



## HEALTH & SAFETY POLICY

<b>Person responsible for ensuring that this policy is implemented and reviewed in line the review dates below:</b>  <b>Claire Potter</b>	<b>Job Role:</b>  <b>Director of Finance</b>
<b>Policy reviewed : Oct 23</b>  <b>Version 6</b>	<b>Next Review date: Oct 24</b>

### Table of Changes

<b>Page</b>	<b>Change</b>
1	Logo changed
4	Director of Finance details updated
5	Director of Finance details updated
6	First Aider/Fire Warden details updated

## HEALTH AND SAFETY GENERAL POLICY STATEMENT

### LONDON LEARNING CONSORTIUM

At London Learning Consortium we recognise our duties under current health and safety legislation, and we will endeavour to meet the requirements of this legislation and maintain a safe and healthy working environment onsite and on employer and partner provider premises. Our Managers and Supervisors are informed of their responsibilities to ensure they take all reasonable precautions, to ensure the safety, health, and welfare of those that are likely to be affected by the operation of our business.

London Learning Consortium recognises its duty to make regular assessment of the hazards and risks created in the course of our business.

We also recognise our duty, so far as is reasonably practicable:

- to meet our legal obligations to maintain safe and healthy working conditions;
- to provide adequate control of the health and safety risks so identified;
- to consult with our employees on matters affecting their health and safety.
- to consult with employers and partner providers on matters affecting the health and safety employed learners or those on workplacements
- to provide and maintain safe plant and equipment.
- to ensure the safe handling and use of substances;
- to provide information, instruction, training where necessary for our workforce, taking account of any who do not have English as a first language;
- to ensure that all workers are competent to do their work, and to give them appropriate training;
- to prevent accidents and cases of work-related ill health;
- to actively manage and supervise health and safety at work;
- to have access to competent advice;
- to seek continuous improvement in our health and safety performance and management through regular (at least annual) review and revision of this policy; and
- to provide the resource required to make this policy and our Health and Safety arrangements effective.

We also recognise;

- our duty to co-operate and work with other employers when we work at premises or sites under their control to ensure the continued health and safety of all those at work; and
- our duty to co-operate and work with other employers and their workers, when their workers come onto our premises or sites to do work for us, to ensure the health and safety of everyone at work.

To help achieve our objectives and ensure our employees recognise their duties under health and safety legislation whilst at work, we will also inform them of their duty to take reasonable care for themselves and for others who might be affected by their activities. We achieve this by explaining their duty and setting out our company health and safety rules in an Employee Safety Handbook which is made available to every worker employed by us.

## HEALTH AND SAFETY POLICY

### GENERAL POLICY

This Health and Safety Policy contains a plan detailing how we manage our health and safety issues. The policy sets out our commitment to manage risks and provide good standards of health and safety and also to meet our legal duties. Health and safety is an integral part of how we do business as a responsible employer and we have put in place the necessary organisation and arrangements to achieve this. This policy has been initiated after carrying out a full appraisal of our health, safety and welfare requirements and will be reviewed periodically (at least annually).

### Scope

**This policy applies to any student who is engaging in the following types:**

- **Staff**
- **Visitors and contractors**
- **Learners in classrooms based sessions**
- **Apprentices**
- **Learners on any other type of workbased learning programme**
- **Work experience placements**
- **Internal work experience placements**

### Health and Safety General Policy Statement

This is a declaration of our intent to provide and maintain, so far as is reasonably practicable, a safe and healthy working environment and to enlist the support of employees towards achieving these goals. The General Policy statement is brought to the attention of all employees by publication in the main policy Manual and in the Employee Safety Handbook. It may also be included on notice boards in our premises.

LL has a responsibility under the Health and Safety at Work Act (HASAW) 1974 and associated legislation to ensure, as far as reasonably practical, the health, safety, and welfare of students both on site and off site. HASAW also identifies responsibility for both the individual and the employer. LLC also has a duty under the Education Act 2002 'to carry out their function with a view to safeguarding and promoting the welfare of children and young people'. LLC promotes a positive safety culture as a central part of its policy and procedures. To achieve this, all staff and students need to play an active part in ensuring that all learning environments, including the workplace, are safe and well managed.

### Organisation

This part of the Policy details the health and safety responsibilities of key personnel within our organisation. These responsibilities are fulfilled by completion of various Safety Records, pro-formas and records in relation to on-going maintenance activities, training, accident reporting, and investigation, and actions that have taken place.

### Safety Arrangements

This part of the Policy explains the systems and procedures in place for managing individual topics or subjects for which our business is responsible.

### Relevant legislation

This page sets out details of the main statutes and regulations affecting health and safety at work that are currently in force.

