



HEALTH AND SAFETY POLICY



Issued: September 2016

Health and Safety Policy

For: Consortia Training

Registered Office:

22 Chapelgate

Retford

Notts

DN22 6PJ

Terminology

The Term ...	Will hereinafter refer to...
Directors	The directors of Consortia Training.
Company Directors	the directors of Consortia Training Funded Organisations
Personnel	Any staff employed by Consortia Training and/or the Funded organisations and partner organisations that are responsible for deliver or support of Consortia Training Funded Learners.
Partner Organisations	Employers and work placement providers of Consortia Training Funded Learners.

Purpose

Statement of Intent

Consortia Training believes that everyone is entitled to work in a safe, healthy and supportive environment. We are committed to ensuring, so far as is reasonably practicable, the health, safety and welfare of all employees, learners, and any other persons using premises belonging to, or rented by, the company and its funded organisations.

We also, in particular, recognise and accept our special duty of care towards learners involved in training programmes delivered by Consortia Training funded organisations. We are therefore committed to ensuring that any other persons or organisations who are contracted/subcontracted to Consortia Training, regardless of the purpose for which such an arrangement has been made, comply with health and safety regulations currently in force, giving due consideration to compliance and recognising that failure is a criminal offence.

It is the intention of Consortia Training to give effect to this policy by the provision of:

- Safe systems of work, safe equipment and healthy working conditions.
- Appropriate training, information, instruction and supervision to enable all employees and learners to avoid endangering themselves or others and to contribute positively to their own safety.

Consortia Training will promote and monitor health and safety whilst fulfilling statutory legal obligations under the:

- **1969 Employers' Liability Act** – to provide insurance cover in the event of injury or disease to employees in the course of their employment.
- **1971 The Fire Precautions Act** – to protect employees and the public from the risk of fire.
- **1974 Health and Safety at Work Act** – to ensure everyone is clear on their responsibilities under all Health and Safety Legislation.
- **1981 Health and Safety (First-Aid) Regulations** - to ensure appropriate first aid provision in centres.
- **1995 The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations** - to maintain accident records and near miss records. To notify certain injuries, occupational diseases and dangerous events to HSE /SFA (for funded learners).
- **1989 The Electricity at Work Regulations** – to ensure electrical appliances are safe to use and maintained in a safe condition.
- **1989 Health and Safety (information for employees)** - display a poster telling employees what they need to know about health and safety.
- **1990 Environmental Protection Act** - to perform safe and appropriate disposal of waste.
- **1992 The Management of Health and Safety at Work Regulations** – to carry out a risk assessment of the workplace (to include amendments 1994 for new / expectant mothers)
- **1992 The Personal Protective Equipment at Work Regulations** – to provide free PPE when risk cannot be reduced by other means.
- **1992 The Provision and use of Work Equipment at Work Regulations (PUWER)** – to provide equipment suitable for the intended use, which is safe, maintained in a safe condition and inspected to ensure this remains the case and used only by people who have received adequate information, instruction and training.
- **1992 The Workplace (Health Safety and Welfare) Regulations** - to ensure a wide range of basic health, safety and welfare issues such as ventilation, heating, lighting, workstations, seating and welfare facilities are fit for purpose.
- **2002 The Control of Substances Hazardous to Health Regulations (COSHH)** (with amendments in 2003 & 2004). To protect employees and the public from harmful substances/chemicals during storage, handling, use and disposal. To assess the risks from the hazardous substances and take appropriate precautions. To carry out health surveillance for industrial diseases and put in place appropriate control measures.
- **1992 Health and Safety (Display Screen Equipment)** - to protect users of Visual Display Units (VDUs).

