

NORTH WEST COMMUNITY SERVICES TRAINING LTD

HEALTH AND SAFETY POLICY

(Policy specific to ESFA/LCR funded activity)

NWCS Training Ltd also works in accordance with the following legislation and guidance:

- Keeping Children Safe in Education (DfE September 2021)
 - Health and Safety at Work Act 1974
 - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
 - NWCS Child Protection / Safeguarding Policy
 - <https://www.gov.uk/coronavirus>.
 - The Prevent Duty Departmental advice for schools and childcare providers (DfE 2015)
 - Prevent Duty Guidance for Further Education Establishments in England and Wales (HMG 2015) Serious Crime Act 2015 (Home Office, 2015)
 - <https://www.nwcstraining.co.uk/remote-education-offer/>
 - <https://www.nwcstraining.co.uk/delivery-intent-statement/>
- Other departmental specific policies

Ultimate responsibility – This policy is specific to that of NWCS Training Ltd and has been ratified by Operational Manager Paul Sheron – 29/09/2021



29/09/2021

PURPOSE

To develop a comprehensive structure for the use, development and implementation of health and safety procedures throughout the Company and in placement premises where learners are assigned.

NWCS – Refers to North West Community Services Training Ltd.

NWCS Board of Directors (BOD), senior management team and staff formally and publicly accept their legal responsibilities in providing health and safety leadership within their organisation. This will be achieved by complying with the terms of the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999 codes of practice and relevant and associated legislation, to provide and maintain an environment where staff, apprentices, learners, visitors and for any person(s) associated with the company.

NWCS aim to have a positive, pro-active attitude to health and safety so far as is reasonably practicable, to provide a safe and healthy working environment, the Board of Directors recognise their duty to ensure employees are competent to carry out their tasks and are fully vetted to work with young and vulnerable people. Also to identify and provide suitable and adequate guidance, support and if applicable training for all employees.

NWCS aim to minimise occupational accidents and illnesses, by providing safe premises and equipment through effective risk-assessment and an effective maintenance programme. This will be done, so far as is reasonably practicable without risks to health, safety and welfare by providing the following: -

- Appoint one or more competent persons to help in supporting the company for undertaking the measures needed to comply with health, safety and welfare legislation.
- Have effective arrangements in place for assessing, planning, organising, controlling, monitoring and reviewing preventative and protective control measures.

Implementation Date: 1996

Authorised by Paul Sheron – Operational Manager

Version No5: – September 2021

QM/15-HEALTH AND SAFETY

- Promote a positive health and safety culture throughout the company.
- Provide and maintain a safe, healthy and supportive working / learning environment.
- Provide all employees with the necessary information, training, instruction and supervision in order that they may work safely and to ensure competence in their delivery of health and safety to apprentices, learners and employers.
- Coordinate health and safety policies, guidelines and risk assessments to be reviewed and updated. Ensure findings are properly and actively addressed prior to distribution to staff, employers, apprentices and learner.

Health and safety is a management responsibility which NWCS is committed in providing effective leadership by leading by example in communicating and promoting this policy and all supporting information. The director responsible for health and safety appoints a designated officer who is responsible for providing support, training, information, advice and guidance to managers and staff, in order to assist them in the implementation of the policy and systems and procedures.

NWCS employee's responsibilities include:

The duty to comply with any safety instructions and directives laid down within the company health and safety policy, guidelines and company risk assessments and any other associated policy and or by the request of the employer

- The duty (under section 7 Health and Safety at Work Act 1974) to take reasonable care for the health and safety of themselves and other persons who may be affected by his acts or omissions at work and as regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with him so far as is necessary to enable that duty or requirements to be performed or complied with.
- The duty (under section 8 Health and Safety at Work Act 1974) to properly use the means and facilities provided for health and safety at work and to refrain from the wilful misuse or interference with anything provided in the interest of health, safety and welfare.
- Make the necessary arrangements to supervise the training of apprentices and learners at work, whilst on the premises and promote a high standard of safeguarding, health and safety by personal example so that apprentices and learners leaving the company take with them a strong health and safety ethic and model good health and safety practice.
- Participate in the Inspection process of apprentices and learners work environment periodically, report findings of concern of any health, safety and welfare to the relevant person responsible who will investigate
- Continual communication between all staff members and record findings through relevant meetings
- Report all incidents / accidents to the person(s) responsible as written in the RIDDOR policy.

Young Persons

NWCS recognises its duty under The Management of Health and Safety at Work Regulations 1999 to provide a safe and secure working environment for young people, 'so far as reasonably practicable'. The company will achieve this through the systematic review and implementation of risk assessments, through safeguarding policy and procedures, guidance, supervision and training.

