



# Health and Safety Policy

Version Control				
Version	Author	Date	Changes	Review Date
1	E Merrick	06/12/2021	Policy creation	06/12/2022
1.1	E Merrick	06/12/2022	Policy review	06/12/2023
1.2	D Priestley	11/10/2023	Policy review	10/10/2024

# Health and Safety Policy

## Introduction

Section 2 (3) of the Health & Safety at Work Act 1974 states:

"Except in such cases as may be prescribed, it shall be the duty of every employer to prepare and as often as may be appropriate revise a written statement of his general policy with respect to the health and safety at work of his employees and the organisation and arrangements for the time being in force for carrying out that policy, and to bring the statement and any revision of it to the notice of his employees". (Please see para 10).

Regulation 4 of the Management of Health and Safety at Work Regulations restates the above requirements as part of a company management system.

Regulation 3 (1) of the Management Regulations requires every employer to make a suitable and sufficient assessment of:

- The risks to the health and safety of his employees whilst they are at work; and
- The risks to the health and safety of persons not in his employment arising out of or in connection with the conduct by him of his undertaking.

New Regulations also require:

- The employer to designate competent personnel to take charge of health and safety activities or to use outside agencies;
- The employer to provide for first-aid, fire and emergency arrangements;
- The employer to provide information and training for employees and to consult worker's representatives on health and safety matters and
- Employees to take care of their own and others safety and to co-operate with their employer.

## NOTE

The Health & Safety (Training for Employment) Regulations extend the Health and Safety at Work Act to cover people provided with "relevant training" which is defined as "work experience" provided pursuant to a training course, or training for employment, or both" i.e., all people receiving training or work experience from an employer in the workplace are deemed to be employees for the purposes of health and safety legislation.

All staff are Health and Safety trained during their induction. The training covers a full breakdown of the Health and Safety Policy, including their associated roles and responsibilities to ensure it is effectively implemented. This includes: display screen equipment, PPE, COSHH, PUWER, Risk assessment, near miss/accident reporting, RIDDOR etc. Refresher training takes place annually through a minimum of 2 x Health and Safety tool box

talks for emerging issues. Training includes a full breakdown of this Health and Safety policy, including staff responsibilities to ensure it is effectively implemented.

### The Safe Learner

Aim2Learn Ltd (A2L) is totally committed to the concept of the “safe learner” and makes every effort to translate the concept in to practical applications for the learner. This is achieved by focusing the effort in the “transfer” stage where information/training is being delivered to the learner. This is typically with the tutors in the training centre. Intervention at this level is liable to have the most significant impact. The focus is on instilling in the individual learner a sense of responsibility for self, and others, and providing a supportive climate to encourage the appropriate development of the individual’s skills.

### Violence/Bullying /Abuse

The Health and Safety Executive’s definition of work-related violence is ‘any incident in which a person is abused, threatened or assaulted in circumstances relating to their work’. Any allegation will be thoroughly investigated by the Directors and where necessary the appropriate action taken.

### **Responsibilities**

The Directors have corporate responsibility for safety and hence will ensure that an effective policy is maintained to prevent injuries, loss or damage to property, of risks to persons, whether employed by A2L or not, but affected as a result of Company activities. The directors will ensure that all employees and learners fulfil their responsibilities and, as far as is reasonably practicable, ensure that no impediment exists to prevent the fulfilment of this obligation. They will also initiate actions to ensure the elimination or reduction of risks to safety and health. In its commitment to prevent injury and ill health to employees, contractors and others affected by day-to-day operations, and in striving for continual improvement, A2L sets annual objectives and targets against which its performance is monitored.

### **Designated Competent Person**

The Directors will appoint a 'Competent Person' who will be responsible for developing, communicating and implementing a cost effective, strategic safety programme for A2L as a whole. This will be done through liaison with the Directors who will ensure that A2L has, at all times, the capability and resources to operate safely. The designated 'Competent Person' will co-ordinate activities relating to safety at all work locations within A2L and monitor standards achieved by regularly auditing safe systems of work, and recording the results of such audits. Until notified otherwise, the staff member designated as the 'Competent Person' will be the

holder of the post of “Health and Safety Officer”. In the absence of the Directors the next senior staff member will assume overall responsibility for Health and Safety matters. General Health and Safety information can be sourced at [www.hse.gov.uk](http://www.hse.gov.uk)

## **Tutors**

Every Tutor has the responsibility for their own safety and occupational health as well as that of the learners for whom they are responsible and for the safety and loss prevention activities relating to all facilities entrusted to their care as laid down in their job description.

