

# Learning Institute Health and Safety Policy

## 1. Statement of Intent

The Learning Institute operates as an outreach arm of the Westcountry Schools Trust (WeST) and its policies adhere to those of WeST but include points specific to adult education and training. The objective of this policy is to attain and maintain high standards of health and safety throughout the work of the Learning Institute. All persons conducting activities under the name of The Learning Institute will adhere to this Health & Safety Policy to reduce the risk of harm to employees, learners and all others that may be affected by its activities. This policy is to be used in conjunction with WeST H&S policy as published on Westcountry Schools Trust's website.

The Learning Institute is committed to providing a healthy and safe environment in which to work and learn. The welfare of learners, employees and visitors is a fundamental value of The Learning Institute. The Learning Institute will endeavour to ensure that suitable arrangements for learners', employees' and visitors' health and safety are in place and will take appropriate action when standards are not met. The Learning Institute believes that everyone is entitled to learning that takes place in a safe, healthy and supportive environment. In addition, we consider that safe learning is essential to maximise learners' experience and achievement. The 'safe learner' concept is central to our policy. We will promote risk education and awareness and the learning of health and safety as an integral part of our courses and encourage and support the raising of standards and 'best practice' approaches, working in partnership with key stakeholders.

As part of WeST The Learning Institute will comply with the Health and Safety at Work Act 1974 and Regulations subsequently laid under it and meet the standards required therein. Hazards will be identified and the risk of injury, disease or dangerous occurrence will be minimised by the achievement and maintenance of high standards of health and safety.

These standards will be achieved, so far as is reasonably practicable, by:

- Demonstrating a visible commitment to high standards of health and safety performance and the promotion of a positive health and safety culture throughout the organisation;
- Providing and maintaining a safe working environment that is without risk to health, together with adequate facilities and arrangements for the welfare of employees and learners;
- Providing and maintaining plant, equipment and systems of work that are safe and without risk to health;
- Providing and maintaining means of access to and egress from any relevant workplace that are safe and without risk;
- Having in place adequate arrangements for the regular assessment of organisation activities in order to identify related hazards and to control associated risk;
- Having in place effective systems to protect employees, learners and other persons affected by the organisation's activities;
- Having in place adequate arrangements to ensure safety and the absence of risks to health in connection with the use, handling, storage and transport of articles and substances;
- Providing such information, instruction, training and supervision as is necessary to ensure the health and safety of employees of the organisation; and
- Obtaining the co-operation of employees, learners and partners in enabling statutory obligations under health and safety legislation to be met.

## 2. Roles & Responsibilities

### 2.1 Introduction

Health and safety management is the responsibility of all personnel. It is the responsibility of the Director of Estates at WeST to ensure that all personnel are properly equipped, trained and motivated in order to ensure high health and safety standards at work. Employees are deemed to be those persons directly employed, either on a full-time or part-time basis, by The Learning Institute and those who undertake work on behalf of the Learning Institute on flexible contracts. Learners are apprentices, students, trainees and staff of WeST, The Learning Institute and other organisations undertaking training and development.

### 2.2 Governance

The Learning Institute, through its Governing Board is responsible to the Trust Board of WeST. The Trust Board has overall responsibility for the health, safety and welfare of all employees and learners, and for the fulfilment of all legal duties imposed on them. Senior managers in the Learning Institute are answerable directly to the Learning Institute Governing Board which is responsible for the maintenance and review of this policy. The Governing Board has a governor with specific responsibility for health and safety. The WeST Estates Director is the senior professional who has responsibility for the provision of a healthy and safe working and learning environment across all of the Trust's work. The WeST Trust Board has a trustee with overall responsibility for health and safety across the Trust.

### 2.3 Employees

All employees of The Learning Institute have legal duties under health, safety and welfare legislation while at work to ensure their personal safety and that of others who may be affected by their acts or omissions. This obligation is made clear during induction training and updated annually as a part of compulsory staff training. In recognition of the legal duties imposed upon them, all employees will:

- Co-operate to enable legal duties to be met.
- Comply with ALL requirements of the Learning Institute Health and Safety Policy and associated procedures.
- Not intentionally or recklessly interfere with, or misuse anything, provided by the Learning Institute or partner organisations in the interests of health and safety.
- Actively promote a positive health and safety culture.
- Only undertake work for which they have been trained and are authorised, qualified and competent to undertake.
- Not undertake an activity until a suitable and sufficient assessment has been conducted by a competent person and the results communicated to them and others who may be affected by the activity.
- Use and maintain in a serviceable condition all plant and equipment in accordance with the training provided.
- Use and maintain in accordance with instructions and training given, and report the loss or defect of all personal protective equipment provided.
- Make themselves aware of all relevant first aid, fire and emergency procedures.
- Raise all matters of concern relating to health and safety as they arise to the appropriate responsible person.
- Ensure all accidents are entered in the relevant Accident Book.
- Ensure all accidents and incidents, including near misses, are reported to the appropriate responsible person on site to ensure appropriate investigation can be undertaken.

