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VERSION	REVIEWER/APPROVAL	REVIEW NOTES
Version 1 – October 2019	<i>John Pitchforth</i>	The original has been signed by John Pitchforth, Managing Director
Version 2 – October 2020	<i>John Pitchforth</i>	The original has been signed by John Pitchforth, Managing Director
Version 3 – June 2021	<i>John Pitchforth</i>	The original has been signed by John Pitchforth, Managing Director

## Health & Safety Policy

### Statement by the Managing Director of Heritage Skills Academy (HSA)

As Managing Director of Heritage Skills Academy, I accept responsibility for those areas managed by HSA, and confirm that everything reasonably practicable will be done to protect the health, safety and welfare of learners, staff, visitors, contractors and all others working on or visiting the HSA offices and workshops.

Our Health and Safety Consultant has the day-to-day responsibility for seeing that HSA’s safety policies are properly implemented and enforced, and that any matters of concern are brought to the attention of HSA’s Managing Director as quickly as possible.

It is also important that HSA’s apprentices, employers, and staff are aware of each partnership organisation’s Health & Safety Policy in so much as it affects them. Health and Safety forms part of the induction programme for all parties and commitment through their contracts or, for apprentices and employers, the completion of their commitment statement.

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## **Part 1 - Statement of General Policy**

1. This Health and Safety Policy Statement deals with the aspects of health, safety and welfare over which the Managing Director has control. This control is not limited to matters funded from Heritage Skills Academy' delegated budget, but rather extends to cover everything associated with the company as a whole, including those matters for which other partnership organisations also have responsibility.
2. This policy statement is written specifically for the benefit of apprentices and staff in the company. It is intended to complement rather than replace the statements issued by partnership organisations. Copies of all these documents along with codes of practice and other information on health and safety matters are kept in the offices and are readily available for all apprentices and staff to refer to, it is also available on our website.
3. The continuing policy of the company is to conduct its operations in such a manner as will ensure, as far as reasonably practicable, the health, safety and welfare at work of staff and others on the site.
4. All apprentices, employers and staff have an important part to play in implementing the policy. In particular, they have a duty to take reasonable care for the safety of themselves and anyone else who may be affected by what they do or fail to do. Apprentices, employers and staff also have a responsibility to co-operate with others carrying out their own duties.
5. The aim of the Managing Director is to see that everything reasonably practicable is done to safeguard the health, safety and welfare of all those using the site.

In particular they will:

- Establish and maintain a safe and healthy place of work for apprentices, staff, and others.
  - Provide information, instruction and supervision so the apprentices and staff can work safely, avoiding hazards to themselves and others
  - Set up effective procedures to be used in cases of fire and other emergencies which involve evacuating the building.
  - Set up procedures to be followed in the event of an accident
  - Provide adequate welfare facilities.
6. This policy will be reviewed at least annually, or when changes are made to legislation, workplaces, equipment, staffing, an accident occurs or a concern is reported.

## **Part 2 - The Organisation for Implementing the Policy**

### **Management**

The overall management structure for dealing with health & safety matters is shown in Appendix A. The responsibilities of the directors, learners and members of staff are listed in Appendix B.

### **Members of staff holding positions of responsibility and employers**

All members of staff with a responsibility for others have a duty to implement this policy as far as they are able and to bring to the attention of the board of directors any concern affecting the health, safety, and welfare of those for whom they are responsible.

### **All staff**

All staff must take reasonable care of their own health, safety and welfare and have a duty to avoid doing anything likely to endanger themselves or others.

### **All apprentices**

All apprentices must take reasonable care of their own health, safety and welfare and have a duty to avoid doing anything likely to endanger themselves or others.

### **Part 3 - Arrangements for Implementing the Policy**

#### **1 Accident reporting**

Accidents will be reported in accordance with the company's reporting procedure. Minor accidents/ incident and near misses will be recorded in the office accident books which are in each location. More serious accidents must be reported to the Managing Director for investigation. At data from incidents and near misses will be reviewed regularly and actions identified.

#### **2 Advice**

Staff seeking advice on safety issues should first contact their line manager. If the matter cannot be resolved locally, the line manager will contact the Managing Director who will, if necessary, obtain professional advice.

