



# **Health Safety and Environmental Policy and Procedure**

## **January 2020**

Policy Group: Health and Safety  
Policy Number: 2.1  
Policy Title: Health Safety and Environmental Policy  
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## **Scope**

Applicable to all staff, learners and members of the public accessing the company premises and operations

## **Purpose**

To ensure a healthy and safe environment for all staff, learners and members of the public.

## **General Statement of Intent**

The Company is committed to promoting high levels of Occupational Health Safety and Environmental Management. It is the company's intention that its activities are carried out in accordance with relevant statutory provisions and complies with the letter of the Law detailed with HASWA 1974 Section 2 (3). All reasonably practicable measures are taken to avoid risk to its employees and others in particular vulnerable individuals (young persons, disabled individuals, new and expectant mothers), and the natural environment that may be affected by its activities.

The company recognises and accepts its responsibility as an employer for providing a safe and healthy working environment for all employees, learners and the public and will take steps to meet this responsibility paying particular attention to the provision and maintenance of :-

- Plant, equipment and systems of work that are safe and without risks to health
- Safe systems of work in the use, handling, storage and transport of articles and substances
- Sufficient information, instruction, training and supervision to enable all employees and learners to avoid hazards and to contribute positively to their own safety and health at work
- A safe place to work with safer means of access and egress
- A safe and healthy working environment
- Adequate welfare facilities

The successful implementation of this statement requires total commitment from all employees and each individual has a legal obligation to take reasonable care for his or her own health and safety, and for the safety of others who may be affected by his or her own acts or omissions. The organisation also acknowledges its obligations of the possible effects of the adjacent community, together with protecting the natural environment.

The company is committed to providing a working environment that promotes good health and mental wellbeing of all employees.

Information, instruction and training, as is necessary, to enable the safe performance of our work activities will be available to all employees and others who may be affected by company operations.

The company management team will ensure that all processes and systems of work are designed to take account of H S & E and that staff, are properly supervised at all times.

Adequate facilities and arrangements will be maintained to enable employees and their representatives to raise issues of Health and Safety.

Competent people will be appointed to assist the company in meeting its statutory duties including, where appropriate, specialists from outside the organisation.

All employees must co-operate with the company to enable its statutory duties to be complied with and safe working practices will be monitored through observation of practice.

The company will review this statement and regularly monitor it to ensure that its objectives are still valid, being achieved, and where necessary, will be revised to take into account legislative or organisational changes.

This statement of intent will apply to all companies, premises and operations for which the company has responsibility.

## **Organisation**

In order to ensure that the Health, Safety & Environmental Policy is successfully managed within the organisation the following responsibilities have been allocated.

### **Managing Director**

The Managing Director has ultimate responsibility for all matters pertaining to Health, Safety & Environmental and will ensure that they are kept duly informed.

### **Company Directors**

Company Directors are responsible for ensuring that the company Health, Safety & Environmental Policy is observed and that all facilities, resources and requirements necessary for effective compliance with the policy are provided for.

They will give support and encouragement to all other members of staff to enable them to fulfil the duties imposed upon them.

They will also ensure that all Health, Safety & Environmental correspondence and reports are forwarded to their respective officers and departments for information and where necessary action.

Directors will satisfy themselves as to the competence of their supervisory staff.

### **Senior Management Team:**

- Be responsible for ensuring that the Health, Safety & Environmental Policy is implemented within the company.
- Ensure employees are aware of their responsibilities under the policy and comply with required safety procedures.
- Monitor the workplace to ensure that safe conditions are maintained and periodic safety inspections are carried out.
- Monitor legal documents, statutory registers and insurance certificates that are kept on premises and ensuring that the necessary Statutory Abstract notices are displayed.
- Ensure that all accidents and dangerous occurrences are properly recorded, reported and investigated and that all employees, contractors and visitors are made aware of safety procedures. The funding provider incident reporting requirements will be followed for RIDDOR events involving learners.
- Ensure that wherever possible waste consumable materials are recycled or disposed of in a manner suitable to reduce any impact on the environment.
- Ensure that all requirements of FSO The Regulatory Reform (Fire Safety) Order 2005 are maintained and that all firefighting equipment is adequately serviced
- Ensure that equipment, plant and substances that are used are suitable for the task and are maintained in good working condition, including the regular maintenance and servicing of

equipment, and where possible purchase and supply consumable products and materials which are environmentally friendly.