Vulnerable Adults

NWCS is committed to providing support and guidance to people described as vulnerable adults. This is covered in more detail within the NWCS safeguarding policy.

NWCS have a duty to consult with all staff on matters relating to their health and safety at work and, in particular, with regard to the following:

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QM/15-HEALTH AND SAFETY

- The introduction of any measure at the workplace which may substantially affect the health and safety of all staff.
- Arrangements for appointing or, as the case may be, nominating persons in accordance with regulations 6(1) and 7(1)(b) of the Management of Health and Safety at Work Regulations 1992(5).
- Any health and safety information required is to be provided to all staff by or under the relevant statutory provisions.
- The planning and organisation of any health and safety training required is to be provided to all staff by or under the relevant statutory provisions.
- The health and safety consequences for all staff of the introduction (including the planning thereof) of new technologies into the workplace.

NWCS staff responsibilities include:

- To participate in the company production of the health and safety policy, systems and procedures, copies of which will be given and stored for future reference
- To participate in all health and safety training and when required work towards a recognised qualification provided by the company. Share knowledge and understanding to support other staff in all areas of health and safety
- To liaise with the Health and Safety Officer and or the BOD member responsible for health and safety on all matters of health, safety and welfare concerns and in accordance with the health and safety policy and procedures

Other relevant Reading

NWCS asserts that this policy and associated procedures should be read and understood in the context of other relevant guidance, policies and procedures:

- Covid-19 Policy
- Company and Covid-19 Risk assessments
- Health and safety learner induction pack
- Lone worker policy and procedures
- Health and safety – RIDDOR Information
- Child Protection / Safeguarding Policy
- Expectant Mothers Policy
- Fire Evacuation Procedures
- Complaints Policy
- Grievance Policy
- Whistleblowing Policy

Risk Assessment

At the planning stage of any training, particular consideration must be given to the activities involved and a comprehensive risk assessment carried out to ascertain any foreseeable risks which may occur from carrying out such activities. All risk assessments shall be in writing and a record made of any group of employee/learner identified by the assessment as being especially at risk.

In assessing what risks might be foreseeable, the following points must be considered: -

- The opinions of a responsible officer who has practical experience of the activities in question.
- The accident records of other sites/training routes carrying out similar activities.
- Any specific differences which might increase or alter the significance of the risk, i.e. will it be carried on out of doors in conditions of cold, wet or poor light.

Where risks are involved which are not normally within the working experience of the Company, e.g. on employer's premises, etc., guidance in assessing foreseeable risks must be sought from an appropriate and authoritative source.

Where unusual risks are involved, e.g. electricity, reference must be made to the Organisation's specific guidelines for such risks.

In the event of any operation presenting risks which are either unusual or unpredictable in themselves or are usual risks but occurring in unusual combinations, guidance must be sought at the earliest possible planning stage of the proposed operation.

Eliminating and controlling risks

Having identified all reasonable risks, it is necessary to ensure that the effects of such risks are eliminated or controlled.

The essential steps in this procedure are to ensure that all employees and learners who are exposed to particular risks have: -

- Been supplied with adequate information about the nature of the risks involved, their effects, and possible consequences.
- Received clear instructions as to how to approach the risks involved and how to deal with them.
- Demonstrated through simulated training that they understand what they have been told and how they are capable of carrying out the particular task safely.

Monitoring

The Organisation has an obligation to develop the capacity to monitor all operations on a regular basis.

The first requirement of the monitoring system is to establish that the procedures for identifying, controlling or eliminating risks are working and are adequate to achieve their required objectives.

The second requirement of the monitoring system is to establish that the procedures are being adhered to and that unauthorised shortcuts are not being introduced.

Finally, it is most important to assess to what extent the procedures are still relevant to the risks involved and revise or amend them as necessary.

Authority and responsibility

It can be readily seen that within such diverse and geographically dispersed an Organisation as NWCS, it would be impossible for any one person, or indeed functional group, to adequately

QM/15-HEALTH AND SAFETY

discharge the Organisation's obligations. It is therefore important to specify the authority and responsibility of each person or group and to establish where each fits into the structure as a whole.

It is the responsibility of the Board of Directors to: -

- Accept ultimate responsibility for safety, health and welfare within NWCS.
- Ensure all staff are aware of the Company's Policy.
- Ensure appropriate members of staff are adequately trained to meet statutory requirements and company standards.
- Support disciplinary action where serious or continued disregard for company/statutory requirements and company standards is shown.
- Provide, as far as practically possible, adequate welfare facilities which are maintained in a good, clean condition.