- **1992 Manual Handling Operations Regulations** - to protect employees when moving objects by hand or bodily force.
- **1994 Electrical Equipment (Safety) Regulations** – to use a standard sealed plug for safety.
- **1996 Health and Safety (Safety Signs and Signals) Regulations** - to provide and maintain specific safety signs where risk exists.
- **1997 Fire Precautions (Workplace) Regulations** (amendments 1999 & 2003) – to carry out risk assessments in all premises to ensure that employees are not exposed to undue risks from fire.
- **1999 Management of Health and Safety at Work Regulations** (amendments 2003 & 2006) - to carry out a risk assessment, arrange to implement necessary measures, appoint competent people and arrange for appropriate information and training. The effect of the amendment Regulations is to extend to employees that protection against claims by third parties, in circumstances where employees may owe a duty to third parties
- **1999 Fire Precautions (Workplace) (Amendment) Regulations** (amendment 2003) – to provide or receive damages for breaches of the regulations
- **1998 Provision and Use of Work Equipment Regulations (PUWER)** – (same responsibilities as 1992) to provide safe work equipment and aim to ensure that the use of work equipment is carried out in a safe way, but including mobile equipment.
- **1999 Fire Precautions (Workplace) Amendment Regulations** (amendment 2003) – to carry out a risk assessment in relation to fire.
- **2002 Personal Protective Equipment Regulations** – to properly assess PPE before use to ensure its suitability for the work being done.
- **2005 Regulatory Reform (Fire Safety Order)** - to take reasonable steps to reduce the risk from fire and ensure occupants can safely escape if a fire does occur.
- **2006 The Control of Asbestos Regulations** - to take reasonable steps to find asbestos-containing materials in business premises and check their condition.
- **2009 Health Act** (amendment 2011) - which ensures that all our workplaces are smoke free, and all employees have a right to work in a smoke free environment. The policy shall come into effect on Sunday, 1 July 2007. Smoking is prohibited in all enclosed and substantially enclosed premises in the workplace. This policy applies to all employees, consultants, contractors, customers, learners, members and visitors.
- **2013 RIDDOR** - The Health and Safety Executive (HSE) implemented changes to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR), effective from 1 October 2013. These changes are intended to simplify workplace injury reporting requirements while ensuring data collected gives an accurate and useful picture of workplace incidents.

The main features introduced in 2013 to RIDDOR are...

- Replacing the classification of 'major injuries' to workers with a short 'specified injuries' list. The new 'specified injuries' list includes fractures, amputations, loss of

sight, serious burns, scalpings, unconsciousness due to head injury and injuries arising from working in an enclosed space.

- Replacing the existing schedule detailing 47 types of industrial disease with eight categories of reportable work-related illnesses. These include carpal tunnel syndrome, severe cramps, dermatitis, hand-arm vibration syndrome, asthma, tendonitis, cancer and diseases linked with exposure to biological agents.
- Requiring fewer types of 'dangerous occurrences' to be reported. There are 27 categories of dangerous occurrences that are relevant to most workplaces (additional categories apply to mines, quarries, offshore workplaces and certain transport systems).

There will be no changes to the reporting requirements concerning the following.....

- Fatal accidents
- Accidents to the public and non-workers
- Over-seven-day injuries

Additionally, how an incident at work is reported and the criteria that determine whether an incident should be investigated will remain the same.

Premises covered

Consortia Training does not have premises of its own, therefore this policy relates to buildings or facilities accessed by learners, personnel or the public for the purpose of training, assessment or administration purposes of all its funded organisations. Should Consortia Training have premises of its own in the future then it will apply.

Consortia Training funded organisations and partner organisations are required to provide evidence that their premises are suitable in line with the nature of this policy and that checks have been conducted by suitably qualified personnel/consultants or other relevant organisations.

Where funded organisations deal with employers/workplaces there is also a requirement to carry out health & safety/risk assessments of those premises if apprentices and/or learners are placed there for training purposes. These again will have to be carried out by suitably qualified personnel. Records of these checks will need to be kept up to date and available for audit by Consortia Training.