All employees are to ensure that the organisation as their employer is made aware of any form of disability that is likely to affect their ability to undertake the work they are assigned.

## **2.4 Learners**

All learners on programmes run by the Learning Institute have a right to a safe learning environment. Since Learning Institute programmes are largely work-related, most are also employees and have legal duties under health, safety and welfare legislation while at work to ensure their personal safety and that of others who may be affected by their acts or omissions. In recognition of the legal duties imposed upon them, all learners will:

- Co-operate to enable legal duties to be met.
- Comply with ALL requirements of the Learning Institute Health and Safety Policy and associated procedures, and with the relevant policies and procedures in their workplace or training venue.
- Not intentionally or recklessly interfere with, or misuse anything, provided by the Learning Institute, partner organisations or their employers in the interests of health and safety.
- Actively promote a positive health and safety culture.
- Only undertake work or activities relating to their training for which they have been trained and are authorised, qualified and competent to undertake.
- Not undertake an activity until a suitable and sufficient assessment has been conducted by a competent person and the results communicated to them and others who may be affected by the activity.
- Use and maintain in a serviceable condition all plant and equipment in accordance with the training provided.
- Use and maintain in accordance with instructions and training given, and report the loss or defect of all personal protective equipment provided.
- Make themselves aware of all relevant first aid, fire and emergency procedures.
- Raise all matters of concern relating to health and safety as they arise to the appropriate responsible person.
- Ensure all accidents are entered in the relevant Accident Book.
- Ensure all accidents and incidents, including near misses, are reported to the appropriate responsible person on site and to the Learning Institute to ensure appropriate investigation can be undertaken.

All learners, including those who are employed and training on a work-based programme, are to ensure that The Learning Institute and their employer is made aware of any form of disablement that is likely to affect their ability to undertake the work they are assigned.

## **3. Health and safety procedures for learners on work-based programmes**

### **3.1 Health and safety checking**

The Learning Institute takes its responsibilities to learners on work-based programmes such as apprentices and trainee teachers very seriously and is committed to ensuring that they are safe at all times. All employers of Learning Institute apprentices and trainee teachers must comply with the requirements of current health and safety legislation and codes of practice.

Before an apprenticeship or other work-based programme can begin a qualified Learning Institute representative will contact the employer and conduct a review to make sure that the learner will be able to undertake the programme in safety. If the employer does not meet the necessary standards for health and safety, the Learning Institute will not proceed with the programme. Key elements in the review include:

- The employer's own health and safety policy and how this complies with legal requirements.

- Workplace auditing for health and safety, and risk assessment for tasks and roles which the learner will undertake as part of or related to the programme.
- Induction and training in the workplace relating to health and safety.
- The employer's First-Aid at work procedures and how they comply with legal requirements.
- Appropriate guidance about staff in the learner's workplace who have responsibility for health and safety.
- Commitment from the employer to communicate information about health and safety which relates to the learner including all recorded accidents.
- Details of the Employer's Liability insurance and Public Liability insurance including provider, dates of cover, limit of indemnity and policy numbers. The Learning Institute would usually expect a minimum limit of £5,000,000.

### **3.2 Learning Institute processes for addressing issues of health and safety in work-based programmes**

The Learning Institute will receive information about health and safety issues concerning its learners and staff through the following means:

- Incident reports by learners, staff and employers
- Monitoring visits by the Learning Institute Work-based Learning Officer and other staff
- Training review visits by Learning Institute Standards Leaders and other staff
- Staff-learner review meetings
- Whistle-blowing reports to Learning Institute senior leaders or Governing Body

In the event of an issue the Learning Institute Work-based Learning Officer will initiate an enquiry to determine the issue, its causes and impact; the Professional Programme Leader will set out actions to address the issue concerning the specific learner and/or the relevant employer and/or the programme and/or Learning Institute procedures as appropriate.

