



# HEALTH & SAFETY POLICY

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## GENERAL STATEMENT OF POLICY

We owe a duty of care to all staff, students & visitors. In order to discharge this duty, we take steps to ensure working and learning environments are safe with risks to health being reduced to a minimum or eliminated. These steps include:

- Centre risk assessments.
- Well designed, user friendly documentation.
- Robust action plans.
- Staff awareness & training initiatives.
- H & S being an agenda item at board and centre meetings.
- H & S training to students.
- Robust vetting & approval process for placement companies.
- H & S being part of student reviews.
- Common sense at all times.
- An annual review of the policy.

## ROLES & RESPONSIBILITIES

- The Managing Director has the ultimate responsibility for H & S in the company and delegates the operational management of it to the Head of Operations.
- Operations Manager is responsible for the operational management of H & S in the company including changes to policies and procedures and resourcing. The focal point for all H & S matters. First point of contact to funding bodies and external partners, Co-ordinator of our overall approach. Line management responsibility for the Premises Manager and IT Manager.
- Premises Manager ensures audits, testing and repairs are carried out in a timely manner to conform to legislation and good practice at all times. Prioritises and co-ordinates workload with Operations Manager.
- Operations Manager/Head of quality is responsible for safeguarding management in the company. Co-ordinates overall approach. Shapes policy and develops processes.
- Business Administrator represents staff & students across the centre. Reports issues to the Operations Manager/Head of Quality and ensures agreed action to correct is taken. Help develop better processes & shape policy.
- Operations Manager is responsible for H & S in their Centre and is the first point of contact. Keep staff & students informed of H & S updates / changes. Review the learning & working environment in training centres and work with colleagues to bring about the necessary changes / improvements. Carry out maternity risk assessments and risk assessments for people with disabilities and / or specific learning differences. Help develop better processes & shape policy.

- The Operations Manager and Premises Manager are designated persons to respond to 'out-of-hours' call outs. Key holders will be contacted by the alarm company on activation. Key holders should not agree to respond to a call out, if they are over the legal alcohol limit to drive. They should be mindful of their own safety and if concerned about possible intruders on site, they should telephone the Police and await their arrival prior to entering the building. Before leaving the premises, the key holder should ensure the building is secure and the alarm re-set.
- All employees share a collective responsibility for ensuring we offer safe environments to all staff / students / visitors.

## MANAGEMENT OF HEALTH & SAFETY

### Students in our training centre are:

- Introduced to premises layout, health & safety requirements, emergency and first aid procedures during induction.
- Introduced to the concept of "safe working" in readiness for work experience or employment. This concept is embedded throughout their time with us.

### Students in placement companies:

- All placement companies are vetted and rated low, medium or high risk. Only placement companies demonstrating a satisfactory approach to health & safety are used. HSE guidance states that the employer offering the work placement has primary responsibility for the H & S of the student and should manage any significant risks.
- We ask that students are allocated supervisors / mentors who can responsibly oversee their activities in a way, which reduces the risk of accidents.
- Work placement vetters have or are working towards OCNWMR Level 2 Award in Risk Assessment for Work Placements (or equivalent) and appropriate occupational experience.
- H & S forms part of each student review. Adverse findings are investigated and actioned.
- We reserve the right to take additional measures to protect vulnerable students, e.g. DBS check.

### Student trips / outings:

- For accompanying students on trips/outings, the ratio is 1 staff member to 15 students (maximum). 2 staff members are required for accompanying between 16 and 30 students.

### Accident and near miss reporting:

- All accidents and incidents are recorded; those resulting in serious injury are reported immediately to the Operations Manager.

- Near misses are reported in writing (E-mail) to the Operations Manager. Immediate action is taken to address if necessary.
- The Operations Manager/Head of Quality investigate accidents which result in serious injury & take action to reduce or eliminate the chances of re-occurrence.
- Serious accidents / incidents are reported to the funding body / LEAD provider & local authority (if appropriate) via our Health & Safety officer using the latest required form.
- All accidents & near misses are recorded on to a database for review by the Operations Manager. Reports are compiled and shared to the management board at 3 monthly intervals, with action taken to reduce / eliminate risks as appropriate. Action needed by the centre is channelled via the Operations Manager.

#### Lone workers:

- Lone workers are categorised as staff working within a training centre separately from others (e.g. isolated training room) or those who are mobile working away from their training centre (e.g. Tutors/Assessors/Recruiters carrying out outreach activities, vetting checks, reviews, etc.).
- It is our policy to give instruction & training to such staff which minimises or eliminates the risk of danger or harm.
- All staff are asked to accept that they have a responsibility to take reasonable care of themselves.
- The risk assessment is evidenced in writing and retained at centre level.

#### Maternity:

- A risk assessment of the employee's working environment is carried out by the Operations Manager:
  - (i) immediately we are formally informed of the pregnancy
  - (ii) at mid term
  - (iii) on return to work
- The health & wellbeing of the "mum to be" is regularly monitored by the line manager throughout the pregnancy and adjustments made as necessary.