Persons involved/Responsibilities

The Company Directors and Partner Organisations will have overall responsibility to:

- Display Employers Liability Insurance certificates
- Produce (where necessary) and effectively implement the Health and Safety Policy
- Communicate clearly to every affected party their roles and responsibilities in relation to health and safety.
- Display a health and safety poster and policy at all training centres.
- Display appropriate signage in all training centres.
- Display evacuation routes and alarms/smoke detectors/notices in all rooms owned or hired to deliver Consortia Training business.
- Control hazardous substances in line with the company risk assessment/s

- Ensure all premises have fire extinguishers which are appropriate and annually checked
- Appoint competent employees to assist in undertaking the measures needed to be taken to comply with the policy.
- Provide and promote the need of free resources e.g. personal protective equipment, with a particular focus on the use of gloves for all wet work to prevent contact dermatitis.
- Ensure electrical equipment is safe to use, well maintained and records of checks recorded.
- Ensure only people who have received adequate information, instruction and training use the equipment.
- Provide appropriate first aid equipment.
- Ensure the environment and facilities are "fit for purpose," well maintained to include heating, lighting, ventilation, welfare facilities, fixtures and fittings.
- Ensure appropriate risk assessments, including fire, are carried out on all premises where training occurs.
- Carry out six monthly evacuation practices for all Consortia Training accessed premises and maintain accurate records.
- Maintain records of all accidents involving consortia employees/funded organisations and learners and ensure that steps are taken to prevent reoccurrences.
- Inform the Consortia Training Directors, Skills Funding Agency and Health and Safety Executive of any reportable injuries, diseases or dangerous occurrences.
- Ensure all employees' training needs are identified and addressed in relation to Health and Safety and appropriate to their duties.
- Comply with the Skills Funding Agency requirements in line with contractual obligations in relation to Health and Safety.
- Dispose of waste in a suitable, safe and environmentally friendly method wherever possible e.g. recycle.
- Liaise with enforcement authorities and other agencies to ensure effective communication on Health and Safety in support of Consortia Training.
- Include Health and Safety on the agenda of all team meetings.
- Display appropriate 'no-smoking' signs at the entrances to and within the premises, and in all smoke free vehicles. Promote where appropriate the NHS range of free services to help smokers give up.
- Focus on health and safety issues within News Updates for employers and learners.

Consortia Training Funded organisations (as appropriate) will:

- Take necessary training in relation to Health and Safety appropriate to their role.
- Follow procedures for induction and training of learners with regard to Health and Safety.
- Complete the necessary documentation/ management information systems in relation to Health and Safety
- Comply with current legislation in relation to Health and Safety and the procedures laid down in this policy.
- Take a reasonable care of their own health and safety and that of others who may be affected by their acts or omissions at work.
- Report to a Consortia Training Director any matters concerning Health and Safety
- Set a good personal example of health and safety, particularly to learners.

Time-Scale

On-going process of implementation.

Related Documentation

Consortia Training Funded organisations will ensure they maintain records for ...

Organisational

Record	Purpose to record evidence of	Frequency
Premises Risk Assessments	The assessment of the health and safety of all premises accessed by Consortia Training learners, employees, funded organisations and the public with the aim to remove hazards and minimise risk.	Annually or more frequent if risk indicates.
PAT Testing	PAT testing being carried out in line with relevant legislation.	Usually annual testing, but in compliance with current legislation.
Fire Log Book	Checks and maintenance of training provision in relation to fire control.	Updated as events occur.

Personnel

Record	Purpose to record evidence of ...	Frequency
Health and Safety Records	Accidents involving Consortia Training learners, employees, funded organisations and the public and the measures taken to reduce the risk of reoccurrence.	In the event of an accident or near miss.
Personnel Induction to health and Safety	Personnel induction to organisational health and safety requirements.	When new employees commence.
Acceptance of Policies	Personnel compliance to the health and safety policy	As appropriate.
Updating on health and safety	Personnel having been updated on changes to policy or legislation.	As appropriate.