The **Health & Safety Officer** in conjunction with staff, are responsible for preparing an adequate Policy for the Board's endorsement for ensuring that the structure for implementing the Policy is adequate and that sufficient funding and trained staff are available for effectively carrying it out.

Duties of the Health and Safety Officer are: -

- To be responsible for the general implementation of the Policy.
- To ensure new legislation is integrated into the safety management system if applicable.
- To ensure that all accidents are entered in the accident book.
- To arrange for accident investigation to be carried out as necessary.
- To report all accidents or dangerous occurrences which are outlined in the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations
- To review risk assessment and report to SMT as appropriate.
- The nominated person will check compliance with Statutory Health and Safety requirements.
- In the absence of the nominated person, any urgent requirements will be dealt with by the Operational Manager

Management, Training and other supervisory staff are responsible for ensuring that health and safety is being implemented within their respective areas of responsibility, and has the authority to delegate specified duties as and when applicable, with particular reference to Section 2 of the Policy Statement and all aspects of operations under their control.

The First Aider must: -

- Ensure first aid boxes are adequately maintained.
- Maintain records regarding any employee's/learners medical condition if deemed necessary.
- Contact the emergency services should this be necessary.
- In the absence of the First Aider any urgent requirements will be dealt with by another competent member of staff.

HSO Must: -

- Ensure that in the event of an emergency the areas under their responsibility are evacuated.
- Check that all employee/learners report to the assembly point and are checked against the nominal roll.

It shall be the duty of every employee and learner to: -

- Take reasonable care for the health and safety of him/herself and of other persons who may be affected by his/her acts or omissions at work.
- As regards any duty or requirement imposed on his/her employer or any other person by or under any of the relevant statutory provisions to co-operate with him/her so far as is necessary to enable that duty or requirement to be performed or complied with.

QM/15-HEALTH AND SAFETY

- Wear all protective clothing necessary to carry out a particular duty as and when protective clothing is provided by the Organisation or others.
- Report any accident immediately to his/her immediate supervisor or appropriate member of staff, and to the health and safety officer at NWCS
- It shall be the right of every **employee** and **learner** if in doubt regarding any safety matter whatsoever, to discuss it with his/her supervisor or appropriate member of staff.
- Not to interfere or misuse anything provided in the interest of health and safety.

Accident in the workplace

When an accident occurs within the workplace involving a NWCS learner it must be reported to NWCS all details must be recorded immediately in writing in the accident book, i.e.

- How the accident occurred
- When the accident occurred
- Where the accident occurred
- Possible causes for the accident/nature of the injury
- Name of learner who had the accident
- Name of any witness(es) to the accident
- Whether the learner was doing what he/she should have been doing at the time of the accident
- What happened immediately before and after the accident.

The person who takes the call must then immediately pass on the information to the Health and Safety Officer and on-site Operational Managers, or one of the Tutors if the Health and Safety Officer or OM's are not available. The Health and Safety Officer must visit the placement and investigate the accident by speaking, if possible, to the person who had the accident, also to any witnesses to the accident.

Education Skills Funding Agency (ESFA) must be informed as soon as possible if: -

- The accident happened to a learner and the injury(s) are serious, i.e. broken bone, and the learner will be absent from learning for three days or more.
- The learner is admitted to hospital and remains there for 14 hours or more
- The learner is absent for 3 days or more.

The Health and Safety Officer must complete the appropriate forms and return them to ESFA

NORTH WEST COMMUNITY SERVICES TRAINING
HEALTH AND SAFETY

This form is to be completed for each employee at initial induction.

1. The attached Policy is issued to you for your retention.
2. You are to ensure that you have read, noted and fully understood the contents of the extract.
3. Please sign and date the certificate below.

Certified that I have received a copy of the NWCS Policy on Health and Safety and have read, noted and fully understood its content.

Date

Signature

Centre

EXPECTANT MOTHERS POLICY

It is the duty of the employer to conduct a risk assessment on

- expectant mothers,
- mothers who have given birth within the previous six months
- mother's who are breastfeeding.

North West Community Services Training can only carry out a specific risk assessment if they are informed of the pregnancy which is confirmed by a certificate from a GP or midwife.

An expectant mother's risk assessment will then be carried out by the Health and Safety Officer in conjunction with the employer. This risk assessment will take into account any changes in the pregnancy as it progresses. The expectant mother should therefore inform NWCS of any changes in her health during the pregnancy which could be affected by her employment.

The 'Expectant Mothers Risk Assessment' form must be completed and stored in the young person's personal file and recorded on MIS - A copy of this form must be given to the employer.