

Health, Safety and Well-being Policy

Version 3

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Queries to be directed to:	Lisa Appleton- Learning and Skills Manager
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This policy will be reviewed on an annual basis. Trade Techs reserves the right to amend this policy, following consultation, where appropriate.

Date created:	April 2019
Date of last review:	March 2018
Date of next review:	April 2020

1. Health & Safety Policy Statement

Trade Techs places a fundamental importance on the health, safety and welfare of learners, staff and other stakeholders.

We consider that all stakeholders are entitled to learning that takes place in a safe, healthy and supportive environment. We are committed to providing suitable and sufficient arrangements for health and safety as a critical element of our legal Health & Safety legislation and company obligations. We see this as essential both to maximising a positive experience of learning and to promoting achievement.

The 'safe learner' concept is central to our policy and we consider health and safety to be an integral part of our quality delivery of training. We will promote risk awareness and the learning of health and safety as an integral part of any learning and seek to encourage and support all our learners in becoming safe and healthy workers.

This statement forms part of our health and safety policy required under Health and Safety legislation. This safety policy also includes the organisation's responsibilities for health and safety, the completion of risk assessments, protective and preventive measures for health and safety.

It is our policy to comply with all health and safety legislation, including Regulations, Codes of Practice and other guidance. We will endeavour to provide a safe and healthy working environment including, premises, equipment and systems of work that are safe and without risks to health, as far as is reasonably practicable.

We will provide suitable and sufficient information, instruction and training for employees and learners to ensure our policy is understood and implemented. Employees and learners must comply with any training and information which is given and follow safe systems of work including the use of any necessary personal protective equipment/clothing.

We accept our responsibility for health, safety and welfare of others (public, contractors and visitors) that may be affected by our business.

This policy will be brought to the attention of all staff, learners and employers with whom we work.

The safety policy will be kept up to date by periodical reviews (at least annually) and will take account of any new equipment, processes or changes to work which affect health and safety. This policy can be viewed on our website.

Signed:

Learning and Skills Manager : Lisa Appleton

1. Risk Assessments and Health and Safety vetting

Trade Techs will ensure that workplace/ employer risk assessments are completed prior to the placement of an apprentice/ learner to ensure safety and compliance. The appropriate health and safety vetting form will be completed by an appropriate and experienced member of provider staff and risk assessments will be examined to ensure all risks have been identified and measures put in place to safeguard both learners/ apprentices and visiting staff on employer premises. Risk assessment records are in the Health and Safety Checks File. On completion of risk assessments, any issues will be reviewed and relevant control measures identified, recorded and monitored in line with this policy. Risk assessments will be reviewed annually or earlier if significant changes take place. The Employer will ensure that risk assessments for all employees including appropriate safety measures for those apprentices including those who are under the age of 18 and may be restricted. These are completed where appropriate and reviews are carried out periodically on a regular basis throughout the duration of the apprenticeship. This will include the vetting of the learning environment by appropriately qualified Trade Techs staff prior to the placement of learners.

Training, information, instruction and supervision will be provided as required to employees and learners.

This vetting also includes information on fire, first aid, PAT testing information. Assessors and Tutors who visit to employer will complete health and safety monitoring forms to ensure risk is monitored. Within the learning journey there are a number of additional opportunities for learners to identify whether they feel safe (induction/ reviews/ learner questionnaires, embedded themes within curriculum), and appropriate support and safeguarding measures identified.

The Designated Safeguarding Lead and Health and Safety Lead/ Champion at Trade Techs is Lisa Appleton, Learning and Skills Manager who can be contacted on Lisa.appleton@tradetechs.co.uk

2. Organisation & Responsibilities

Overall responsibility for health and safety in the Company lies with the Learning and Skills Manager who will lead on health and safety matters and will ensure that this policy is carried out.

Lisa Appleton will ensure regular inspection and risk assessment regarding all Trade Techs delivery sites as well as related activities following a regular planned review programme. Lisa Appleton will have responsibility for health and safety and will report any failures of policy, hazards, dangerous events and take immediate, appropriate action.

First Aid

Lisa Appleton is the designated appointed person for Trade Techs. They have a First Aid appointed persons certificate which will be renewed every 3 years. The First Aid appointed persons and locations of first aid equipment and materials in the workplace are identified within the health and safety vetting procedures prior to the placement of the learner/ apprentice. The Employer must advise the provider of a workplace accident concerning our apprentices and ensure correct reporting regarding RIDDOR.