If a learner or a member of The Learning Institute staff is responsible for any serious breach in health and safety practice, disciplinary procedures may be taken including, for a learner, the suspension of their programme.

If an employer is responsible for any serious breach in health and safety practice, The Learning Institute will require evidence of change in practice. The Learning Institute may also suspend the programme where the breach has appeared, and it may cease to support future programmes with that employer. The Learning Institute will report serious breaches of health and safety regulations to appropriate authorities where necessary.

### **3.3 Accident and ill-health of learners on work-based programmes**

If a learner on a work-based programme suffers a serious accident or long-term illness that interferes with their programme, The Learning Institute can, with the agreement of the employer, offer the following:

- Extension of the programme within the bounds available
- Temporary withdrawal from and subsequent return to the programme
- Reasonable levels of special support including help from the Learning Institute's Student Support service

- Mentoring to support return to work
- Guidance in any relevant mitigating circumstances claims in assessment

The Learning Institute will never discriminate against a learner and will always act in the learner's best interests which will usually, but may not always be, towards the completion of their programme. This to be considered in accordance with the Continuity of Training Plan.

#### **4. General Arrangements for Health, Safety & the Environment**

##### **4.1 High standards**

The attainment and maintenance of high standards of health and safety within the Learning Institute will be achieved by the identification of hazards associated with the activities undertaken by the Learning Institute itself, its partners and training venues, and employers of its learners. In the following statements these will be referred to generically as 'the organisation', meaning any organisation with responsibility for the health and safety of The Learning Institute learners and staff. Effective precautions and control measures to eliminate, reduce or control the risk of harm to ALL persons exposed to the hazards will be identified and implemented.

- Health and safety information, where it relates to organisation activities will be communicated throughout the organisation and to the Learning Institute as it becomes available by the quickest possible means.
- Concerns over the standards of health and safety within the organisation or issues relating to health and safety are to be brought immediately to the attention of management.
- The organisation consults with its employees on health and safety matters in accordance with the Health and Safety (Consultation with Employees) Regulations 1996.

##### **4.2 Training**

- All new employees and learners will receive induction training as soon as reasonably practicable.
- A record of the induction process will be maintained.
- Training needs and competence requirements will be analysed to ensure the provision of appropriate training.

##### **4.3 Risk Assessments, Method Statements and Safe Systems of Work**

- Risk Assessments will follow a standard format.
- The organisation will generate documented safe working procedures as and when required in its own premises and in those of partners.
- Where significant hazards are evident and there is a risk of harm or injury from a work activity, an appropriate risk assessment will be undertaken and communicated to all those at risk, in accordance with the Management of Health and Safety at Work Regulations 1999.

##### **4.4 New and Expectant Mothers**

- Risk assessments of the activities undertaken by The Learning Institute will take into account the needs of pregnant employees and new mothers, in accordance with the Management of Health and Safety at Work Regulations 1999. The assessment will identify and address the risks to the unborn child, a child of a woman who is still breastfeeding and to the mother and will determine which tasks the employee or learner can perform.
- The assessment will ensure that adequate steps are taken to avoid the risk to new and expectant mothers arising from working conditions.

##### **4.5 Persons with Disabilities**

- Risk assessments will take into account the needs of employees and learners with disabilities, in accordance with the Disability Discrimination Act 2013.
- Employees and learners are to ensure that the organisation is made aware of any form of disablement that is likely to affect their ability to undertake the work they are assigned.
- Where appropriate, employees and learners with disabilities will be monitored at regular intervals (e.g. by routine medical examination).

#### **4.6 Health Monitoring and Surveillance**

- Employees and learners are to declare any relevant aspect relating to their health that may put them at risk.
- Employees and learners will be provided with health surveillance appropriate to the risks to health and safety resulting from their employment, as identified by risk assessment or legal statute, in accordance with the Management of Health and Safety at Work Regulations 1999 and the Control of Substances Hazardous to Health (CoSHH) Regulations 2002 (as amended).
- The organisation is committed to preventing employees and learners from being subject to undue stress whilst at work.