**To assist us with our duty we have retained Peninsula Business Services Limited to provide information and guidance on how these provisions should be managed and recorded.**

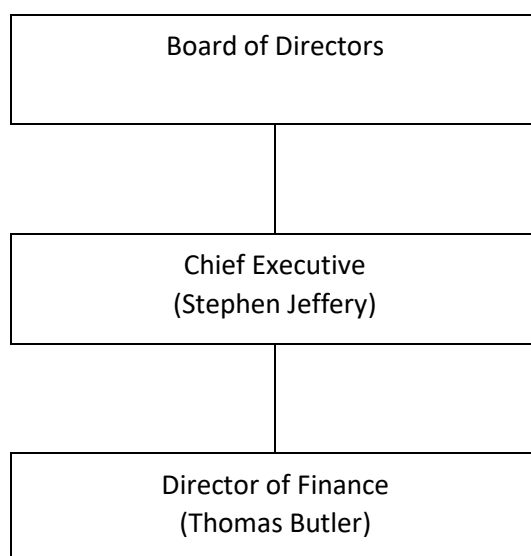
**We accept that we cannot discharge our responsibility for managing health, safety and welfare within the workplace to others outside our employ. Use of the above documents will aid our success in fulfilling these responsibilities.**

## **Organisation**

### **Health and Safety Management Structure**

Although the Board of Directors have overall responsibility for the implementation of this policy day to day responsibility for particular issues has been delegated to key personnel.

The management structure within our business is shown here and the allocation of day to day responsibility for particular health and safety issues is shown in the Responsibility Table which appears later in this document.



### **Health and Safety Management Responsibilities**

The Board of Directors have recognised that they retain overall responsibility for health and safety matters. They also recognise that the business needs to take action in respect of the key points listed here. In managing these matters emphasis is placed on recognising hazards and potential risks and then taking steps to minimise their effects on employees and others.

#### **General**

- Provide and resource an effective health and safety management system.
- Provide a suitable means of consultation with employees on health and safety matters.
- Ensure that adequate Employers' Liability Insurance cover is arranged and maintained.
- Ensure that health and safety implications are considered when acquiring new equipment and machinery.
- Ensure that contractors (when employed) are competent and monitored during work.
- Ensure that a process is in place to identify and report hazards.
- Ensure that all employees are provided with appropriate health and safety training.
- Provide measures to protect the health and safety of employees working alone.

- Monitor the health and safety performance of the organisation.

### Health & safety Responsibilities Table

Position	Responsibility
Board	In the context of effective governance arrangements, managing Health and Safety risk is a key issue for the Board, who have a collective role in providing committed leadership in the continuous improvement in Health and Safety the Board is responsible for committing resources as an investment to improve staff health, safety and welfare and subsequently monitoring the impact of committing resources. Board decisions and actions will support LLC's Health and Safety responsibilities.
CEO	The Chief Executive has overall and final responsibility for Health and Safety. Specific Health and Safety duties include: Provision of an organisation which has clearly defined responsibilities leading to effective and comprehensive Health and Safety management, Allocation of resources to comply with Health and Safety legislation and best practice so far as is reasonably practicable, Ensuring that systems are in place so that all employees are fully aware of their statutory responsibilities by the inclusion of Health and Safety in all job descriptions and through staff Induction, Appointing an individual(s) with special responsibility for Health and Safety who is responsible for the overall coordination of health safety and welfare issues
Director of Finance  <b>(Health &amp; Safety Co-ordinator)</b> <b>Thomas Butler</b> <b>t.butler@londonlc.org.uk</b>	Director of Finance are responsible for: Implementing LLC's policies and procedures, developing and delivering local protocols, ensuring appropriate and relevant performance targets are met and monitored, taking appropriate corrective actions identified through incident investigation, the implementation and monitoring of Health and Safety policies within LLC, ensuring responsibilities are clearly assigned. Ensuring risk assessments are undertaken, appropriate action taken, and results are included in the local risk register. • Providing effective support for staff to have adequate information, instruction and training to undertake their work safely. Ensuring that Health and Safety management and awareness is included in performance appraisal. Promoting a positive Health and Safety culture within LLC. Ensuring that all accidents and incidents are managed in accordance with relevant policies and procedures.
LLC Managers/Senior Managers	Each Manager/Senior Manager is responsible for their personal safety and that of all personnel under his or her authority, including others who may be affected by the company's activities. In particular they will:  Understand and implement the company safety policy. Appreciate the responsibilities of personnel under their authority and ensure that each employee knows his/her responsibility and are equipped to play their part. Monitor that employees are provided with comprehensive and relevant information on; i) the risks to their health and safety as identified by risk assessment ii) the preventative and protective measures to minimise risk iii) procedures relating to matters of serious and imminent danger Conduct Risk Assessments on activities within their department ensuring that the methods and systems of work are safe. Also, that the necessary procedures, rules and regulations designed to achieve this are formulated, published and applied. Provide written instructions of work methods outlining potential hazards and precautions, and ensure they are complied with.