Meetings

Health and Safety will be discussed at all formal meetings including supervision, where appropriate, and information will be circulated to all relevant people. Reviews with learners and

employers ensure that provider staff monitor the health, safety and welfare of those within the workplace and there are clear reporting procedures if concerns are raised.

Employees

All employees have a duty to act responsibly and not to put themselves or others at risk by their acts or omissions. They must co-operate with the Company on health and safety matters and report any unsafe conditions to the Health and Safety Champion. They must follow safe systems of work and keep their workplaces clean and tidy always. Employees have a primary role in promoting increased learner awareness of Health & Safety in the workplace. They will promote safe working practices and review their application throughout the learning programme and especially during reviews.

Learners and apprentices

Learners have a duty to act responsibly and not to put themselves or others at risk by their acts or omissions. They must report any unsafe conditions to the Health and Safety Champion and co-operate with the Company on all Health & Safety matters. They must follow safe systems of work and help maintain a safe learning environment always, both for their own benefit and that of others.

Illness or absence

Learners must inform the employer/ workplace as well as the apprenticeship Assessor/ Coach if illness or absence occurs and they are unable to attend either work or off the job delivery sessions by the provider and/ or workplace reviews. Both employer and provider policy and procedures must be followed and further guidance can be found in the Delivery Continuity of Apprenticeships Policy and Learner handbook.

3. Health & Safety Responsibilities at Trade Techs

Health and Safety Champion Lisa Appleton

First-aid Lisa Appleton

Accidents/ reporting to HSE Learning and Skills Manager- Lisa Appleton

Fire

If an employee or learner discovers a fire, they should follow the advice on the 'Fire Action' notice. Untrained staff should not tackle a fire but proceed safely to the assembly point via the escape routes.

The Fire Warden will be responsible to ensure the safety of all Trade Techs learners and employees, associates on site. The Fire Warden will contact the emergency services.

Employees and learners must keep fire routes and exits clear and not interfere with any fire safety arrangements.

Trade Tech will fulfil the requirements of the Fire Precautions Regulations.

Accidents

All employees who have an accident at work or are ill because of work must report it to the Health and Safety Champion, Lisa Appleton.

The Learning and Skills Manager, Lisa Appleton will inform HSE of any reportable accidents.

The Health and Safety Champion will investigate all accidents/incidents to determine the cause and will be responsible for implementing appropriate counter-measures.

Any visitor, contractor or learner who has an accident must also report the matter to the Health and Safety Champion. The employee responsible for the visitor, contractor or learner must ensure the accident book is filled in correctly.

All near misses should also be reported to the Health and Safety Champion, Lisa Appleton.

Dangerous Occurrences

Any dangerous occurrence will be reported immediately to HSE and form F2508 will be sent by the Health and Safety Champion

RIDDOR

The Company will fulfil the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.

Emergency Services

At Trade Techs the registered first aider will call the emergency services and ensure the comfort of any injured person, where applicable. In the workplace learners/ apprentices will follow appropriate advice and guidance from identified personnel. The health and safety vetting form will identify those within the workplace who have responsibility.

Recording

A record of first aid will be kept on the appropriate form in the Health and Safety file.

Requirements

The Company will fulfil the requirements of the Health and Safety (First Aid) Regulations 1981 (updated 2015)

4. Well-being

The Trade Techs approach to well-being is based on the commitment:

- to promote and support personal resilience and capacity to cope with problems
- to eliminate behaviours that undermine personal effectiveness and self-esteem e.g. bullying and harassment
- to recognise and take account of the fact that individuals have issues in their personal lives that may impact adversely on their performance at work
- to ensure that the work environment is well ordered, pleasant, comfortable and safe
- to promote good health

- to identify and monitor key performance indicators and feedback relevant to well-being and respond to any 'hot spots' or issues that are identified
- to provide a range of opportunities for employees to raise concerns regarding well-being

Trade Techs recognises that well-being and performance are linked. Improving ability to handle pressure and for individuals to balance work and home life will ultimately lead to improved individual and organisational performance.

