



Heart of England Training Ltd

Health and Safety

Policy and Procedure 2022



1. Statement of Intent

Heart of England Training Ltd is dedicated to providing a service to our customers which ensures that they receive the best possible training and service, whilst endeavouring to avoid harm to the environment, our employees, learners and apprentices, visitors and all others who may be affected directly or indirectly by our activities.

In particular, we shall: -

- seek to establish and maintain an integrated Management System (MS)
- seek to ensure compliance with existing and future quality, environmental, social accountability, and health and safety legislation and any other initiatives or requirements to which the company subscribes
- liaise with all relevant external bodies and work with our own staff to improve our quality, environmental, social accountability, and health and safety performance, prevent accidents and cases of work related ill health and maintain safe and healthy working conditions
- identify and seek to reduce significant environmental effects, health and safety risks, and pollution which may arise from our processes, operations and work activities
- provide and maintain safe premises and equipment
- to adhere to the principals of the Safe Learner Concept
- minimise, re-use and recycle all materials wherever practicable
- to safeguard all learners and apprentices
- provide appropriate quality, environmental, social accountability, and health and safety information and training for our employees, learners and apprentices and encourage them to apply good practice, both at work and at home
- discuss quality, environmental, social accountability, and health and safety issues regularly at the highest levels of the company and consult with our employees and learners and apprentices on matters affecting their health and safety
- liaise with suppliers and customers to facilitate the best possible products, service, safety, social accountability, and environmental practices and to promote recycling
- liaise with external employers and partners to ensure their commitment to safety and to encourage the best possible products, service, social accountability, and environmental practices and to promote recycling

- to review and revise this policy annually

Sound management principles and practices shall be applied to meet these commitments. Arrangements to review our objectives may be made by writing to Matthew Barry, our Health and Safety Lead Manager, who will also welcome any observations on the quality, environmental, social accountability or health and safety aspects of our activities.

2. Responsibilities

Specific health and safety responsibilities of key personnel are defined within the individual health and safety procedures.

Governors

Governors will monitor the overall health and safety performance and compliance with relevant legislation, and ensure that decisions taken when developing policies and services reflect health and safety commitment. The Governors will:

- Review annual reports on health and safety.
- Consider overall health and safety trends and issues likely to affect the provision.
- Promote a positive health and safety culture within Heart of England Training.

Directors

The directors are responsible for establishing the Heart of England Training Ltd policy on health, safety and the working environment. In addition they are responsible for providing the resources and developing the company to put the policy into effect.

The directors are responsible for ensuring that appropriate health and safety systems are put in place to control the risks presented by the company's operations and that enforcement of the established controls and procedures is assigned to defined senior management representatives.

Health and Safety Lead

The Health and Safety Lead is responsible for monitoring the health and safety policy and systems. The Health and Safety Lead reports to the directors on any issues of concern in respect of health and safety.

Senior Managers

The senior managers are responsible for enforcing the policy in their own departments. The senior managers consult with the Health and Safety Lead on any issues of concern in respect of health and safety.

Managers

The managers are responsible for ensuring that the policy and systems are put into practice on a day-to-day basis and that health and safety standards are maintained and improved. The managers' report any health and safety issues to the directors or Health and Safety Lead.

All employees

All employees must:

- Co-operate with their manager or director regarding health and safety matters
- Not interfere with anything provided to safeguard their health and safety
- Take reasonable care of their own health and safety
- Report all health and safety concerns to their line manager or director

All learners and apprentices

All learners and apprentices must:

- Co-operate with their educator regarding health and safety matters
- Not interfere with anything provided to safeguard their health and safety
- Take reasonable care of their own health and safety
- Report all health and safety concerns to their educator

3. Arrangements for health and safety

Heart of England Training Ltd delivers training and assessment in a variety of qualifications and programmes within academies and the workplace. The Company's head office is in Rugby with training academies located throughout the Midlands. Some employees travel to external employer premises for training and recruitment purposes. The hazards and risks faced by all employees and learners and apprentices addressed in this statement and by the risk assessments carried out by the Company may include the following:

- **Fire in workplaces** – hazards may include burning materials, fumes, smoke and explosion that can result in severe injury or death.
- **Lone working** – hazards may include assault by others and dealing with ill health or injury without help which can result in injury or death.
- **Driving** – hazards may include other road users, lack of sleep, loss of concentration, poor vehicle maintenance, bad weather, poor planning, drugs, and alcohol that can result in severe injury or death.
- **Travelling** – hazards may be the same as for lone working and driving, together with, locations and language that can result in injury, death and abduction.