#### Disabilities and / or specific learning differences:

- Risk assessment completed by the Line Manager/Assessor when informed that a member of staff / student has a disability and / or specific learning difference:
  - (i) Working Practices – Reasonable Adjustments Sub Form is completed with recommendations
  - (ii) Reviewed as a minimum annually, but more frequently if deemed necessary

- (iii) learner assessment is kept on the respective file. Staff assessments are sent to the Operations Manager, with a copy retained by the Line Manager

#### Fire drills & evacuation:

- Get SET Academy centre has a fire marshal who takes responsibility for co-ordinating evacuations.
- The fire alarm is tested regularly by the landlord/building managers / centre staff.
- Dry run evacuations are conducted a minimum of twice per annum.
- Supply and maintenance of fire extinguishers is contracted out. See extinguishers for latest supplier.
- *Disabled evacuees* – evacuation apparatus will be provided where necessary. When the evacuation is dependent on stairs “safe zones” in close proximity to the centre are established. Evacuees are to be positioned here to await the help necessary to have them removed from the building. To be accompanied by a member of staff at all times.
- *Visually impaired* – will be accompanied by a member of staff at all times, and receive clear verbal instructions.
- *Hearing impaired* - will be accompanied by a member of staff at all times, and receive clear physically noticeable gestures.

#### First Aid:

- Get SET Academy centre has a first aid box with a standard range of supplies positioned in a prominent place known to all staff.
- Get SET Academy centre have a first aider who is appropriately qualified, or working towards an appropriate qualification.

#### Driving at work:

This section is aimed at employees that use their vehicle as part of their job role and / or travel from their home to somewhere which is not their usual place of work. It does not apply to travelling between the employee’s home and their usual place of work.

More than a quarter of all road traffic incidents involve somebody who is driving as part of their work. Our aim is to effectively manage work related road safety and reduce the risk to our employees. Staff that require the use of their vehicle to carry out their job role / visit other sites, complete an employee driver declaration form (for new staff this is completed on starting with the company) which is reviewed annually. Employees are to:

- Provide a copy of the UK driver’s licence to HR, and annually thereafter.
- Immediately update HR with any driving convictions / points as they occur.

- Annually, provide a valid and current copy of the insurance certificate to HR. Business use cover is a minimum requirement.
- Carry out vehicle checks before departure e.g. tyres, seat position, seat belt, windscreen, wipers & washers, mirrors, brakes, lights, indicators, hazards, fuel.
- Monitor the vehicle on the road – engine temperature, fuel, warning lights.
- Not drive under the influence of alcohol or drugs.
- Not use a hand held mobile when driving. Using a hands free function can seriously affect concentration too.
- Not drive while taking medicine that might impair their judgement. If in doubt, they should consult their GP.
- Not drive when tired. This is dangerous. Drivers should take regular breaks (the Highway Code recommends a 15 minute break every 2 hours).
- Satisfy their eyesight and other health requirements of the Highway Code and DVLA.
- Share health concerns that may affect driving with HR immediately.
- Have a roadworthy vehicle. We recommend that it is serviced in line with manufacturer's recommendations, and where the vehicle is over 3 years old it must have a valid MOT certificate.
- Not drive vehicles that are unsafe for road use, under any circumstance.
- Follow the Safe Journey protocol – ensure enough time is allowed for each journey, research the best route to take, do not exceed safe speeds / speed limits, adjust journey times in poor weather conditions, delay journey if weather conditions are too severe, consider alternative modes of transport e.g. train.
- Be aware of what action needs to be taken in an emergency situation.
- Report all work related driving incidents, accidents and near misses electronically on the company intranet ("Support" section).
- Risk Assessments – single journeys of more than three hours or 125 miles are subject to risk assessment. These must be approved by the line manager before the journey can take place.

Please find more information at:

<https://www.gov.uk/highway-code>

<https://www.gov.uk/driving-medical-conditions>

## HEALTH & SAFETY FRAMEWORK

Our Operations Manager polices the following key documents / processes to ensure compliance with our policies & procedures:

	<i>What</i>	<i>Done by</i>	<i>When</i>
1	Risk assessment – GSA Centre	Operations Managers	December annually
2	Risk assessment - maternity	Line Manager	On being informed/mid-term/return to work
3	Risk assessment – placement company	Qualified staff	On first use, annually thereafter
4	Accident & near miss summary	Operations Manager	Reported to management board quarterly (or sooner if required)
5	RIDDOR	Operations Manager	When accident/incident occurs
6	Evacuation drill evidence	Operations Manager	January & June
7	Identity of First Aiders & Fire Marshalls	Operations Manager	Review quarterly
8	Risk for Persons with Disabilities and/or Specific Learning Differences	Operations Manager / All Staff	When occurs