Definitions

Trade Techs defines 'well-being' as a positive mental state that enables individuals to cope effectively with problems, maintain a good perspective and recover quickly from set-backs. It is accompanied and enabled by good physical health, a sense of personal control, and a life style where work and non-work factors are in balance.

Stress occurs when pressure exceeds an individual's perceived ability to cope.

Personal resilience and self esteem

The performance management policy including supervision and contribution review process supports measures to prevent and manage risks to employee well-being, together with appropriate training and individual support. It will also seek to foster a mentally healthy culture by incorporating these principles into line manager training and running regular initiatives to raise awareness of mental health issues at work. For apprentices at work, regular monitoring including reviews, learner surveys/ questionnaires ensure apprentices have the right support to progress and achieve.

In particular we will:

- Provide training and practical guidance on stress awareness and managing stress
- Provide training around competencies necessary to personal resilience e.g. problem solving and assertion skills
- Provide external information for expert information, advice and guidance
- Ensure that there are regular opportunities to review practice and work pressures, one to one with line managers, and in an appropriate environment via the supervision process
- In addition to supervision meetings, provide a range of opportunities for employees to raise concerns i.e. staff surveys
- Ensure that standards of behaviour and mutual respect are set out and reinforced both via policies and other forms of communication and that action is taken where individuals fall short of these requirements

Work Life Balance

Trade Techs provides a range of policy approaches to maximise opportunities for flexibility and to take account of short and long-term pressures that individuals experience during their lives. We will try wherever operationally viable to support individuals to achieve an appropriate work life balance including changing work patterns, hours, and enabling periods of special leave and/or home working in accordance with the relevant policies.

We will signpost to sources of help and assistance and will add to this resource in response to feedback and experience.

A Suitable Work Environment

We recognise that aside from the health & safety risks posed by an unclean, hazardous, uncomfortable or noisy environment, a disorganised environment makes the conduct of work more difficult and can lead to a sense of a loss of personal control which will, in turn, have a negative impact on well-being. In recognition of the vital importance of environment on well-being, we will:

- Conduct regular audits of the condition of workplaces, and the issues with the greatest potential to impact on well-being, and respond to any issues identified
- Promote the benefits of a well organised work environment and the link to mental health
- Provide practical guidance on initiatives and actions that can improve employees experience of their work environment
- Ensure that all employees and learners have reasonable access to confidential environments when needed
- Maintain essential equipment
- Enable display screen equipment assessments take place promptly where a need is identified
- Ensure that the employers we work with have a commitment to keeping apprentices safe by ensuring regular vetting, risk assessment, monitoring and communication

Communication

Line managers, employers (for apprentices), employees and apprentices will regularly discuss individual training needs to ensure that they have the necessary skills to adapt to ever-changing job demands. An examination of training needs will be particularly important prior to, and during, periods of organisational change. A robust initial assessment of apprentices will ensure they have the identified starting point and individual learning plan targets to complete their apprenticeship, including off the job training.

All employees are expected to be aware of the importance of effective communication and to use the media most appropriate to the message, for example team meetings, one-to-one meetings, electronic communications and organisation-wide methods.

The organisation will expand communication with employees during periods of significant organisational change.

5. Training

Employer Responsibilities

It is the responsibility of the employer to ensure that their employees including apprentices and volunteers receive an adequate induction into health and safety, and on-going information, instruction and training in matters relating to health & safety in connection with their job role. The employer is responsible for ensuring that significant risks are identified, recorded and reviewed and for putting in place safe systems of work to minimise risks to the safety of individuals. Risk assessments for their workers must also be carried out. Trade Techs is responsible for ensuring

that employers have discharged these duties through the monitoring of health and safety of remote employer workplaces.

Prior to the agreement of a training contract with an employer, a representative from Trade Techs will arrange to visit the person responsible for the health and safety of any potential learners. The purpose of this visit will be to assess the Health & Safety Arrangements and complete a risk assessment of the premises. It may be necessary to agree an action plan to make improvements before a contract to deliver training can be agreed.

Certain health and safety matters reside with the Employer and will vary from site to site.