- **Pregnancy whilst at work** – hazards can include tasks that involve lifting loads, standing for long periods and coping with general ill health that can result in the loss of the baby and further ill health.
- **Returning after ill-health absence** – hazards may include carrying out tasks which could cause a re-occurrence.
- **The acts of others such as subcontractors, visitors, delivery persons, and delivery vehicles** – hazards can include moving vehicles, objects falling from height etc and can result in severe injury or death.
- **Office and training premises** – hazards may include DSE, cables, poor seating, poor heating, lighting and ventilation, storage issues, and manual handling.
- **Chemical handling and storage** – hazards may include toxic and flammable substances that could cause blindness, dermatitis, burns and explosions, injury and death.

The risk assessments are undertaken by:

- The Office Manager for head office
- The Directors for external staff
- The Managers for training academies

4. Risk assessments

In order to assess the risks arising from work and training activities, suitable and sufficient risk assessments are carried out. It is therefore essential to understand the tasks carried out by employees and learners and apprentices, identify the hazards, assess the risks and implement appropriate controls.

The risk assessments are reviewed together with the employees and learners and apprentices concerned with the tasks and they are briefed regarding the hazards, the risks and any necessary control measures.

Any actions required to remove or control identified risks are approved by the Manager concerned. However, all employees and learners and apprentices are responsible for identifying and stopping any unsafe acts from taking place at any time.

The Manager concerned is responsible for ensuring that the approved actions are implemented and have removed or reduced the risks.

The Health and Safety Lead is responsible for monitoring risk assessments in line with the Quality Improvement Systems [QIS}. He is also responsible for ensuring that the risk assessments are reviewed every twelve months or when the work activity changes, or in the event of an incident. The person responsible for carrying out the risk assessment will maintain and retain the file master copy. The risk assessments and this statement are available to all employees and learners and apprentices at all times.

5. Consultation with employees, learners and apprentices and external employers

The Health and Safety Lead meets on an annual basis with learners and apprentices, external employers and partners to consult on Health and Safety matters.

Health and Safety is a standard item on all meeting agendas to include management meetings, academy meetings, staff meetings, sector meetings, marketing and recruitment meetings, quality meetings and staff and learner review meetings.

6. Safe equipment

All staff members are responsible for identifying any equipment that is in need of maintenance/repair. Any problems found with equipment are reported to their manager. The Academy/ office managers are responsible for ensuring that an annual Portable Appliance Testing is carried in all premises.

7. Display screen equipment

We aim to ensure that ill health associated with the use of Display Screen Equipment (DSE) is avoided in accordance with the Health and Safety (Display Screen Equipment) Regulations 1992.

DSE; otherwise known as a workstation may consist of a PC, screen, chair, keyboard, mouse, desk telephone etc and includes the work environment.

Whilst line managers have the responsibility to ensure that suitable risk assessments have been undertaken, employees, learners and apprentices should take personal responsibility for ensuring that their workstation is setup correctly and that breaks to other tasks away from the screen are included in their normal working day.

An individual DSE assessment should be completed by all staff.

8. Off-site trips

Heart of England Training takes the health, safety and welfare of its learners, apprentices and staff very seriously and the required risk assessment process must have been followed in advance of any trip or visit taking place, including providing details to parents or guardians for relevant students and obtaining consent.

9. Manual handling

We recognise that muscular-skeletal and other injuries may be caused by poor manual handling techniques and will therefore comply in full with the Manual Handling

Operations Regulations 1992 (as amended). Specific risk assessments are required for any task involving manual handling. Where possible manual handling will be avoided and mechanical aids such as trolleys will be provided. Training will be given to those required to complete manual handling tasks.

10. New and expectant mothers

To protect the health and safety of new and expectant mothers, the Heart of England Training has a process in place where by the line manager will complete and update/monitor a comprehensive and individualised risk assessment with the appropriate staff member or learner/ apprentice.

11. Violence towards staff, learners or apprentices

No employee, learner or apprentice should be faced with violence in the workplace either from fellow employees, learners/apprentices or members of the public. Where a concern is identified risk assessments will be carried out to identify the likelihood of violence occurring and suitable control measures introduced.

