

<b>Policy Name</b>	Health & Safety Policy	
<b>Policy Reference</b>	NWCS-OP09	
<b>Policy Owner</b>	Paul Sheron	
<b>Latest Review Date</b>	31/01/2023	
<b>Next Review Date</b>	31/01/2024	
<b>Version</b>	<b>Approved by</b>	<b>Summary of changes</b>
1	PS	

<p><b>Aim and Purpose of the policy</b></p>	<p>To develop a comprehensive structure for the use, development and implementation of health and safety procedures throughout the department and in Employer premises where learners are assigned.</p> <p>NWCS – Refers to North West Community Services Training Ltd.</p>
<p><b>Who is this policy for?</b></p>	<p>This policy relates to all activity carried out by NWCS Training Ltd</p>
<p><b>Key contacts and resources</b></p>	<p><u>Resources</u></p> <ul style="list-style-type: none"> <li>- Keeping Children Safe in Education (DfE September 2022)</li> <li>- Health and Safety at Work Act 1974</li> <li>- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)</li> <li>- The Management of Health and Safety at Work Regulations 1999</li> <li>- NWCS Child Protection / Safeguarding Policy</li> </ul> <p><u>Key Contacts</u></p> <p>Head of Centre- Paul Sheron        Operational Manager- Karen Luxon</p>
<p><b>Relate Policies and Procedures</b></p>	

### **Aim and Vision**

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, proactive 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.

### **Rationale**

NWCS aims to minimise occupational accidents and illnesses, by providing safe premises and equipment through effective risk-assessment and an effective maintenance programme. Health and safety is a management responsibility which NWCS is committed to 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.

### **Intent**

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.
- Promote a positive health and safety culture throughout the company.
- Ensure that all staff fully commit to this policy and a culture of health, safety and welfare.
- 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 and the requirements of this policy 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 learners.

### **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 cooperate 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:

- 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 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: - The BOD representative is Lindsey Appleby-Flynn**

- 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 (HSO) are: - The named HSO is Shirley Ashcroft**

- 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 an 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 have 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: - The Named First Aider is Paul Sheron**

- 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 employees/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 cooperate with him/her so far as is necessary to enable that duty or requirement to be performed or complied with.
- 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 and/or ill health 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 (Shorley Ashcroft) and on-site SMT, or one of the Training Officers if the Health and Safety Officer or SMT 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.

DfE / 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 bones, 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

### **Impact**

It is a requirement that 100% of learners/staff adhere to this Health & Safety policy. Health and safety policies and procedures are essential for the workplace because they:

- Demonstrate that the business is addressing its health and safety obligations.
- Show that the business is committed to working within a set of health and safety principles.
- Clarify functions and responsibilities in the business.
- Ensure that safe systems of work are recorded, communicated to workers and implemented in a consistent way throughout the business.
- Guide the future actions of workers in a formal way.
- Help the business to manage staff more effectively by defining acceptable and unacceptable behaviour in the workplace.
- Save time by allowing health and safety matters to be handled quickly through an existing procedure, rather than staff dealing with problems as they occur or responding differently each time the same issues arise.

Each of these advantages works towards improving the health and safety systems to create a culture where health and safety is a commitment made by the management and board. If we can do this, we will show staff that their welfare is our priority – leading to a safer culture and more productive working.

### **Definitions**

**'Staff'** refers to any individual that is employed within NWCS Training.

### **Policy Review and Implementation**



This policy will be updated as necessary to reflect current best practice, official guidance, and in line with current legislation.

This policy is specific to that of NWCS Training Ltd and has been ratified by Head of Centre Paul Sheron



31/01/2023