Normally these include:

- Fire instructions
- Evacuation procedures and assembly points
- Fire-fighting appliances
- Fire drills and tests
- Information on key people e.g. supervisor, first aider, fire warden, safety advisor or representatives
- Supervision arrangements and the procedure for reporting hazardous or faulty conditions or work equipment
- The risks identified by risk assessments, and the measures in place to prevent or control the risks for all the tasks to be undertaken
- Arrangements for reporting an accident, incident or illness and for obtaining first aid assistance
- Arrangements for the provision, use and wearing of personal protective equipment and clothing
- Precautions and instructions for the safe use of hazardous substances
- Measures in place for preventing or reducing risks associated with manual handling or lifting
- Details of the controls in place for the safe use of work equipment and machinery and the safe operation of work place transport
- The importance of good housekeeping, keeping the work area tidy and safe storage of materials
- Arrangements for personal safety, welfare and personal hygiene arrangements
- Details of any prohibited or restricted tasks, activities, areas or work equipment.
- Specific or additional requirements related to the employer e.g. company rules or procedures Employer Health & Safety Assessment/ Vetting Procedure and Monitoring Arrangements/ visits

Trade Techs will provide information advice and guidance to employers about their health and safety and other legal responsibilities. Trade Techs will also make arrangements for a workplace health and safety assessment to be carried out by a member of staff who is competent and trained to do so.

The Assessor/ Coach will make recommendations as to whether training and assessment can proceed in the workplace and will communicate any recommendations to the employer. The

Assessor/ Coach will identify if the workplace is accepted, accepted with an action plan or rejected... Where the Assessor/ Coach accept the employer with an action plan, the action plan will be clearly communicated to the employer and agreed objectives/actions documented with a timescale for each and a review date will be agreed.

The Assessor/ Coach will also identify if there are any significant risks presented to Trade Techs staff and will document the risk control measures.

All staff working on the premises of remote employers will report to their Line Manager any concerns or hazards which could put themselves or learners at risk. Reporting of Incidents

Employers and Partner organisations are required to keep records of all accidents, incidents, 'near misses' and reports of bullying and harassment involving learners on Trade Techs funded programmes.

Supervision

Supervision levels must be appropriate to the risk identified and the individuals' capability, needs and experience

Once the learning plan is in place, the learner should receive on-going information, instruction and training to enable him or her to work and learn efficiently and safely

Apprentice Assessment

The learner' developing understanding and awareness of key health, safety and welfare issues should be assessed and evaluated on an on-going basis.

A Safe Learner will demonstrate:

- **Hazard Awareness**

Safe learners will be aware of the hazards within their environment, their activities and the work being carried out around them and their responsibilities to others

- **Understanding**

Safe learners will understand the concepts of hazard and risk and the measures that are required to control risks

- **Confidence**

Safe learners will be confident, not only in their ability to learn and work safely, but also to challenge any situation or instruction that could be unsafe to them or other people. Safe learners will know their limitations and when to seek further advice

- **Contribution**

By developing these skills and knowledge, safe learners will be able to contribute ideas and input into their learning and work, and become more involved in the day to day operation of the organisation and their learning activity

- **Behaviours**

Safe learners will have developed a set of behaviours to enable them to play and active part in the learning process and acquire practical, value added and transferrable skills from their experiences

Learner Induction, assessment and monitoring procedures

Trade Techs will ensure that learners are informed about their rights and responsibilities as part of their induction onto their learning programme. Additionally, learner initial assessment will be carried out and will consider the individuals training and support needs in relation to health and safety and safeguarding. This will be documented in their individual Learning Plan (ILP).

The Assessor/ Coach will ensure that the learner has received an induction into working safely by their employer before assessment takes place. The induction will consist of ensuring that the learner is aware of their own organisations policies and procedures and establishing their current level of understanding and identifying any training they may require.

The Assessor/ Coach must ensure that learners demonstrate a good understanding of health and safety as well as demonstrate safe practice and safe behaviours in their work and learning. It is the responsibility of the Assessor/ Coach to establish any additional training or support needs and arrange this with the employer throughout the learning programme.

The Assessor/ Coach will ascertain at meetings with learners if they have been involved in any accidents at work and will check if this has been reported and relevant documentation completed (i.e. accident and incident reports, RIDDOR reportable) and will discuss with the manager any investigation carried out and the outcomes. It is however, expected that employers and learners will notify Howarth House Training immediately of any accidents and incidents that learners are involved in.