Learners

Record	Purpose to record evidence of...	Frequency
Learner Induction to Health and Safety	Induction to organisational health and safety requirements.	On commencement of programme.
Knowledge of health and safety	Health and safety knowledge and understanding in own work place.	On commencement of programme.
Learner Review	Health and safety monitoring and awareness raising within the learner's review	During the learner reviews (no less frequent than 12 weekly)
Individual Learning Plan	Training delivery and assessment in relation to health and safety and acceptance to the policy.	Signed acceptance to all health and safety policies (ongoing)
Learner Incident Record	To record any reportable injuries, diseases and dangerous occurrences.	Immediately after a RIDDOR incident - Ratified by Consortia Director prior to submission to the SFA

Used with Employers/workplace

Record	Purpose to record evidence of...	Frequency
Employer Premises Risk Assessments	The assessment of the health and safety of all premises accessed by Consortia Training learners, employees, funded organisations and the public with the aim to remove hazards and minimise risk.	Annually or more frequent if risk indicates.
Employer Guidance	The employer being provided with an outline of the requirements for the training programme in relation to health and safety.	On commencement of Consortia learners and updated as necessary (good practice annually)
Employer Agreement	The employer agreeing to comply with all current health and safety requirements in line with legislation and byelaws.	On commencement of Consortia learners and updated as necessary (good practice annually)

Training and Induction to the Policy

Consortia Training - Subcontractor Training Personnel

All personnel will receive an **Induction** which will cover Health and Safety and includes receiving of a copy of this Consortia Training Health and Safety Policy. They will also receive a thorough training/briefing, during induction to their post.

Further training needs will be assessed on a continued basis during appraisal, review and evaluation of Health and Safety. Personnel will be asked to sign a declaration to register their understanding and agreement with this policy.

Learners

All learners will receive an **Induction**, which in a “user friendly” manner will cover Health and Safety, raising their awareness. They will also be shown a copy of the full policy and told where it can be located within the training room at work or electronically. They will be asked to sign a declaration to register their understanding and agreement with this policy. Further guidance, support and monitoring will take place during their 12 weekly learner review. This will be recorded on the **Learner Review documentation**.

Employers

Employers will receive an **Employer or Placement Provider Guidance** that will outline their requirements in relation to the learner with regard to health and safety. They will also be given a copy of this policy. They will be asked to sign a declaration to register their understanding and agreement with this policy within their **Apprenticeship Agreement**. A full health and safety check will be carried out annually (or more frequently if risk indicates a requirement) and for every new workplace where training is undertaken on behalf of Consortia Training.

Procedure

Company Directors

Hired or Owned Premises used for Training or Administration

The Company Directors will ensure a competent person carries out a risk assessment. The completion of **records** will record information for any premises used for training or administration. These risk assessments will be reviewed annually in unison with the Health and Safety Policy. Relevant information will be cascaded to the team via meetings. The risk assessments will be cascaded to any employee who is engaged in work at these premises and will cover the provision of:

- Personal protective equipment
- Suitable heat, light and ventilation.
- Suitable welfare facilities.
- Suitable emergency procedures.
- Fire safe
- Smoke free zones
- Competent people to ensure safe and effective evacuation.
- Accident reporting procedures.
- First aid facilities
- Safe Equipment.
- Asbestos safe.
- Adapting to meet individual learner needs

Equipment

The Company Directors will ensure any purchased equipment to be used on premises hired or owned for delivery to Consortia Training learners are suitable for their intended purpose and comply with current legislation (PUWER).

He/she will also ensure that all electrical equipment to be used on the premises hired or owned which is accessed by Consortia Training learners is maintained and Portable Appliance Testing is carried out annually (or when necessary for low risk appliances). All equipment will be upgraded or maintained as necessary. The equipment will be checked annually, during the risk assessment review.

