



# Health and Safety Policy

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## 1 Purpose

The Health and Safety at Work Act 1974 requires all employees to behave safely and responsibly at all times. Any action, or failure to take action, which endangers the safety of employees or other people could lead to disciplinary action, legal action of both. The employer also has legal obligations under the Act.

It is the policy of Moor Training under the Health and Safety at Work Act 1974 to conduct its operations in such a manner as to ensure the health, safety and welfare of all of its employees, learners and others working on its premises and the general public.

## 2 Policy Commitment

The Company will ensure, so far as is reasonably practicable, that its equipment and premises provide a healthy and safe working environment.

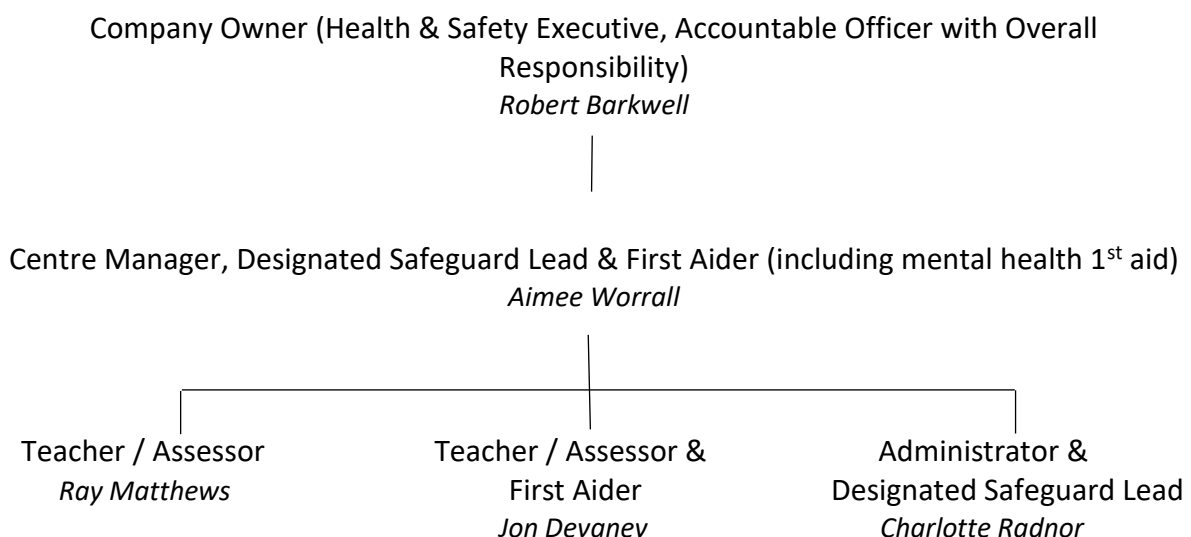
Moor Training commits itself to implementing the Health and Safety at Work Act 1974 and will actively seek the co-operation of all employees, learners and external education and training personnel, to meet this commitment.

## 3 Roles and Responsibilities

The responsibility for ensuring that the Company carries out its statutory obligations lies with the Company Owner.

### 3.1 Lines of Responsibility

Lines of responsibility are as follows:





### 3.2 Company Owner Responsibilities

The Company Owner is responsible for;

- Ultimate responsibility for the health, safety and welfare of centres employees whilst at work, including visitors, learners and any other person likely to be affected by Centres activities.
- Co-ordinating Health and Safety Policy and practice in the establishment.
- Monitoring the effective implementation of the Health and Safety Policy.
- Advising all staff of good practices, training requirements and the standards required, to manage the implementation of Health and Safety efficiently.
- Investigating reportable injuries and incidents and advising on lessons to be learnt while liaising with authorities such as the Health and Safety Executive.
- Assisting in the investigation of accidents.
- Ensuring that all risk assessments are carried out in accordance.
- Conducting safety inspections of Company premises according to risk category.

### 3.3 Centre Manager Responsibilities

The Centre Manager along with teaching staff have day to day responsibility for health, safety and welfare.