The Assessor/ Coach will also check the learners understanding of health and safety and the concept of the safe learner during the formal progress reviews by asking specific questions and will document their responses. The Assessor/ Coach will also ask the learner how safe they feel in their work environment and give them the opportunity to raise concerns around bullying or harassment and give them the opportunity to be able to speak to someone privately about this subject. The Assessor/ Coach will identify if the learner needs further training, advice or guidance in relation to health and safety and safeguarding. Any concerns about health and safety or safeguarding must be reported immediately to the Designated Safeguarding Officer and appropriate action will be taken.

Learners will be invited to complete induction and final evaluations which helps Trade Techs to monitor the effectiveness of inductions and learning programmes in providing information, advice and guidance about health and safety and in establishing if learners understanding of health and safety has been raised. Results will inform the self-assessment report (SAR)

On programme interviews will also be carried out with learner randomly and questions are asked about how safe learners feel in their environment, if their awareness of health and safety has been raised and what could be improved. They are also asked if they have experienced any form of bullying and harassment in their workplace. This information is analysed and reported to the Learning and Skill Managers through the learner voice and inform the self-assessment report (SAR).

All employees including apprentices and learners will be informed of this policy, risk assessments and control measures. All new employees will complete a programme and have health and safety arrangements explained to them by their line manager.

Employees and learners will be coached in the correct use of equipment prior to its use, where appropriate. A record of employee's training and instruction will be kept in the individual's Training/ Personnel file.

The provider/ employer will ensure that employees and learners can carry out every required task in Health and Safety terms to the required standard, demonstrating competency.

Risk Assessments

Specific training and instruction will be provided as appropriate to the employees and learners as identified in risk assessments. This will include training, as appropriate, in:

- health and safety arrangements
- employee/learner responsibilities
- control measures following risk assessments
- safe use of equipment (including display screen equipment where appropriate and electrical safety)
- accident and first-aid arrangements
- fire arrangements

Guidance

Any employee/learner who is uncertain of how to do a job safely must ask the relevant responsible person. Anyone who wants further training in health and safety is encouraged to request it.

6. Machinery & Equipment

All equipment provided by the Company and employer will be to the correct safety standards. This includes PAT testing.

All safety devices and controls must always be used by employees and learners.

Any fault or defect in a piece of equipment or controls must be notified immediately to the relevant responsible person i.e. Health and Safety Champion. Equipment must not be used until it has been repaired and safe to use again. Employees should check equipment before operation.

Advice

Any employee or learner who is unsure of any piece of equipment, safety feature or controls should seek advice from the responsible person.

Requirements

The company will fulfil the requirements of the Provision and Use of Work Equipment Regulations 1998.

7. Hazardous Substances

Risk assessments for all hazardous substances will be completed, where appropriate, and kept in the Health and Safety file. Employees and learners must follow guidance identified following the completion of risk assessments to ensure they do not expose themselves or others to an unacceptable level of risk.

If an employee or learner feels ill because of using a substance, they must report it to the nominated responsible person, who will record this in the accident book so that the matter can be investigated.

If an employee or learner is uncertain about the use of any substance they must seek advice from the nominated responsible person before using it.

8. Manual Handling

Employees and learners must not move any load, which they think may cause them an injury. Training will be given to employees in safe working methods, where appropriate.

Any employee or learner who is injured during any manual handling operation must report it to the relevant person who will record it in the accident book.

Two person lifts are to be encouraged, where practical. The Company will fulfil the requirements of the Manual Handling Operations Regulations.

9. Employee and learner responsibility

Below is a list of some of the basic rules for employees and learners to follow:

- keep your work area clean and tidy, particularly from things likely to cause injury
- always use equipment the way described in instructions
- follow the safety procedures and rules from the risk assessments and ask if you are ever uncertain
- never interfere with equipment, electricity or any safety features
- report any defects or damage to equipment
- do not put yourself or others at risk by engaging in horseplay or substance misuse

It is a requirement of employment for employees to abide by health and safety rules. Any employee breaching safety rules will be subject to disciplinary procedures.

Any employee or learner who notices a hazard must report it immediately. Trade Techs encourages suggestions from employees and learners to promote good practice in Health & Safety.

It is a requirement of all employees and learners to abide by health and safety rules, as agreed at their induction. Any employee or learner seriously breaching safety rules may be required to leave their employment or learning programme.