- Provide or arrange adequate training, information, instruction and supervision for all staff including temporary personnel in order to ensure that work is conducted safely.
- Take further, immediate and appropriate steps to investigate and rectify any risks to H S & E arising from the work activity.
- Ensure that responsibilities for Health and Safety checks are conducted.
- Inform the managing director in writing of any Health, Safety and Environmental issues that require attention.
- Ensure that information, instruction and training is given to all employees, particularly new entrants.
- Attend Health, Safety and Environmental training courses when requested.
- Ensure that there is an adequate supply of materials, welfare facilities and equipment to meet statutory requirements.
- Give support and encouragement to other members of staff.
- Report to the SMT quarterly detailing recorded accidents and actions taken to mitigate against.
- Action safety reports and correspondence concerning operations under their supervision.
- Instigate disciplinary procedures (in compliance with the company disciplinary rules) where failure to achieve the safety regulations, company safety policy and good safety practice is evident.
- Ensure appropriate health and safety vetting and risk assessments are conducted in all places where training and assessment takes place. This includes employer premises and other training provider locations where delivery is in partnership.

## **Management Team**

Company managers will

- Ensure all staff under their direct control implement safe working practices.
- Ensure as part of the Company induction new staff are competent in their respective vocational areas and are appropriately trained on an ongoing basis in Health and Safety procedures.
- Ensure the learning environment outside the Company premises are assessed for Health and Safety suitability prior to the learning programme taking place.
- Ensure identified responsibilities within Appendix A are carried out in line with the guidance.
- Ensure other appropriate staff involved in the production and maintenance of Health and Safety records keep such records up to date and available for inspection.

## **Safe Learner Advisers**

The adviser is responsible for promoting and ensuring the health, safety and welfare of all learners. This includes the monitoring of the arrangement for vetting of suitable training premises, provision of training and advice.

Duties will include:

- Schedule on a risk basis the vetting of all training premises and outdoor activities
- Provide training and advice of the completion of the vetting process, risk assessment and other required topics
- Advise management and staff on all aspects of health, safety and welfare relating to learners to ensure compliance with the safe learner blueprint.
- Schedule risk assessment activity and individual learner risk assessments as required
- Undertaking learner accident investigations and providing remedial recommendations. A record of all such accidents / incidents will be maintained and will ensure that steps are taken to prevent recurrences
- Ensure that all accidents and dangerous occurrences are properly recorded, reported and investigated and that all employees, contractors and visitors are made aware of safety procedures. The funding provider incident reporting requirements will be followed for RIDDOR events involving learners.
- Monitoring the maintenance of statutory records, reports and notification procedures.
- Preparing statistical information relating to learners health, safety and welfare.
- Assessing and advising on Health, Safety and Environmental training needs for delivery and assessment staff.
- Liaising with the relevant enforcing authorities.
- Promoting and participating in health and safety initiatives and activities as required.
- Act as first port of call for learner safety matters.
- Ensure all learners have been provided their entitled information regarding health and safety.

## **Employees**

All employees must:

- Comply with the Health Safety and Environmental Policy and related procedures.
- Take reasonable care of their own health and safety and outline to their manager any individual needs they might have.
- Use the correct tools and equipment for the job and ensure that they are kept in good condition
- Wear the appropriate personal protective equipment at all times and ensure learners follow the same guidelines
- Consider the safety of other people and vulnerable individuals who may be affected by their acts or omissions.
- Understand the emergency procedures of the Company and the associated buildings.

- Work in accordance with information and training that has been provided.
- Make use of safety aids, appliances, equipment and protection clothing where necessary.
- Co-operate at all times with respect to Health, Safety & Environmental matters under their duties under Health and Safety at Work Act 1974.
- Refrain from intentionally misusing or recklessly interfering with anything that has been provided for Health, Safety & Environmental reasons.
- Report any hazardous defects in plant and equipment, or shortcomings in the existing safety arrangements, to their manager who will take the necessary action.
- Not undertake any task for which authorisation and/or training has not been given.