- Assisting in the investigation of accidents.
- Assist in risk assessment reviews and monitoring.
- Advising staff, learners and visitors as to the appropriate action to be taken to comply with the relevant regulations including; Manual handling, Good housekeeping, Fire Prevention, First aid at work, Display Screen Equipment, Environmental (working conditions), Accident reporting in accordance with RIDDOR, COSHH, Assessment and Risk Assessment.
- Electronic Health and Safety information is kept current and implemented.
- Ensure that accidents/incidents are recorded and investigated.
- Ensure that staff are aware of and observe the Health and Safety policy.
- Maintaining records, as directed by the Head of Faculty / Department, of all apparatus and checking that all equipment and apparatus is regularly inspected and serviced.
- Ensuring that all staff receives appropriate health and safety information and training.
- Ensuring that COSHH and risk assessments are reviewed regularly and monitoring the effectiveness of safety management.
- Advising visitors as to the appropriate action to be taken to comply with the relevant regulations.

### 3.4 Teachers and Assessors (training and assessment staff)

Teaching staff have day to day responsibility for health, safety, welfare and the implementation of this policy throughout their areas of responsibility.



They achieve this by;

- Familiarising themselves with the centres Health and Safety Policy, and to instruct learners regarding health and safety within their area.
- Having adequate knowledge of the requirements of the Health and Safety at Work Act, relevant regulations, approved Codes of Practice and any other legislation applicable to their areas of responsibility.
- Carrying out safety inspections of their areas of responsibility, for instance, for assessors this will include appropriate Health and Safety checks of learners' workplaces or for course tutors the inspection of training rooms to ensure that they are safe and fit for purpose.
- Protect the safety of learners whilst they are in their charge at centre or at external venues or locations.
- Ensuring that clear safety instructions and warnings are given, understood and obeyed.
- Ensuring that they and their learners know the whereabouts of First Aiders and First Aid facilities.
- Ensuring that protective clothing, safety guards, etc. are used as required and enforcing safe working procedures.
- Dealing promptly with any health and safety matters
- Ensuring that in the event of a serious accident, nothing is moved at the scene of the accident, excepting where it is essential to prevent another accident happening, e.g. an explosion, fire or electrocution, or to remove a casualty.
- Reporting any injuries, accidents or dangerous occurrences requiring action under RIDDOR to the Centre Manager for further investigation and collation of evidence.
- Ensuring that all equipment in their areas of responsibility is in good, safe working conditions, removing from use any equipment that is not, and reporting suspected defects to the Health and Safety Officer.
- Monitoring working practices and ensuring that they, and their learners, are fully aware of any hazards.
- Ensuring that all learners and visitors in the area of responsibility are aware of, and abide by, the Company's Health and Safety Policy and are made aware of likely hazards in their area of work.
- Ensuring that visitors in their area of responsibility are supervised and advised as appropriate.
- Ensuring Risk Assessments are completed and available for their curriculum area, which cover all significant risks, and control measures in place as required. This information must be forwarded to the Centre Manager.
- Where appropriate ensuring that proper measures are taken for the storage, use and disposal of hazardous material.



### 3.5 All Employees Responsibility

All employees staff have the following responsibilities;

- Reading and complying with the Company's Health and Safety Policy.
- Maintaining good housekeeping and that all work areas are kept clean, tidy and free from obstruction.
- Using the correct aids and materials for the job in hand, making full use of safety equipment, devices and procedures.
- Reporting to the Centre Manager any defects in machines, equipment or fittings.
- Not attempting to repair any equipment, especially mechanical or electrical, themselves.
- Developing a personal concern for Health and Safety of themselves, or for others, in their acts or omissions.
- Informing the Centre Manager if they have any doubt about their ability to carry out any work without unnecessary risk.
- Conforming to all Health and Safety Regulations and seeking advice if the Regulations are not known to them.
- Reporting all accidents, dangerous occurrences or near misses to their line manager immediately after first aid, if required, has been administered.

### 3.6 Learners and Visitors Responsibility

Moor Training learners and visitors are to help implement the Company's Health and Safety Policy by;

- Co-operating and maintaining a tidy and safe working environment.
- Reading and complying with the written policy and any other Company procedures.
- Using the appropriate safety equipment and clothing as directed.
- Reporting an accident immediately to the person in charge of their class or to any other member of staff.
- Reporting any hazard, dangerous equipment or service to the person in charge of their class or to any other member of staff.
- Using in a safe manner and not wilfully misusing, neglecting, damaging or interfering with apparatus, equipment, centre premises or services.
- Complying with routine Health and Safety instructions given by their supervisor or instruction, in verbal or written form.
- Working in a safe manner and avoiding placing themselves or others at unnecessary risk by only operating equipment for which they have received adequate training.
- Using the correct tool and equipment for the job in hand, and using the safety equipment and PPE provided as directed by their supervisor, avoiding improvisation.