#### **3 Contractors**

Maintenance/construction work on site will be monitored by the relevant manager to make sure that is carried out without risk to staff. This is to include but not limited to, methodology and risk assessments for all works undertaken. The Managing Director will be informed immediately of any cause for concern. Contractors appointed by the company will be asked to abide by the Contractors' Safety Guidelines produced by the HSE, a copy of which is kept in the administration office for staff to refer to.

#### **4 Display screen equipment**

Display screen equipment will be used in accordance with the LEA's code of practice, which has been designed to meet the requirements of the Health & Safety (Display Screen Equipment) Regulations 1992. The machinery in the office should always be used according to the Manufacturers' instructions; copies of these are kept in the each office. DSE assessments will be completed for all regular users and action undertaken when required.

#### **5 Electricity**

All portable electrical equipment used at the company must meet the relevant British Standard and will be inspected and tested in line with usage and all relevant legislation. Any equipment found to be defective will be removed from use until repaired and tested. Learners and staff are encouraged to make visual inspections each time they use equipment so that any defects can be quickly found and dealt with.

#### **6 Fire precaution**

All apprentices and members of staff have been made aware of the fire and emergency procedures. Checking of escape routes and fire-fighting equipment is the duty of the designated fire officer and fire marshals. Only those trained to fight fires should use extinguishing equipment unless in an emergency situation.

#### **7 Fire extinguishers**

Training in the correct use of fire extinguishers will be made available to staff, although in the event of a fire, the first priority will be to escort everyone safely from the building.

#### **8 Fire evacuation notices**

Notices giving details of the nearest fire exit are displayed in each location. Apprentices and staff must use the nearest available exit and assemble at the pre-determined fire assembly point.

#### **9 Fire doors**

Fire doors will be kept in a closed position and not propped open.

**10 First aid/welfare**

The first aid boxes and accident books are kept prominently in each location. First aiders can be identified on the first aid notices.

**11 Hazardous substances**

All chemicals and other products known to be hazardous, and any processes which create dust or fumes, will be assessed in accordance with the Control of Substances Hazardous to Health (COSHH) Regulations. The company will comply with the HSE's code of practice and ensure that written information on the correct use and storage of each product is made available to the learners and staff concerned. Whenever possible, substances creating a hazard will be replaced with safer alternatives.

The company has a policy of disallowing the taking of alcoholic refreshments while in the workplace and does not allow persons under the influence of drug misuse to report to work.

The company has a no smoking policy in line with current legislation.

**12 Induction**

The induction process for all new apprentices and staff will include training and instruction in the company's health & safety policies and procedures.

**13 Manual handling**

The HSE's code of practice on manual handling will be followed to make sure that every precaution is taken to prevent injury to staff. A copy of the code of practice is kept in the administration office for staff to refer to.

**14 Risk Assessments**

As required by the Management of Health & Safety at Work Regulations 1992, assessments will be made to identify any risks to learners and employees and others resulting from, for example, carrying heavy or awkward loads or the use of visual display equipment. Everything reasonably practicable will then be done to minimise or remove the risks.

**15 Training**

All members of staff are encouraged to undertake health & safety training in matters relating to their work. This training is considered to be a priority by the Managing Director and has his full support.

**16 Vehicles in each location's car park**

Apprentices and staff should be aware of vehicles maneuvering on the forecourt.

**17 Violence to staff**

All violent incidents to learners and staff, including verbal abuse, are to be reported to the Managing Director for recording and investigating.

**18 Visitors**

All visitors are required to report to reception and will be escorted while in any HSA facilities.

**19 Eating and Drinking**

Staff are required to eat away from their workstations and take care to keep liquids away from electrical equipment.

## 20 Privately owned vehicles used on company business

The company will ensure that all privately owned vehicles are adequately insured for business use, are road worthy and that employees have a valid driving license. The company will keep an administrative paper trail to demonstrate these checks have been carried out. Any employee using a mobile phone whilst driving, without using a 'hands free' device will be subject to disciplinary procedures.

## 21 Workplace Inspections

It is the policy of HSA to comply with the requirements of the Workplace (Health, Safety & Welfare) Regulations 1992.