10. Electricity

Any defects or damage to electrical equipment must be reported immediately by staff to the relevant person. Anyone suffering an electrical shock must report this as an accident. A competent electrician or an electrical contractor will carry out any necessary electrical work. No employee must carry out electrical repair work for themselves. Electrical equipment that requires testing and inspection will be marked and a record kept of the result. Any records will be kept in the Health and Safety file.

The Company will fulfil the requirements of the Electricity at Work Regulations.

11. Display Screen Equipment (DSE)

All workstations are laid out with standard equipment and all staff will complete a workstation risk assessment during induction, with adjustments identified where necessary. Control measures will be put in place as identified by HSE to reduce the risk from the use of DSE and other potential risks, i.e. employees and learners are required to have a short break regularly (e.g. 5 minutes every hour) from use of DSE.

Employees and learners will be shown how to use DSE properly and how to make appropriate adjustments to their workstation. This includes apprentices within both their workplace and training room environment. Any other relevant information and training will be provided.

The Company will meet the requirements of the Display Screen Equipment Regulations 1992.

12. Maintenance of Premises

The Health and Safety Champion Lisa Appleton will liaise with staff and employers to ensure all premises are maintained in a safe and healthy condition at all times. Employees must take responsibility for general housekeeping, cleanliness and tidiness.

Adequate welfare facilities, toilets, drinking water, washing facilities, etc. will be provided at all delivery sites including satisfactory working environment with adequate temperature, ventilation and lighting. Any defects or damage to the premises or its fixtures and fittings, must be reported by employees and learners to the relevant manager as well as to the premises' facilities manager if appropriate.

13. Lone Working

A lone worker can be defined as someone who works by themselves without direct supervision. Remote working is also the term used for employees who work away from their main office base on a regular basis in either a part-time or full-time capacity.

To prevent serious incidents occurring organisations are required to ensure the safety of all staff who work alone. This is done by carrying out an assessment of the risks to staff which may include risks of violence.

Organisations should then put measures in place to reduce the likelihood of these incidents occurring, such as contingency planning, assessment of possible violence, staff keep in regular contact.

Staff must also play their part in maintaining their own personal safety by adhering to the safety measures put in place by the organisation to protect them, for example, phoning in on time, using equipment correctly, reporting areas of concern to the Head of School.

The Health and Safety Executive (HSE) defines lone workers as "those who work by themselves without close or direct supervision".

A risk assessment is an important step to identifying all the risks associated with lone working. There are no legal duties on employers specifically in relation to lone working and no legal bar to people working alone. However, there is legislation to ensure a safe working environment. The following are relevant.

Health and Safety at Work Act 1974

All employers have a duty to maintain a safe working environment 'so far as reasonably practicable' for their employees under the Health and Safety at Work Act. This means that employers are expected to protect their workers against risks to their health and safety.

The Act also expects that the working environment is safe and that training to ensure the health and safety of workers is carried out. These requirements are not only for office-based staff but lone workers and the environments they encounter too.

Management of Health and Safety at Work Regulations 1999

The regulations make it clear what employers must do under the Health and Safety at Work Act, the main requirement of which is to assess all the risks to the health and safety of their employees and, if the organisation have more than five employees, to record the outcomes of the assessment. The risk assessment should identify the risks associated with lone working, outline any safety measure that can help to reduce the risk and ensure that the safety measures are put into practice and reviewed regularly to make sure they are still valid.

If the risk assessment shows that the risk is too hazardous for one lone worker to manage alone, other arrangements will need to be introduced. The regulations also expect employees to take reasonable care for their own personal safety.

Health and Safety (First Aid) Regulations 1981 (updated 2015)

The regulations require employers to provide first aid equipment so that emergency first aid can be received by employees if needed. This could include the provision of first aid equipment in the car for lone workers travelling alone in case they are involved in accidents and incidents.

Provision and Use of Work Equipment Regulations 1998

If lone workers use equipment in the course of their working day, the regulations require the risks to the health and safety of employees to be assessed. This is to ensure that the equipment is safe, suitable, regularly maintained and is used only by those who have been specifically trained in its use.

It is the responsibility of Trade Techs to ensure both employees and associates are in a safe working environment. Due to the nature of the business, there are many instances when remote working may be necessary.