- Reporting to their supervisor suspected failings in tools, safety equipment or instruction.
- Knowing the location of the nearest first aider and the actions to be taken in the event of injury, fire or security alerts.
- Sign in and out at Reception.

### 3.7 First Aiders Responsibilities

- Should be reliable and able to remain calm in an emergency and fit enough to be able to deal with a first aid situation
- Must deal with an accident/injury when the nurse is delayed or unavailable. First aid includes treatment of minor injuries, which will not always need the services of medical or nursing personnel
- Must be permitted to leave their work immediately and go rapidly to the scene of an emergency when called
- Must fully complete an Accident, Incident or Dangerous Occurrence Reporting Form to record any treatment given.
- Are responsible in their area for keeping the first aid boxes clean and stocked to the required standard, with the help of the Occupational Health Nurse
- Must hold an approved First Aid at Work Certificate and be prepared to receive approved refresher training every three years and to attend annual refresher courses where possible
- Must be prepared to take further specific training as approved by the Health and Safety Executive if specific hazards exist in a First Aider's area.



## 4 Illness / Accidents

### 4.1 First Aid

Details of the first aid procedure will be provided to all learners at induction and visitors on arrival. First Aid kits are clearly indicated on plans and located in specific areas.

The Company shall ensure that accidents will be investigated immediately.

### 4.2 Qualified First Aiders

Details of First Aiders trained to give assistance if required is located on notice boards throughout.

In the event of a need for a 1<sup>st</sup> Aider always go to Reception.

### 4.3 Accident and Emergency Procedure

Do not leave the patient alone and render first aid if possible, but only if you are trained to do so.

Contact Reception for a 1<sup>st</sup> Aider: 01837 659357

In the event of an emergency 999.

### 4.4 Following an Accident

Report the accident immediately to a member of staff, who will liaise with the Centre Manager.

A complete a form in the accident book, which is located in the main office must be completed.

Work placement Mentors should record all accidents to apprentices in their own accident book and action accordingly, informing Moor Training of the accident.

### 4.5 Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)

#### 4.5.1 General

The Centre Manager must be informed immediately in the event of a serious accident or incident, including a near miss and also when an employee, learner or self-employed person working under the Centres control remains absent for more than seven consecutive days, following an accident at centre or if they have been detained in hospital.

The Centre Manager will take the appropriate reporting action in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) and liaise with the Director.

#### 4.5.2 Notifications of RIDDOR

The Regulations require that the relevant enforcing authority is notified 'by the quickest possible means e.g. telephone'.

The Centre Manager will report RIDDOR.





An official RIDDOR report will be generated either by the enforcing authority regarding incidents including:

- a) The death of any person as a result of an incident arising out of or in connection with work.
- b) Any person at work suffering a specified major injury\* as a result of an accident arising out of or in connection with work.
- c) Any person who is not at work suffering an injury as a result of an accident arising out of or in connection with work and where that person is taken from the site of the accident to a hospital for treatment in respect of that injury.
- d) Any person who is not at work suffering a specified injury as a result of an accident arising out of or in connection with work at the centre.
- e) Where there is a dangerous occurrence.
- f) Incidents of non-consensual physical violence.
- g) Where, as a result of an accident arising out of or in connection with work a person is absent from work for more than 7 consecutive days.

They must also report as soon as practicable, and in any case within 10 days of the accident/incident, using the approved form, any situation where a person at work is incapacitated for work of a kind, which they might reasonably be expected to do.

\*A specified injury is defined as:

- 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 organs
- 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



## 5 Safety

### 5.1 Fire Drills

Fire drills (practice emergency evacuations) will take place annually and at other times if deemed necessary and appropriate.

All staff and learners must be informed of what to do in case of fire / emergency evacuation during their initial induction programme.

Fire Drills are extremely important in order that we test the procedures and learn how to evacuate the Centre quickly and in an orderly fashion.

It is important that all staff respond in a positive manner and set an example for learners to follow.

### 5.2 Gangway, Exits and Entrances

You must not obstruct corridors, exits, entrances or stairways.

Designated fire exits must be kept clear and free from all obstructions at all times. Fire doors must be kept closed.

### 5.3 Running

You must not run on Centre premises, in or between the buildings.

### 5.4 Smoking

Smoking, this includes 'Electronic Cigarettes/devices', is not permitted in any part of the Centre other than the designated smoking area, by any person regardless of their status or business with the centre.