Personnel Training and Development

Personnel will be trained and developed in line with the SFA contractual agreement and new legislation. Any issues identified for training, in relation to Health and Safety will be addressed. Where appropriate full personnel training and development needs will be included in the Self Assessment Report and any identified actions will be addressed in the Quality Improvement Plan. During personnel appraisal health and safety development needs will be identified and recorded with a plan for individual development.

Actions identified by SFA

Consortia Training values its partnership with the SFA and will focus on its contractual obligations. Any actions identified by the SFA in relation to Health and Safety will be addressed on, or before, the due date, unless written communication with the SFA has stated differently.

Audit Trails

The Company Directors will arrange for the instigation of Learner Health and Safety audit trails. This will include learner documentation and computer entries in relation to Health and Safety. Details of the audits will be maintained.

Visits

Each subcontractor will appoint a competent person to monitor health and safety annually (or more frequently if risk indicates) at each venue where training occurs. Documentation will be completed during a visit and records will be maintained for audit purposes. Any areas of good practice identified (where appropriate) will be disseminated. Any inconsistencies identified in use of documentation or application of policies will be addressed by Company Directors with appropriate development or reinforcement.

The outcome of the audit and visit processes will be written into the Self Assessment Report and any identified actions for internal improvement will be addressed in the Quality Improvement Plan.

All personnel

Hired or Owned Premises used for Training or Administration

All personnel will report any actual or potential hazard or health risk on premises owned or hired by Consortia Training Funded Organisations for the purpose of training or administration. They will also report any accident which has occurred, in both circumstances a **Health and Safety Report Form** will be completed and submitted to a Consortia Training Director who will act on the hazard/accident according to the identified risk within the stated time frame (on the form).

Personnel and Partners will:

- Be aware of general fire safety and in the event of a fire, all persons will evacuate the building via the nearest fire exit to the appropriate assembly point.
- Ensure learners know the evacuation routes/assembly points from any room they are working in, which is owned or hired for use by Consortia Training learners.
- Refuse to carry out any procedures or activity, which in their opinion is unsafe, or carries an unacceptable risk.
- Emphasise to learners the proper use of chairs, tables and equipment.
- Not carry large equipment/materials between rooms or other locations.
- Not carry portable TVs between rooms.
- Ensure trailing leads or other obstructions (e.g. learners' bags) are secured out of the way to prevent accidents.
- Carry out a visual check of all electrical equipment and isolate/report any faulty equipment.
- Store heavy objects low down to reduce the risk of falling.
- Ensure no combustible waste accumulates.
- Request replacements for light bulbs immediately – enter on a report form if not addressed.
- Be aware of the first aid procedures for the site and act as the designated first aider for classes they are responsible for.
- Ensure learners are not allowed to use equipment unless fully trained.
- Ensure learners and themselves have, and use, all necessary protective equipment.

When personnel of funded organisations and/or learners of Consortia Training are at other premises, or in other parts of a building linked to Consortia Training delivery, they will abide by the appropriate Health and Safety Policy relating to that environment.

Subcontractor personnel

When Dealing With Learners

The Company Directors will, in line with this policy, ensure the learner receives a thorough induction that includes Health and Safety and check for knowledge and understanding. This will be recorded.

They will also ensure the learner receives all the relevant health and safety information and they sign an acceptance to this Policy.

Records will be maintained to track the learner progress as they cover the relevant aspects of Health and Safety have been delivered to the learner at appropriate stages of their training programme.

During learner review visits, any issues relating to the monitoring of Health and Safety will be recorded and any issues for concern will be raised immediately with a Consortia Training Director.

Minor incidents, accidents or near misses will be recorded internally by the Company Directors and trends will be monitored and action through self assessment and quality improvement plans. Learner accidents, incidents or diseases covered under RIDDOR will be recorded and submitted directly to the Consortia Training Director for investigation. The **Learner Incident Record/ RIDDOR Report Form** will be submitted to the SFA within 30 days of being informed of the incident (see changes to RIDDOR under legislation at the beginning of this policy).