	<p>Ensure accident and near-miss reporting procedures are understood and complied with and assist with accident investigations where appropriate. Curriculum Managers to ensure awareness or and adherence to H&amp;S is built into teaching and learning</p> <p>Identify and apply for appropriate training of employees in health and safety issues as identified through risk assessments and the appraisal process. Ensure that line managers and employees who are given specific health and safety roles are provided with appropriate training</p> <p>Set a personal example with regard to health and safety matters.</p>
Delivery Staff	<p>Ensuring that the work of LLC is carried out in accordance with LLC Health &amp; Safety Policy and its Codes of Practice</p> <p>The safety of students whilst they are in their charge, whether in or outside LLC <b>and on employer premises</b></p> <p>Ensuring that clear safety instructions and warnings are given.</p> <p>Personally, following safe working procedures and observing general safety regulations</p> <p>Ensuring that the Management of Health and Safety at Work Regulations are adhered to.</p> <p>Reporting accidents immediately using LLC report form and completing the necessary and appropriate accident forms</p> <p>Ensuring that, in the event of a serious accident, nothing is disturbed at the scene of the accident, except as might be necessary for the removal of a casualty</p>
<b>Fire Wardens</b> <b>Kay Ward</b> <a href="mailto:k.ward@londonlc.org.uk">k.ward@londonlc.org.uk</a>	<p>to assist in implementing and improving effective emergency procedures in the workplace;</p> <p>to raise awareness with other staff about the fire hazards that exist in your workplace;</p> <p>to instruct workers in how to respond in an emergency;</p> <p>to lead the fire drills and real evacuation procedures</p> <p>to ensure all workers are accounted for during an evacuation; and</p> <p>to assist all people in the workplace should an emergency occur, including assisting people with special needs, e.g. helping someone in a wheelchair to evacuate.</p> <p>If the fire alarm is sounded, fire wardens have a duty to assist in the safe evacuation</p>
<b>First Aiders</b> <b>Kay Ward</b> <a href="mailto:k.ward@londonlc.org.uk">k.ward@londonlc.org.uk</a>	<p>The role of a first aider is to give someone this help, while making sure that they and anyone else involved are safe and that they don't make the situation worse.</p>
Other staff within LLC	<p>Ensuring that the work of LLC is carried out in accordance with LLC Health &amp; Safety Policy and its Codes of Practice</p> <p>Personally, following safe working procedures and observing safety regulations</p> <p>Ensuring that they take the necessary safety precautions in the use of all equipment, premises and materials</p> <p>Recording accidents immediately in LLC Accident Book and completing the necessary and appropriate accident forms</p> <p>Ensuring that in the event of a serious accident nothing is disturbed at the scene of the accident, except as might be necessary for the removal of a casualty.</p> <p>Reporting defects to immediate supervisor or senior personnel.</p>
Learners	<p>Co-operating in keeping a tidy and safe working environment</p> <p>Observing health &amp; safety regulations</p>

	<p>Being appropriately dressed for the activity undertaken</p> <p>Ensuring that they take the necessary safety precautions in the use of all equipment, premises and materials</p> <p>Reporting any accidents immediately to the staff in charge of their class or to any appropriate member of LLC staff.</p>
Peninsula Business Services	To assist us with our duty we have retained Peninsula Business Services Limited to provide information and guidance on how LLC's H&S provisions should be managed and recorded.

**Safety Arrangements to ensure Safe Working Conditions at LLC**

**Safety Inspection**

Action to ensure a safe and healthy working environment. This will be achieved by inspections of the working environment carried out regularly by the appropriate personnel as may be delegated. A record of each inspection will be kept, and remedial action taken.

**Personal Protective Equipment**

The wearing of Personal Protective Clothing is mandatory for all staff, students and visitors where the risk assessment has advised this to be the course of action to reduce risk of harm. Clear guidelines will be given by the staff mainly tutors or assessors to students at the beginning of their course.

**Fire Notices**

These notices will be displayed in all classrooms, offices and on notice boards throughout LLC. All students will have their attention drawn to the fire notices during induction week. Fire drills will take place at regular intervals with a minimum of one per term. A record of these drills is maintained in the Fire Log. All new staff and students will be informed of what to do in the case of fire by their respective managers, tutors.

**First Aid**

Details of LLC's first aid facilities will be displayed on notice boards. Rooms containing first aid boxes will have the white cross on a green background sign. A list will be displayed of all those holding recognized First Aid Certificates. First aid can be administered only by those with appropriate qualifications

**Hazard Reporting**

Any suspected hazard will be reported to the Director of Finance & Resources. Any employee whose work involves a hazard is authorized to cease the activity concerned until the hazard has been reported and the Director of Finance & Resources confirms or rejects the action taken.

