and Safety Inspections of learner workplaces and complete/update the risk assessments.

4.0 Staff Responsibilities

Staff have responsibility for their own health and safety. They take specific responsibility for:

- Monitoring and reviewing learners on an ongoing basis.
- Ensure all learners receive appropriate induction to their apprenticeship or qualification.
- To address any minor health and safety concerns as a result of the Health and Safety Inspection.
- Report any possible risks or hazards to the Health and Safety Officer.
- Report any concerns or issues regarding the learner's health and safety or wellbeing.

5.0 Lone Worker Supervision

Lone workers are those who work without constant supervision throughout their working day. Procedures are in place to monitor lone workers to ensure they remain safe and to provide supervision on a regular basis. Equals Training understands that monitoring helps to ensure that staff understand the risks associated

with their work and that the necessary safety precautions are carried out. The extent of the monitoring required depends on the risks involved and the ability of the lone worker to identify and handle health and safety issues.

Specific monitoring measures include:

- Lone workers will carry mobile phones that includes an emergency number.
- The Operations Manager will record the details of visits as well as having access to the names, addresses and mobile numbers of the learners and employer.
- The Operations Manager will make regular contact by mobile phone.
- In a situation where a lone worker feels under immediate threat, they should contact the police directly.

It is strongly advised that staff carry the minimum amount of equipment in their cars and that they always park their car in a staff car park or in a well-lit, public place.

6.0 Training

All new members of staff will receive a workplace induction from the Health and Safety Officer to ensure they understand the Health and Safety Policy, hazards and safe working practices. The Health and Safety Officer must then satisfy themselves that each member of staff is competent and safe to work alone and that they are clear about how to act in ways that will maximise their own safety and about what to do in an emergency.

Regular refresher training on health and safety will form part of Continuous Professional Development (CPD) process.

7.0 Identifying and Managing Health and Safety Concerns

7.1 Risk Assessment

The Management of Health and Safety at Work Regulations 1999 covers the outline requirements for the management of health and safety.

Equals Training will assess the risks to the health and safety of all staff, learners and of any other person that may be affected by the work activity. The clear identification of all foreseeable risks will enable the necessary preventative and protective measures to be implemented.

The organisation will ensure that all those staff members who carry out risk assessments will be competent to do so and where appropriate.

When a decision on the suitable risk controls is made the risk assessment will be recorded and copies made available to all those who require them. Where it is identified as being necessary, additional training or information will be provided for any staff member.

The Operations Manager will bring to the attention of staff all the necessary precautions detailed in the written risk assessment and will monitor systems of work and the working environment to ensure that staff acts in accordance with the details outlined in the written assessment.

Health surveillance for employees will be provided where the risk assessment shows it to be necessary.

7.2 Accident, Assault and Near Miss Reporting and Investigation

This policy outlines the procedures, which are to be adopted when any staff, apprentice, visitor or contractor experiences an accident, near miss or dangerous occurrence on company premises or offsite, where applicable. This will also apply to visitors who are members of the public and therefore not at work.

For the purposes of this policy, brief definitions and examples of an accident and a near miss are given below.

- Accident — an unplanned event which causes injury to persons, damage to property or a combination of both. Examples include: a fall resulting in a fracture, incorrect operation of machinery leading to breakdown.
- Near miss — an unplanned event that does not cause injury or damage but could do so. Examples include articles falling near to people, short-circuits on electrical equipment.

The Operations Manager has produced a reporting policy which is distributed to all employees annually in line with this policy.

All accident information must be kept for a minimum of three years.

7.3 Display Screen Equipment (DSE)

Whilst it is generally recognised that the use of DSE can be undertaken without undue risks to health, it is appreciated that some staff may have genuine reservations and concerns.

Equals Training will give information and training to enable a fuller understanding of these issues. The implementation of this policy requires the co-operation of all members of management and staff.

The Operations Manager is responsible for ensuring that staff are not subjected to adverse health effects from the use of display screen equipment and for compliance with the arrangements stated within the policy.

Equals Training will:

- Ensure that staff at risk complete the display screen equipment (DSE) self-assessments form, considering the type of DSE used and the working environment and the employee.

7.4 Driving

The Operations Manager will check and record the driving documents of staff that are required to drive as part of their working duties.

7.5 Electricity

All reasonable steps will be taken to secure the health and safety of employees who use, operate or maintain electrical equipment.

The Operations Manager is responsible for ensuring that all staff 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) and providing safe systems.