#### **4.7 First Aid Provision**

- The organisation will provide adequate and appropriate equipment, facilities and personnel to ensure their employees and learners receive immediate attention if they are injured or taken ill, in accordance with the Health and Safety (First-Aid) Regulations 1981.
- Suitably trained persons will be nominated as qualified First Aiders or Emergency First Aiders to ensure adequate provision of first aid. These details will be prominently displayed in all organisation premises, and will be communicated through induction training.
- Employees and learners are expected to familiarise themselves with first aid arrangements and facilities.
- All injuries occurring no matter how trivial are to be recorded in any accident book provided at the premises where the accident takes place and also in the Accident Book held at relevant premises. Records of accidents and subsequent first aid treatment will be held on file for a minimum period of three years.
- First aid assessments will be undertaken and appropriate provision made for organisation trips.
- The Learning Institute will provide adequate and appropriate equipment, facilities and personnel to ensure their employees and learners receive immediate attention if they are injured or taken ill at work, in accordance with the Health and Safety (First-Aid) Regulations 1981.

#### **4.8 Injuries, Diseases and Dangerous Occurrences**

- All accidents, near misses and dangerous occurrences involving organisation employees and learners will be thoroughly investigated.
- In the event of specified injury or fatality occurring to an employee or learner statutory reporting requirements under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 will be met.
- All accidents, dangerous occurrences and near misses occurring on organisation premises or during organisation activities are to be reported so that an investigation can be conducted.

#### **4.9 Fire Precautions and Prevention**

- Fire Risk Assessment is conducted in accordance with the Regulatory Reform (Fire Safety) Order 2005 and the Dangerous Substances and Explosive Atmospheres Regulations 2002 (DSEAR).

- Based on the results of the risk assessment, adequate means of raising the alarm, fighting the fire and means of escape has been provided to ensure the safe evacuation of personnel in the event that a fire occurs.
- Fire Wardens have been instructed in the use of portable fire fighting appliances as found in the organisation's and its partner premises. Emergency procedures and evacuation routes are communicated to all employees and learners as part of their induction training and drills.
- A Fire Plan is prominently displayed in areas throughout the organisation, and communicated to all employees and learners through induction training and drills.
- In the event of a fire in the organisation, the priority will be to raise the alarm and ensure all employees and learners are evacuated safely. The alarm is to be raised and the local fire authorities summoned.
- The maintenance of any fire alarm system is conducted by a competent, specialist authority under contract.
- Whilst carrying out activities within other premises / facilities other than the organisation, the local fire arrangements are adhered to and communicated to employees and learners by site-specific induction training prior to commencement of any activities

#### **4.10 Smoking Policy**

- In compliance with the Smoke-free Regulations 2006/7, organisation and partner premises are smoke-free. Disciplinary action will be exercised if employees or learners smoke whilst on organisation premises or vehicles.
- Smoking is only permitted in those external areas designated by management of the relevant premises.

#### **4.11 Alcohol and Controlled Substances**

- Disciplinary action will be exercised if, while under the influence of alcohol or controlled substances (drugs), employees or learners enter organisation or partner premises or drive vehicles for work.
- Employees and learners shall not have alcohol or controlled substances in their possession whilst working on organisation premises.
- Any person known or strongly suspected of being under the influence of alcohol or controlled substances will be removed immediately.

#### **4.12 Violence towards other employees and learners**

- Incidents of violence, threatening and/or abusive behaviour by employees or learners whilst at work will result in disciplinary action.
- In the event that employees or learners are faced with aggression or threat of violence, a non-confrontational attitude is to be adopted.

#### **4.13 Lone Workers**

- Wherever practicable, employees and learners are not to work alone in high-risk activities or areas.
- Where it is unavoidable, the lone worker will ensure that management is aware of their whereabouts and the nature of the work being undertaken. Arrangements will be documented in a specific risk assessment or company procedure which will be communicated to all persons potentially involved.
- Lone workers are included in the Company Liability insurance cover, in accordance with the Employer's Liability (Compulsory Insurance) Act 1969.

#### **4.14 Mobile Phones**

- It is an offence under the Road Vehicles (Construction and Use) Regulations 2003 (as amended) to use a hand-held phone or similar device when driving.
- No calls are to be made or received by the driver of a moving vehicle unless the vehicle is fitted with a working 'hands free' kit and it is considered that it is safe to do so.
- Calls dealt with in this way are to be short duration calls only. Longer duration calls are to be dealt with by pulling over to the side of the road into a suitable parking area when it is safe to do so to continue the conversation.