This links with the Code of Conduct (staff), Expected behaviour (learners and apprentices) and the learner Disciplinary Policy & Procedure.

12. Safe handling and use of substances

The managers are responsible for identifying all substances that need a COSHH assessment. They are also responsible for ensuring that these assessments are undertaken and that all actions identified in the assessments are implemented.

All relevant employees and learners and apprentices are informed about the COSHH assessments and their findings. All new substances are checked to ensure that they can be used safely before they are purchased. COSHH assessments are reviewed annually or when the work activity changes or in the event of an incident.

13. Electrical safety

Heart of England Training has in place systems to ensure full compliance with The Electricity at Work Regulations 1989 for both fixed electrical systems and portable appliances.

Employees, learners and apprentices must take all necessary precautions to avoid working with or coming into contact with live electricity. Any work with electrical systems or equipment must be carried out by a trained competent individual or contractor. Live work must be controlled using appropriate safety measures. Fixed

electrical systems and portable appliances will be maintained and tested at the recommended intervals.

14. Information, instruction and supervision

The Health and Safety Law poster is displayed on notice boards for the information of all employees and learners and apprentices. Additional health and safety advice is always available from the Health and Safety Lead who in turn can consult with external health and safety experts.

Heart of England Training is committed to the safeguard of vulnerable groups and promotes a positive approach to the 'safe learner'. Company policies to support learning within a safe, healthy and supportive culture include –

- Safeguarding Children and Vulnerable Adults Policy
- Prevent policy
- DBS Application and Disclosure Policy
- Anti-bullying Policy
- Equality and Diversity Policy
- Skills for Life Policy
- Quality Policy
- Fraud Policy
- Disability Policy
- Disclosure Policy
- External Speaker Policy
- Homeworking Policy
- Lockdown Policy
- Safeguarding Whistle Blowing Policy
- Safer Staff Recruitment Policy
- Staff Code of Conduct Policy

15. Training

Induction training based around the policy and company procedures is provided for all employees, learners and apprentices by their manager/trainer.

Job specific training is provided in-house by an appropriately trained person. Other training is provided, as required, either internally or externally. Records of all training undertaken is kept on file and shows the current status of all employees and learners and apprentices. Employee's development needs are identified, addressed and monitored by the appropriate department manager.

16. Promoting the Policy

Heart of England Training promote this policy regularly to ensure commitment to a positive health and safety culture, encouraging positive attitudes to health and

wellbeing among all staff, learners and apprentices. The policy is read and agreed at induction and ongoing through review, training and as a standard agenda item.

17. Accidents, First Aid and work-related ill health

First aid boxes are kept in:

- All training academies
- Head office

The names of appointed first aiders are displayed on notice boards.

All accidents or near misses, and cases of work-related ill health are recorded directly in the accident books, which are kept with the first aid boxes.

18. No Smoking

In order to promote the health and safety of both learners and apprentices and staff, Heart of England Training Ltd endeavour to ensure that its premises are free from tobacco smoke.

The smoking of tobacco is not permitted in Academy buildings and on all other premises covered by the 2005 Act, or in company vehicles.

In line with the current guidance from the British Medical Association, this also applies to the vapour from electronic cigarettes. The use of electronic cigarettes is prohibited wherever smoking is prohibited.

This applies to all staff and learners and apprentices, as well as to visitors, contractors, and sub-contractors while on company premises.

Learners and apprentices and staff are expected to take personal responsibility for observing this policy and should feel able to draw this policy to the attention of colleagues, and of visitors to the Academy. Managers should be aware of the need to remind anyone found smoking on the company premises of this policy. Individuals who wish to smoke should be asked to leave company buildings.

19. Reporting

The managers are responsible for ensuring that accidents, near misses and work-related sickness are investigated and action taken on the findings in order to prevent a recurrence.

The Health and Safety Lead, via the directors, is responsible for ensuring that all reportable accidents, diseases and dangerous occurrences are reported to the Health and Safety Executive and the Education Skills Funding Agency.

20. Monitoring

To check working conditions and ensure safe working practices are followed, the Health and Safety Lead carries out annual monitoring visits to each Heart of England Training Ltd premises in line with the quality improvement system. He will also advise all employees on health and safety matters.