Equals Training will:

- Ensure all main circuit breakers/isolators are 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.

Any defective equipment will be removed from use until such time as it can be repaired, with remedial action being recorded. All items of equipment that cannot be repaired will be withdrawn from use. Under no circumstances will any makeshift or temporary electrical repairs be made on any electrical equipment.

7.6 Prevention of Electrical Fires

- Do not overload circuits.
- Install electrical equipment properly.
- Stay within the operating limits of the equipment.
- Carry out period checks on all electrical equipment.
- Ensure the equipment is cleaned regularly (only when the equipment is switched off).
- Use the correctly rated fuse.
- Check all cable and extension cables for wear or damage and action any repair.

7.7 Electrical Portable Devices

The Operations Manager is responsible to ensure all portable electrical equipment is maintained. They must ensure staff are instructed in the pre-user inspection, including visually inspecting of plug tops and equipment for cracks/breakages and leads for damage.

Staff must not attempt to use faulty equipment and must report any faulty or damaged equipment to the Office Administrator.

7.8 Fire Procedures

The Operations Manager will ensure that a fire risk assessment has been carried out by the responsible person for the building.

7.9 Fire Prevention

All electric equipment must be maintained in a safe condition and be cleaned to ensure that dust, etc. does not block up the ventilation points. The use of electrical extension leads must be kept to the minimum and they must not be channelled through doorways unless adequately protected from damage.

Electrical faults must be reported as soon as possible. At the end of the working day electrical equipment must be turned off, unless there is an operational reason to keep the equipment running.

If a fire is discovered:

1. Immediately operate the nearest alarm or notify the senior person present.
2. Attack the fire (if trained to do so) with appliances provided but without taking personal risks.
3. Contact the Fire Service.

4. Evacuate the building by the nearest available exit and proceed to the assembly point.
5. The senior person present will take charge of any evacuation and ensure that no one is left in the building.

7.10 First Aid

First aid kits provided will only contain items that a first-aider has been trained to use. Notices are displayed in prominent areas, giving the names of first aid trained staff and the location of first aid equipment.

First aiders are qualified personnel who have received training 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.

All first aid incidents will be recorded by the person administering first aid treatment.

The following arrangements should be followed in order to ensure that suitable and sufficient provision of first aid personnel and equipment is available at the workplace:

- The Operations Manager must ensure that easy access to first aid equipment is available at all times.
- Professional medical assistance must be summoned where necessary.

7.11 Hazards

The Operations Manager shall ensure that particular hazards that may encounter have been formally analysed, a risk assessment carried out and communicated to staff, apprentices or visitors.

Any staff identifying a new or potential hazard should, if possible, remove the hazard immediately. If this is not possible, they must raise the matter with the Operations Manager or Health and Safety representative for that site.

7.12 Housekeeping

Poor standards of housekeeping are a common cause of injury and damage at work and can often create possible fire hazards. Unsatisfactory housekeeping is often the result of poor working practices, lack of direct supervision and/or organisational deficiencies within the workplace.

All staff recognise that it is their responsibility to ensure that areas under their control are maintained to a high standard of housekeeping at all times.

To ensure that a satisfactory standard of housekeeping is achieved they will:

- Check that the workplace is free of hazards at the beginning of the working day.
- Ensure that articles are put away as soon as possible after use.
- Ensure that spillages are cleaned up immediately.
- Ensure that no objects, files, etc. are permitted to protrude into walkways.
- Ensure that waste materials are properly stored and are removed on a regular basis.
- Ensure that unusual or large items or objects are cleared away as soon as possible.
- Ensure that no items are stored beneath workstations or any other location that is not a recognised storage location.
- Check that the workplace is tidy at the end of the working day and all equipment, etc. is returned to the designated storage area.

7.13 Manual Handling

Where practicable, manual handling will be reduced and staff not to attempt to lift more than their capabilities. Awareness training is included during induction training as as part of the ongoing CPD process.

7.14 Mobile Phones

The use of mobile telephones while driving is prohibited. Anyone caught using a mobile telephone whilst driving may be prosecuted by the police. The driver is responsible for any penalty points and/or fines may be issued. is. A warning will be issued by Equals Training and any further occurrences may result in dismissal.

7.15 Risk Assessments

The Operations Manager will identify any new/relevant risk assessment work activities and produce all relevant documentation and consider support from the health and safety consultant.