When Dealing with Employers

Consortia Training funded organisations will form an **Agreement** with employers/workplace provider to outline their responsibilities under health and safety legislation and whilst working in partnership for the benefit of Consortia Training Learners. The Subcontractor will ensure all employers have received the most current copy of their Health and Safety Policy and signed an acceptance to the policy. Any queries regarding Health and Safety will, in the first instance, be referred to either a Consortia Training Health and Safety Director or Advisor who will advise them, or refer the employer to the Health and Safety Executive, or alternative support source.

New Workplaces

Funded organisations' Health and Safety Responsible persons will ensure that any new workplace that is intended for use to deliver training or as a placement has been adequately vetted. They will clearly record a named individual who will be responsible for the supervision of the learner in the workplace and ensure that they are fully briefed on his/her responsibilities in relation to Health and Safety. The **Health and Safety Risk Assessment** will be recorded and show the appropriate risk band. Improvements/ follow up action, if necessary, will be identified with clear target dates. The action plan is followed up at future visits until it is fully addressed. Workplaces with high risk and poor health and safety arrangements will be refused a partnership agreement.

Annually the Health and Safety will be checked to ensure the information is still correct – any changes will be clearly recorded. Up to date insurance information will be recorded and any new actions identified. Management Information Systems will be used to action plan for the update of Health and Safety information.

Employers/supervisors will be made aware that learner accidents will be recorded and Consortia Training directors will be informed. The person receiving the information completes a **Health and Safety Report** which will be submitted directly to a Consortia Training Director for investigation and reported/discussed during directors' meetings

Administration

The Administrator will:

- Enter information onto any Management Information System to record when the pre-placement checks have taken place, any outstanding follow-ups/action plans and dates of insurance expiry.
- Produce reports to show any outstanding Health and Safety tasks, which need addressing in relation to employers and to action plan visits for the following two months.
- Draw to the attention of the Company Director any issues relating to Health and Safety, which need addressing from the Employer or Learner files.
- Obtain access to a document entitled working with VDUs and raise any issues related to the use of VDUs to the Director.

Monitoring, Review and Evaluation

Monitoring of Process and Information

The Consortia Training director and the Quality team will monitor the Health and Safety Policy implementation. Any Health and Safety issues raised from the learner review process, audit trails, and workplace visits will be discussed during director/quality meetings.

Consortia Training Questionnaires will also be used to monitor learner Health and Safety. Information from these will be fed back to the subcontractor and will be included in the self-assessment process. Any necessary action identified is included in the subsequent development plan.

Company disciplinary procedures will be followed if personnel do not comply with this policy. Those who do not comply with the smoke free law may also be liable to a fixed penalty fine and possible criminal prosecution.

Impact Assessment

This policy will be impact assessed for equality and diversity and records will be maintained.

Safeguarding

This policy will be reviewed to ensure it fully safeguards learners, personnel and other partners in relation to their levels of safety, health, achievement, enjoyment, contribution and wellbeing.

Monitoring of Documentation and Policy

The Quality Team reviews the policy and documentation annually. The updated policy will be submitted to Consortia Training directors for approval/ratification.

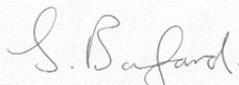
Funded organisations will be informed of all reviews and any outcomes from the reviews. The completed policy will then be displayed in all training rooms and distributed to each employer. Consortia Training funded organisations are responsible for updating learners

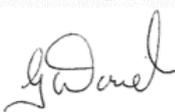
on the presence and implications of the new policy. This update will be recorded on their visit form.

Grievances or Complaints in Relation to Health and Safety

Funded organisations, personnel, learners or employers have the right to lodge a complaint or grievance about any of the areas covered under the Health and Safety Policy. If a complaint or grievance is made it will be dealt with under the Grievances or Complaints Policy.

Approved by the Directors of Consortia Training on 21st September 2016

Signed:  S. Bamford

Signed:  G. Daniels

Signed:  G. Iannantuoni

Signed:  S. Lilley