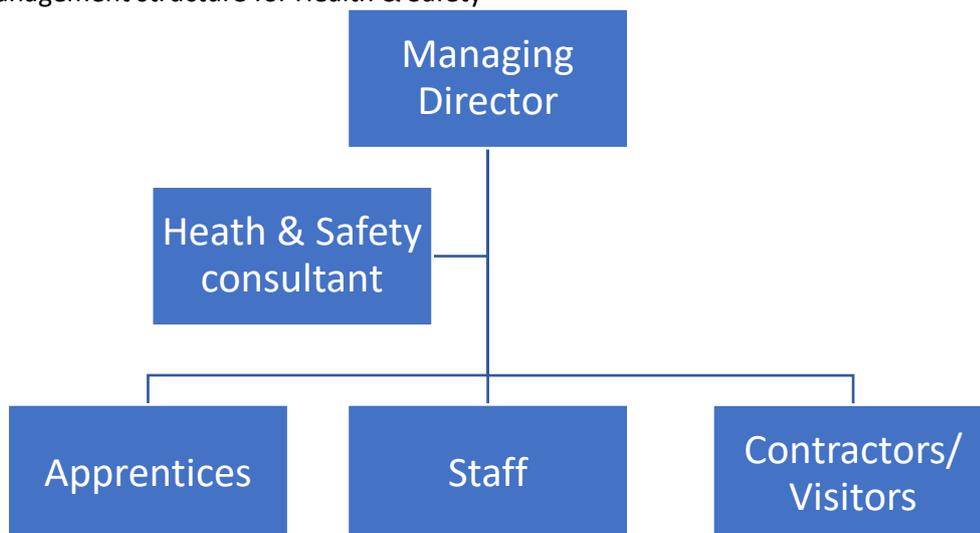
Regular inspections of the workplace will be carried out by the appropriate members of staff. In addition inspections will be conducted in the relevant areas whenever there are significant changes in the nature and/or scale of our operations.

## 22 Illness

All staff and apprentices should notify HSA if they are absent through illness as soon as possible on the first day of absence. A return to work or learning will be supported and guidance sought as necessary where symptoms may require a statutory absence period.

## Appendix A

Management structure for Health & Safety



### Duties and Responsibilities (not to be delegated)

The Managing Director has a responsibility to:

1. Ensure that the child protection and safeguarding policy and procedures are followed
2. Ensure that sufficient safety equipment, including firefighting and first aid equipment, is provided to standards set by the local authority
3. Ensure that the site and buildings are regularly inspected and that sufficient funds are made available to deal with any work required for health & safety reasons
4. Ensure that the plant and equipment is regularly inspected and that chemicals are kept in a safe condition and safely stored
5. Ensure that the emergency procedures are regularly tested

6. In consultation with staff, prepare a safety policy and ensure that it is followed and regularly reviewed and updated
7. Ensure that goods purchased from the company's budget conform to national and local authority standards
8. Ensure that the company's accident reporting procedure is followed and that accidents are investigated in order to try and prevent a recurrence
9. Provide the resources for training staff in first aid, fire-fighting and other aspects of health & safety
10. Inform staff of health & safety matters
11. Promote health and safety in the workplace with signage and embed health and safety and good work practices within the apprentice programme.

### **Duties and Responsibilities (to be delegated)**

#### **The Delegated Person or other delegated manager has a responsibility to:**

1. Understand and ensure the child protection and safeguarding policy and procedures are followed
2. Be the focal point for day-to-day matters relating to health & safety
3. Coordinate the introduction and use of any new safety procedures and to insist on safe working practices
4. Take immediate action to deal with hazards as they are found. Report, as a matter of urgency, any hazards needing the attention of the partner organisations' Health & Safety Officer
5. Make recommendations to the partner organisations on ways to improve health & safety standards
6. Carry out regular inspections of the company locations. Keep informed of accidents and dangerous occurrences and identify ways of preventing any reoccurrence.
7. From time to time review the first aid cover
8. Make sure that safety information is passed on to apprentices and staff and that they receive the appropriate training
9. Keep all apprentices and staff regularly informed of health & safety matters

The responsibility for ensuring that these duties are carried out remains with the Managing Director

### **Duties and Responsibilities of Staff, Apprentices and Employers**

All apprentices and members of staff have a responsibility to:

1. Understand and follow the child protection safeguarding policy and procedures
2. Understand and follow all emergency procedures
3. Adopt safe working practices
4. Make recommendations for improvements to safety standards
5. Cooperate with others in promoting safety standards