Academy manager carry out and record a monthly inspection of premises to include records and risk assessments and share with the health and safety lead and the training director.

To check working conditions and ensure safe working practices are followed, recruitment staff carry out vetting and annual monitoring visits at external employers premises in line with the Quality Improvement System.

21. Emergency procedures – fire and evacuation

All members of staff and learners and apprentices must be familiar with the fire and terrorism attack evacuation procedure.

Run, hide, tell, training is carried out in all training academies.

It is illegal to smoke on any Heart of England Training Ltd premises.

Managers are responsible for ensuring that a fire risk assessment is undertaken, implemented and monitored on all Heart of England Training Ltd premises.

Escape routes are clearly signed and checked by each manager on a monthly basis with fire extinguishers checked and maintained annually by a sub-contractor.

The fire alarm and emergency evacuation procedure is tested by the manager on a monthly basis with evacuation times recorded.

22. Safe working procedures

All employees and learners and apprentices must be familiar with any safe working and emergency procedures associated with their work.

23. Contractors

Senior staff members employing contractors are responsible for ensuring that the contractor is fully informed of all safety requirements relevant to their activities and for identifying and informing them of any special hazards.

It shall be a condition of contract that contractors must comply with relevant codes of practices and legal requirements. Any breaches of such requirements must be brought to the attention of the contractor and prompt remedial action demanded.

Contractors shall provide risk assessments and/or method statements if deemed appropriate; these shall be considered by the manager of the work area concerned, with the assistance of the Health and Safety Lead if required, prior to work commencing. These assessments/statements must not only include the method of work but identify hazards, indicate remedial action and stipulate any welfare and first aid facilities to be provided.

All contractors working on behalf of Heart of England Training Ltd shall:-

- Carry the necessary insurance and provide evidence of such
- Provide details of their safety policy, statement of arrangements and implementation measures
- Provide details of risk assessments, method statements and COSHH assessments as appropriate
- Provide details of employee training where appropriate
- Comply with site safety rules

24. Welfare arrangements

The company ensures that it complies with the Workplace (Health Safety and Welfare) Regulations 1992 by providing a workplace and facilities that provide the following:

- A suitable temperature and ventilation for the work carried out
- Adequate lighting including emergency lighting
- Adequate space
- Suitable workstations and seating
- Toilet washing and changing facilities
- Drinking water and an area to eat in
- Rest facilities (e.g. for pregnant women and nursing mothers)

The workplace and all facilities are maintained and kept clean, and all waste materials are removed promptly.

For those employees working on premises belonging to others, it is the duty of their manager to ensure that our employees are provided with adequate facilities during the course of their work

25. Personal protective equipment

The personal protective equipment at Work Regulations 1992 require employers to provide suitable personal protective equipment (PPE) where it is identified as necessary to protect the health and safety of employees. PPE provided must be suitable for the hazard(s) it is intended to protect against, be maintained in effective and proper working

order, be replaced if lost or found to be defective and have designated storage accommodation.

Employees and learners and apprentices are trained in its use and given specified information and instructions, including practical demonstrations if necessary. Employees and learners and apprentices must also use PPE according to the information and training received, report any losses or defects and return PPE to its storage accommodation after use. All PPE must be inspected before each use.

26. Arrangements for apprentices in the workplace

Comprehensive assessments are carried out for all workplaces where apprentices are based. These assessments are reviewed in line with the occupational risk; low risk – 12 monthly, medium risk – 6 monthly. Assessments cover visual inspection as well as inspection of documents and policies covering:

- Company policy
- Risk assessment and control
- Pandemic management
- Accidents, incidents and first aid
- Supervision, training, information and instruction
- Work equipment and machinery
- Personal protective equipment and clothing
- Fire and emergencies
- Safe and healthy working environment
- General health and safety management
- Safeguarding children and vulnerable adults

Every learner and apprentice also has an individual assessment taking into account:

- Age, experience and maturity
- Special needs, disabilities or health conditions
- Control measure and supervision
- Training/ induction/ awareness and communication
- Prohibitions
- PPE requirements

This policy is reviewed annually by the Governors.

Version: 18

Prepared by: Matthew Barry

Approved by : Governors

Effective date: September 2022

Review date: August 2022

Date to be reviewed: July 2023