Tutors are responsible for developing suitable programs to encourage safety awareness and ensuring compliance of all personnel A2L safety principles, standards and policies as laid down by the Directors. Specifically they must ensure:

- That each learner is given sufficient information at the start of any training course about company policies and housekeeping rules.
- That each learner is competently and adequately supervised and provided with experience and training necessary to undertake their appointed tasks safely
- That learner in their charge are given sufficient time and resources to undertake practical tasks safely and efficiently
- That adequate, competent qualified supervision is provided for ALL jobs
- That the procedure to be used for each task is adequately thought out, hazards identified and appropriate safety precautions taken and the procedure properly communicated to the operators
- That equipment and facilities are kept in a safe condition and any faults reported
- That equipment supplied to the learners is properly selected, used and maintained to allow safe completion of the work
- That all of the above apply when personnel or learners are working away from their normal place of work.

## **First Aid**

First-aiders are responsible for providing first aid to injured staff and learners until more medically qualified personnel arrive. In the event of any incident resulting in the necessity to provide 'first-aid', the Tutor in charge should direct injured people to the trained first aiders – A list of first aiders is at each first aid location. The Tutor in charge will enter details of the treatment given and action taken in the Accident Book. The designated ‘Competent Person’ is responsible for the maintenance of first-aid boxes.

## **Staff and Learners**

Every staff member and learner has a continuing duty to exercise responsibility and to do everything reasonably practicable to prevent injury to themselves and others.

Staff and learners must at all times use appropriate safety clothing and equipment as recommended and provided by the management; they must report any accidents, incidents, near misses and/or potential safety hazards promptly to the Directors.

In cases of proven misconduct by an individual employee or learner which places at risk the health and safety of that employee or learner or any other person, A2L shall take appropriate action against that person in accordance with established disciplinary procedures.

## **Risk Assessments and COSHH Records**

Assessments of risks in each location will be carried out by nominated staff members who will submit their written reports to the Directors for further discussion and the implementation of any necessary action. The designated 'Competent Person' will be specifically responsible for the recording of risks associated with hazardous substances.

## **Staff meetings**

All staff meetings will include 'Health and Safety and Welfare at Work' as an agenda item. Where necessary any member of staff should discuss important matters with Management without waiting for the next meeting. Learners should discuss any issues during their workplace review or urgent matters immediately with their tutor.

## **Manual handling**

Where possible lifting equipment should be used to facilitate lifting. Where this is not possible correct lifting techniques must be adopted. No one should attempt to lift anything, which is above their capabilities.

## **Personal Protective Equipment (PPE)**

Items of personal protective equipment (PPE) will be issued to staff and learners as required in order to comply with the Personal Protective Equipment at Work Regulations 2002. PPE will be issued against a signature and the recipient of each item of PPE will be responsible for the correct use, care, storage and maintenance of that item.

## **Classroom equipment**

The Directors will ensure that the correct tools and equipment comply with current legislation, i.e. maintenance. Appropriate training will take place with staff and learners before use of tools and equipment.

## **Emergencies**

A2L will provide and display a set of emergency procedures to be followed in the event of fire, hazardous substance spillage etc. The procedures contains specific details on many aspects of fire prevention and what to do in the event of a fire e.g. smoking in delegated areas only, raising the alarm, assembling at the designated area etc. Emergency exercises and drills will be held regularly to test the procedure and response of personnel. The designated Fire Marshall's will be specifically responsible for the running and recording of drills etc. Action will be taken to correct any deficiencies or weakness detected.

## **Continuous Improvement**

A2L is committed to securing continuous improvement in health and safety which will be achieved by the systematic identification, assessment and control of risk; by undertaking regular reviews of performance and by conducting audits of health and safety management systems. A2L regards statutory health and safety requirements as the minimum standards and will seek, wherever reasonably practicable, to exceed such standards.