### **Management of Health and Safety**

For the Learner

- Health and Safety vetting processes include completion of an employer/location health, safety and welfare assessment record. The process is completed prior to commence a learning programme on an employer's premises. The tracking of the vetting process is the responsibility of the designated Health and Safety Advisor.
- The Company have arrangements in place to ensure safe recruitment processes and is detailed fully in the Safeguarding Children and Vulnerable Adults Policy and procedure.
- The views of learners in relation to Health and safety and feeling safe will be covered, where possible, through the quality monitoring and student questionnaire processes. To ensure the safe learner blueprint is followed learners will receive an indication of the Health and Safety provision they are entitled to which includes
  - Information
  - Instruction
  - Training
  - Welfare facilities
  - Risk assessments/controls
  - Levels of supervision
  - Prohibitions
  - Restrictions
  - Employers duties to them
  - Their duties to the employer
  - Expectations of safe, healthy and supportive environment
  - Their rights
  - Safe behaviours
  - Accident reporting
  - Incident reporting
  - Protective equipment/clothing
  - Leave entitlement
  - Monitoring/review

- Learner targets/aims for health and safety behaviours and knowledge
- Learners undertaking outdoor or physical activities will complete pre-course information sheet, a medical form and record other special requirements prior to the event
- The Company shall ensure all learners are aware of the hazards associated with the outdoor or physical activities they will undertake on the course.
- The company shall provide learners with appropriate personal protective equipment for their studies.

#### For the Company

- General and fire risk assessments are reviewed annually and revised as necessary in order to meet the requirements of regulation 3 of the management of Health and Safety at Work regulations 1999. More detailed risk assessment covering specific events are carried out and reviewed as necessary
- Senior Management Team will advise the management of the measures needed to ensure the Company complies with current regulation.
- Health and Safety inspections will be carried out in all rooms associated with the Company premises. The inspection sheets are forwarded to the relevant manager to take the necessary prompt action. Completed records will be stored by the MIS and Office Manager and available for review.
- The Company will provide the necessary induction and training to all employees including an annual health safety and environmental policy briefing and staff handbook update. The company makes available electronically all policies to staff and updated guidance.
- Health, safety and environment is a quarterly standard agenda item which includes summary reports on all relevant HS processes and identified good practice.
- Under the Health and Safety (First Aid) regulation 1981, employers should provide adequate equipment and facility for the provision of first aid. This must be at least at fully stocked first aid box and a trained first aider. Identified persons have responsibility for checking the list and box monthly and replenishing where required.
- Fire evacuation procedure is detailed on each site.
- The welfare of staff is consistently considered, and the Company strives to follow the HSE standards that aim to manage work related stress

These factors are:

- Demands
- Control
- Support
- Relationships
- Role
- Change



### **General code of practice of safe working**

- All equipment must be installed, tested and used in accordance with manufactures instructions
- If equipment is suspected to be faulty or damaged this must be reported immediately
- All materials, tools and equipment must be stored securely and switched off/unplugged after use
- Advice on safety matters can be obtained from the Senior Management Team and the HSE website.

### **Accident reports**

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) placed duties on employers to comply with reporting work related accidents and incidents to the Health and Safety Executive. The company has a statutory duty to report notifiable accidents to the HSE and FSA as soon as possible by telephone and in writing within 10 days of the incident. (In event of death)

All fatalities, injuries or accidents occurring on property used by the company staff must be reported, whether it involves a learner, employee or any other person on the premises – or the relevant outside agency's accident and report form must be completed to comply with that agency's procedures, and a copy must be taken and given to the Directors.

All fatalities, injuries or accidents (including near misses) to company employees must be reported in the **Accident Book**, which should be held on the premises.

### **How do you decide whether an accident is 'work related'**

An accident will be reportable if it is work related – the work itself must contribute to the role and any of the following play a significant role.