They will be responsible for ensuring the findings of the risk assessments are explained and understood by all staff undertaking the task prior to commencement. All staff shall be encouraged and given the opportunity to seek understanding of the risk assessment and requested to sign the risk assessment as a record of their compliance and understanding.

Assessments will be reviewed annually or whenever significant changes take place: change to work activity, staff changes, and legislation, following a near miss, accident or incident.

The completed risk assessment will be made available at the work location where each activity or task takes place; in addition, a completed copy will be kept in the Health and Safety file.

7.16 Safety of Persons with Disabilities

Equals Training does not discriminate against disabled people who visit their premises or use their services.

In order that this is done effectively the Operations Manager will ensure that disabled visitors are protected from everyday hazards within Equals Training as well as more urgent issues such as emergency evacuation.

It is Equals Training's policy to make all premises as accessible as possible, the appointed person is responsible for ensuring that disabled people are safely evacuated in the event of an emergency. On the event of any personnel unable to leave the building unaided, Equals Training will implement a Personal Emergency Evacuation Plan (PEEP).

7.17 Workplace Stress

Equals Training will work to address all work-related illnesses, and in particular stress, to control, reduce or eliminate so far as is reasonably practicable. We recognise that our personnel are our most valuable assets and that any problem associated with work-related stress is a management duty.

A certain amount of stress provides high motivation, a positive outlook and good performance. However, it is when these personal levels are exceeded that detrimental health effects may appear. Whilst stress-related problems of short duration often resolve themselves, it is the long-term stresses that Equals Training aim to address.

Through the risk assessment process, Equals Training will continue to identify hazards and assess all mental and physical risks to health and safety with the objective of reducing them, as far as is reasonably practicable.

7.18 Monitoring

The Operations Manager undertake the following:

- Monitor risk assessments.
- Perform spot checks on all activities and tasks.
- Investigate accidents, work occurrences, i.e., all incidents, related illness, near misses and dangerous occurrence.

- Monitor staff work related absenteeism.
- Review all new incidents at every Operations Meeting.
- Monitor the response times of incident investigation.
- Monitor the implementation of corrective action.

8.0 Accidents or Ill Health of Apprentices

In the event of an accident or ill health whilst the apprentice is at their normal place of work whether undergoing apprenticeship training at the time or not, Equals Training would seek to be notified of such event and, where required, the details surrounding the accident or ill health. We would fully support the employer and the apprentice where required and/or necessary. Regular communication would be maintained throughout the period of ill health or until the apprentice is recovered from any accident providing any information, advice and guidance along with support for both the apprentice and employer.

In the event of a break in learning to cover any period of ill health or as a result of an accident; as and when the learner and employer are ready for the return, Equals Training will assist in preparing both parties for this. Whilst the employer bears the main responsibilities in relation to the health and safety of its employees, we recognise that we have an important role to play in ensuring the health and wellbeing of our apprentices. We are committed to assist and provide a supporting role to employers in their health and safety duties.

In the event of an accident or ill health whilst the apprentice is not at their normal place of work Equals Training would seek to be notified. We expect our staff to recognise visible signs of ill health or injury with their apprentices and notify the Operations Manager. They would notify the apprentice's employer of the matter, with the apprentice's permission, following an assessment of the impact the ill health or injury may have on both their ability to continue with the apprenticeship and their ability to complete their duties at work.

Equals Training would aim to fully support the employer and the apprentice, where required, and continue regular communication throughout the period or until the apprentice is recovered to provide information, advice and guidance along with support for both the apprentice and employer.

Following a report of an accident or ill health involving an apprentice, Equals Training will continue to monitor the apprentice's progress in all outcomes for a period of time and provide the necessary support and reasonable adjustments to enable the apprentice to fulfil and complete their apprenticeship.

The level of monitoring may depend on a range of factors including:

- Awarding Body (AO) requirements.
- Length of programme.
- Ability of apprentice and/or any special needs or other circumstances, including any disability and/or medical/health condition.
- Any visits should be arranged in advance by telephone and visiting staff should be known to the apprentice.
- Any issues identified during monitoring must be addressed immediately.

9.0 Review

A Health and Safety Consultant will carry out a health and safety audit each year. The aim of the audit is to establish the level of compliance with the policy. In addition, safety tours will be carried out at random throughout the year.

Consultation with employees will be provided by the following means:

- Health and Safety Consultants
- Operations Manager
- Toolbox Talks
- Production of Risk Assessments

The Operations Manager will keep this policy up to date, particularly as the business changes in nature and size.