Any person who is found to be smoking on the centre premises not in designated area will also be liable to disciplinary action.

### 5.5 Protecting yourself again infection

Simple measure such as hand washing will help protect you and others from cross infection. However, blood borne viruses such as Hepatitis B or C and H.I.V. are a risk, which may be spread by body fluid contact.

To prevent cross infection you should:

- Wear gloves when carrying out first aid procedures
- Cover your own skin sores or wounds with a waterproof plaster. Plastic glasses will protect your eyes against splashes.

If your eyes, mouth or wounds on your skin are splashed by a casualty's blood, wash thoroughly and contact the First Aider.



## 5.6 Housekeeping

It is essential that all work areas are maintained in a clean and tidy condition, failure to do so may constitute a breach of health and safety procedures.

It is everyone's responsibility to ensure that good housekeeping is applied.

Ensure that walkways and fire exits are kept clear of any kind of obstruction and that rubbish, especially combustibles are not allowed to accumulate; it must be cleared daily. Litter can be a hazard causing slips, trips, falls and fires, do not drop it.

## 5.7 Personal Protective Equipment (PPE)

Suitable Personal Protective Equipment (PPE) must be worn in certain areas by employees, learner and invited visitors as appropriate in their particular circumstances.

Where learners are required to wear PPE, staff must ensure that it is worn and that it is worn correctly.

## 5.8 Hazards and Risks

A Hazard is anything that has the potential to cause harm, such as chemicals, electricity, working from ladders, an open drawer, unsafe acts or conditions, etc.

The Risk is the chance, high or low, that somebody could be harmed by these and other hazards, together with an indication of how serious the harm could be.

If you discover a potentially serious hazard remove it or deal with it yourself if possible or prevent contact or access to it.

Then report to a member of staff or the Centre Manager.

## 5.9 Risk Assessments

Risk Assessments will be in place for each workplace taking into account activities and working environment.

Risk Assessments will be carried out in order to:

- Assess the risks to the health and safety of staff to which they are exposed whilst they are at work.
- Assess the risks to health and safety of persons not employed by the Centre arising out of or in connection with the work of the Centre.
- Record significant findings of the risk assessments to include suitable and sufficient control measures.
- Review and revise risk assessments



The Company Owner along with the support from staff will ensure that a review of Risk Assessments are undertaken annually or before if required.

Where there is a change of circumstances, i.e. change in working activity, identification of a new hazard, a further assessment is undertaken, and records amended.

### 5.10 Control of Substances Hazardous to Health (COSHH)

The Centre will keep records of manufacturer details in relation to COSHH and

Any incidents shall be recorded accordingly.

### 5.11 Electrical Appliances

Electrical installations and the majority of appliances within the Centre will be tested periodically and maintained as necessary.

Personal equipment such as smart phones, tablets and laptops may be used as these are very low voltage, however chargers have the potential to represent a significant hazard and must be checked.

Where portable appliances are used, it is the responsibility of those using them to regularly visually inspect them, paying attention to the condition of plug tops, damage to cables and appliance housings.

Where damage is found the equipment or appliances must be taken out of use until repaired.

Work on electrical appliances or installations, can only be undertaken by authorised personnel who have the relevant qualifications or competence.

### 5.12 The Working environment

#### **Ventilation**

The Company will ensure that adequate ventilation is provided in all workplaces

#### **Lighting**

The Company will ensure that there is suitable and sufficient lighting to enable people to work, move from place to place safely, and not experience eyestrain. Staff are responsible for reporting to the Centre Manager defective lighting and ensuring that it is rectified as soon as possible.

#### **Heating**

The Company will endeavour to maintain a temperature of at least 16 degrees Celsius inside workplaces.

#### **Washing and Sanitary Facilities**

The Company will provide sufficient washing and sanitary facilities.



### **Work related stress**

Stress is the adverse reaction people have to excessive pressure which, in certain circumstances, can lead to mental and physical ill health. It is the responsibility of all employees to ensure that neither they, nor any of their colleagues, are made ill by their work through stress. The Centre Manager will constantly be alert to work pressures that could cause high and long lasting levels of stress, who might be harmed by these pressures and also what could be done to prevent the potential harm.

Staff are also encouraged to be alert to the symptoms of stress in their colleagues (for instance, changes in a person's mood or behaviour, irritability or indecisiveness) and to discuss with the Centre Manager.

### **Company Insurance**

The Company will maintain an appropriate level of Employer Liability and Public Liability Insurance to its current business activities.