#### **4.15 Welfare**

- The organisation is committed to providing a safe and healthy work environment that takes into account the welfare needs of all its employees and learners, including those with disabilities.
- Welfare provision will be in accordance with the Workplace (Health, Safety and Welfare) Regulations 1992
- Wellbeing checks form part of the Work-based Officer monitoring of all apprentices

#### **4.16 Safety Signage, Access and Egress**

- Appropriate safety signs and notices will be posted throughout organisation and partner premises as identified via risk assessment and in accordance with the Health and Safety (Safety Signs and Signals) Regulations 1996.
- All access and egress routes are kept clear at all times.
- Emergency escape routes are to be unobstructed. Stores or materials shall not be left in access or egress routes where they may hinder escape in an emergency.

### **5. Workplace Arrangements for Health, Safety & the Environment**

The following topics have been identified as significant in terms of workplace hazards

#### **5.1 Display Screen Equipment**

- All the Learning Institute workstations consisting of Display Screen Equipment (DSE) will be the subject of an ergonomic assessment to identify the measures required to reduce the risk of harm occurring to the operators/users of such workstations, in accordance with the Health and Safety (Display Screen Equipment) Regulations 1992.
- Employees and learners whose work requires them to operate their DSE workstation daily for a significant part of the day will be entitled to a free vision screening or eye test on request. Where such examinations identify the requirement, the organisation will provide, free of charge, corrective appliances required specifically for DSE work.
- Employees and learners whose work requires them to be at their DSE workstation for a significant part of their working day are to vary their work routine such that they perform other work activities away from their display screen equipment for approximately 10-15 minutes per hour.

#### **5.2 Driving on Organisation Business**

- All employees and learners driving on The Learning Institute business must be qualified and medically fit to drive the vehicle and hold adequate insurance (if using their own vehicle). Employees and learners must inform the organisation of any disqualifications or other reasons such as medical conditions that may affect their ability to drive or operate vehicles or plant.
- Employees and learners provided with a hire vehicle will at all times meet the requirements of the Road Traffic Act and follow the guidance detailed in the Highway Code.
- Employees and learners will drive courteously and in a non-aggressive manner.



- Employees and learners will always plan their journeys to ensure that sufficient time is allowed for the journey taking into account prevailing weather and road conditions.
- Penalties incurred for breaches of the Road Traffic Act and other relevant legislation will be met by the individual employee or learner. Disciplinary action may be taken against employees and learners who frequently or excessively incur penalties for breaches of road traffic legislation.

### **5.3 Electricity and Portable Electrical Appliances**

The Learning Institute recognises the need to ensure that all electrical equipment shall be safe at all times in its own premises and those of partners.

- Ensuring all electrical appliances and equipment are periodically examined and tested at a frequency in accordance with current Health and Safety E guidance;
- Maintaining a record of all inspections / tests of electrical equipment and appliances;
- Ensuring that equipment operators regularly carry out a visual inspection of equipment and associated cables and plugs for signs of obvious damage;
- Ensuring that all safety devices and guards are serviceable and in place prior to the use of equipment;
- Immediately reporting and prohibiting the use of defective equipment, including leads and plugs;
- Only authorised and competent persons will be permitted to repair or alter electrical equipment. Temporary or makeshift repairs are not to be undertaken

### **5.4 Housekeeping**

- In order to promote a safe working environment and good hygiene standards, high standards of housekeeping will be maintained at all times throughout organisation and partner premises.
- All materials will be stored to reduce the risk injury to personnel and to minimise fire risk.
- Combustible materials will not be stored adjacent to heat sources.
- Rubbish will not be allowed to accumulate and will be safely disposed of regularly.
- All spillages will be cleared up immediately.
- Vehicular and pedestrian access and egress routes shall be maintained at all times, both internally and external to buildings. Routes are to be kept clear for emergency purposes.

### **5.5 Slips, Trips and Falls**

- Trailing leads and hoses are laid to minimise the risk of trips. Cable protection is fitted when possible to reduce the risk of tripping.
- Floor coverings will be sound and in good state of repair. All spillages will be cleared away immediately.
- All corridors, accesses, egresses and stairwells will be adequately lit and kept clear of obstacles and rubbish.
- Offices, working areas and sports areas will be kept tidy at all times and all rubbish will be removed at the end of each day.

### **5.6 Storage Racking, Materials Storage and Handling**

- All racking and shelving designed for the storage of materials will be fit for purpose and capable of supporting the required loads.
- Employees will be trained in safe methods of stacking and removing materials on / from racking and shelves.
- Materials will be stored and stacked to reduce the risks in manual handling.
- All storage racking will be regularly inspected by a competent person to ensure stability and integrity.



## **6. Review**

The Learning Institute Governing Board is responsible for the annual review of this Policy.