- a) the way work was carried out
- b) any machinery, plant, substances or equipment used for the work
- c) the condition of the site or premises where the accident occurred

### **Statutory reporting – reporting of injuries, diseases and dangerous occurrences regulations 1995 RIDDOR**

#### **Death of a Person**

All deaths to workers and non-workers, with the exception of suicides, must be reported if they arise from a work-related accident, including an act of physical violence to a worker. The person in charge of the premise in which company staff are operating must telephone the Health and Safety Executive immediately (0345 300 9923) or complete online form (F72508 Report and Injury)

The Directors must be notified by telephone immediately after telephoning the HSE (This is in addition to any notification protocols implemented by the person responsible for premises in which company staff are operating.)

The scene of the incident must be cordoned off and left untouched unless it presents an immediate danger to others, with company staff complying with all relevant protocols.

The Senior Management Team of the premises at which company staff have been operating, is normally responsible for completing the relevant form required by the HSC and FSA and seeing it is forwarded to the HSE and FSA within 10 working days.

#### **Specified Injuries to Workers**

You must ensure that all types of work-related accidents are reported through the laid down, procedures in force at the premises in which you are operating.

Where an employee suffers a specified injury (as defined in this guidance) as a result of an accident arising out of or in connection with work, the person in charge of the premises, is required to telephone the details of the accidents to the relevant Health & Safety Unit, immediately or as soon as possible after the event.

## **Specified Injuries to Workers**

The list of 'specified injuries' in RIDDOR 2013 replaces the previous list of 'major injuries in RIDDOR 1995.

Specified injuries are (regulation 4):

- Fractures, other than to fingers, thumbs and toes
- Amputations
- Any injury likely to lead to permanent loss of sight or reduction in sight
- Any crush injury to the head or torso causing damage to the brain or internal organs
- Serious burns (including scalding) which:
  - Covers more than 10% of the body
  - Causes significant damage to the eyes, respiratory system or other vital organ
- Any scalping requiring hospital treatment
- Any loss of consciousness caused by head injury or asphyxia
- Any other injury arising from working in an enclosed space which:
  - Leads to hypothermia or heat-induced illness
  - Requires resuscitation or admittance to hospital for more than 24 hours

### **Over seven day injuries to workers**

Where an employee is incapacitated as a result of an accident at work and incapable of performing their normal work duties for more than seven consecutive days after the accident (excluding the day of the accident, but including non-working days) the SMT in charge of the premises in which company employees are operating is required to notify the enforcing authority:- (details on RIDDOR).

### **Injuries to non-workers**

You need to ensure that an accident to someone who is not an employee (e.g. learner or visitor) – which is as a result of work-related accident is reported if:

A) The death of any person.

**AND**

B) They result in an injury and the person is taken directly from the scene to hospital for treatment to that injury

### **Diseases**

A manager or person in charge of the premises in which company staff are operating may be informed in writing by a registered medical practitioner that a company employee or person undergoing training is suffering from a work-related disease specified in RIDDOR 1995. A copy of that notification must be given to the Directors. This must be reported to the enforcing authority.

The diseases, which are most likely to be reported under this heading are:

- i) Conditions due to physical agents and the physical demands of the work  
Cramp of the hand or forearm due to repetitive movements. Bursitis at or about the knee  
Traumatic inflammation of the tendons of the hand or of associated tendon sheaths  
Carpel tunnel syndrome.
- ii) Infections due to biological agents  
Hepatitis Legionellosis Tetanus
- iii) Conditions due to substances  
Occupational dermatitis Occupational Asthma

The health and safety officer of responsible person must ensure that the relevant form is completed immediately and forward copies to the managing director.

### **Emergency Action Plans**

The plan should include all the actions needed in light of an emergency situation:

- Find out the cause of the emergency and control the environment
- Call the relevant emergency response team
- Evacuate or isolate the area
- Prevent the situation getting worse
- For off-site activities the risk assessment will have highlighted when and who to contact as a situation develops, to the area you are operating in i.e. Fire / Ambulance / Police / Mountain Rescue / Lifeboats
- Skills4 will then put into action the relevant company actions
- The press should be kept out of harm's way until it is safe and, they have relevant permission to enter the area from the emergency team on site.
- Only the Managing Director will talk to the press in a controlled manner.