**Accidents**

It is the policy of LLC to take all reasonably practicable steps to avoid accidents occurring. In the event of an accident, the first concern will be the care of the person or persons who have suffered injury. The accident will be reported to the persons detailed on the incident report form. The reporter shall ensure that adequate arrangements are made for the care of any injured persons. It will be policy to investigate all accidents, including those not involving injury, and arrangements for the investigation will be made by the Director of Finance who will report the result of the investigation to CEO/Board.

**Hazard Identification**

All activities, processes, substances and work places must be risk assessed under the direction of the personnel identified within this policy.

### **House-keeping**

LLC attaches importance to the need for good house-keeping practices. It is policy to ensure that floors are kept free of anything that may cause slipping or tripping and that no waste materials which could cause injury if trodden on can remain where they fall. Items stored on shelves will be stored in such a way as to ensure that they do not cause injury to anyone working in the vicinity or to anyone passing by. Rubbish will not be allowed to accumulate in any working area and passageways will always be kept clear.

### **Special Hazards**

Portable electric mains operated equipment will be used only where this does not entail trailing power leads across walkways. Inflammable liquids will not be permitted in any room in LLC in quantities that are more than that required to meet immediate needs and no radiant heat source will be used in any circumstances in which such use could incur a risk of fire or explosion.

### **Maintenance and Inspection of Machinery**

It will be the policy of LLC to ensure that all equipment and machinery used by LLC should be maintained in accordance with the instructions issued by the manufacturer. All electrical equipment should be PAT tested annually. Where manufacturers' instructions are not available, staff should seek advice from the Director of Finance & Resources to obtain such advice as may be needed for preparing those instructions. No maintenance will be carried out on any equipment or machinery while it is in use and it will be the responsibility of the operator to ensure that all power operated equipment is isolated from the source of power before maintenance work begins and that power is not restored until after the person who carries out the maintenance gives formal notification that the maintenance work has been completed. Appropriate records should be kept.

### **Joint Consultation**

It is Policy to ensure that there is full consultation with the employees on all matters concerning health and safety at work. Employees are encouraged to identify hazards within the work situation and to bring any hazards that are identified to the notice of the Directors without delay.

### **Safety Arrangements to ensure Safe Working Conditions at employer/partner provider premises**

**LLC will ensure that health and safety in the workplace or off-site is assessed prior to a student engaging on a learning programme with an employer or partner provider. The assessment includes the safeguarding of children and young people. The outcome of the health and safety workplace assessment will be recorded using the Work Placement Health & Safety checklist.**

**LLC will make an informed judgement about health and safety suitability prior to learning being delivered with that employer or partner provider and will only work with an employer or partner provider where:**

- **The workplace has been approved following the completion of the work placement Health and Safety checklist.**
- **The assessment will robustly assess an employer's/partner provider policies, procedures, and premises to ensure full compliance with health and safety standards.**
- **The welfare of students is prioritized, and the employer complies with safeguarding, health and safety and equal opportunities legislation.**



**Staff organizing work placements will be trained sufficiently to identify all hazards associated with any type of work experience. This does not need to be industry specific but a good basic understanding of Risk Assessments, work place hazards and Safeguarding is required.**

### **Monitoring**

The operation of this policy and arrangements is actively monitored through the periodic review of our completed Safety Record Forms and also by using Periodic Workplace Checklists. The Board of Directors have overall responsibility for this, but some of the routine tasks may be delegated. We also use an Annual Health and Safety Review form to determine whether our existing health and safety procedures and arrangements are adequate.

People who have delegated responsibilities under this policy will also complete Periodic Checklists of compliance with the policy and procedures arranging for remedial actions to be taken where necessary. The outcomes of these periodic reviews will also be considered during the annual review.

### **Relevant legislation**

This policy forms part of an overall approach to managing Health and Safety within the Trust and should be read in conjunction with the following relevant Health and Safety legislation, Health and Safety Executives (HSE) documents and Trust policies and procedures.

#### **Legislation and HSE documents:**

- Health and Safety at Work Act 1974
- Management of Health and Safety at Work Regulations 1999
- Management of Health and Safety at Work Regulations 1999
- The Workplace (Health, Safety and Welfare) Regulations 1992
- The Health and Safety (Display Screen Equipment) Regulations 1992
- The Personal Protective Equipment at Work Regulations 1992
- The Manual Handling Operations Regulations 1992
- The Provision and Use of Work Equipment Regulations 1998
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995
- The Working Time Regulations 1998 (as amended)
- HSE guidance notes and Approved Codes of Practice (ACoP)

#### **LLC policies and procedures:**

- Lone Worker Policy
- Safeguarding & Prevent Duty Policy
- Internet & email Policy