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Health & Safety

Statement of Intent & Policy



Signed: _____

Title: _____

Date: _____

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Safe n Sound Mission/vision

The Health & Safety Policy sits within the Safe n Sound framework at Training for today. This framework has been developed to bring together the key principles of Equality & Diversity, Health & Safety and Safeguarding within an umbrella of strategic direction and operational support.

Safe n Sound Mission

Through developing practice, collaboration, research and dissemination the Safe n Sound steering group seeks to ensure that everyone in our care receives support which meets their individual needs. The Safe n Sound steering group works in partnership with the following operational teams;

- Equality & Diversity
- Health & safety
- Information Advice & Guidance (IAG)
- Safeguarding

Safe n Sound Vision

'A safe and respectful learning environment for all.'

1. Statement of Intent

Purpose

Training for today considers that the health and safety of its employees and learners is of prime importance. The Managing Director is fully committed to taking a leading role in establishing, maintaining and continuously improving high standards of health and safety. To that end we use HSG65 as a basis of our health and safety management system. The success of this statement and its associated policy depends on the active involvement of **everyone** at **Training** for today.

Commitment

Each employee and learner will be given necessary information, instruction and training to enable the safe performance of work activities. In particular, each learner will be given appropriate training in Health & Safety up to either Unit A Level 3 (Safe Worker Standard) or Foundation Level Certificate in Health & Safety in line with the LSC safe learner blueprint.

Training for today will ensure that fire exits are clearly marked and that all staff and learners are aware of fire procedures. Similarly, **Training** for today will ensure that all staff and learners are aware of issues concerning first aid.

This statement and associated policy covers the mental and physical well being of individuals. Everyone will be treated with dignity and respect and workplace equipment will be monitored as necessary to ensure maximum safety. Adequate facilities and arrangements will be maintained to enable employees and learners to raise issues of health and safety. The Managing Director will appoint relevant employees to assist the meeting of statutory duties. In particular a Health and Safety Officer will be nominated with responsibility for ensuring that a proper risk assessment and associated action is implemented.

Every employee and learner must co-operate with **Training** for today to enable compliance with health and safety. Each individual

has a legal obligation to take reasonable care for his or her actions that may affect either themselves or colleagues.

Guests of **Training** for today will also be given an appropriate brief on health and safety issues.

Implementation

The policy will be monitored and reviewed annually at management review to ensure that the objectives are achieved. It will be updated annually to take account of any legislative or organisational changes.

General Policy Statement

- a) It is the policy of **Training** for today that, so far as is reasonably practicable, every possible step will be taken to ensure the health and safety at work of all employees, and to conduct all activities with appropriate safeguards against exposing learners to undue risks to their health and safety.
- b) The ultimate responsibility for all aspects of health and safety within **Training** for today rests with the nominated safety officer.
- c) Authority to implement this policy is delegated to the safety officer who, with the maximum involvement of all employees at all levels, will ensure that the policy is effectively applied in the area under their control.
- d) Equally, every employed agent and learner has the duty to exercise personal responsibility to take reasonable care for the health and safety of himself and other persons who may be affected by his acts or omissions.

Michael Foster,
Kathleen Foster,
Nissa Smyth
Directors **Training** for today

General Responsibilities

Training for today must be informed of all learner accidents which occur either in the placement or at the Training Centre and an accident report will be completed for each and every such accident.

Training for today will provide and also expect Employers to:

- a) Provide and maintain equipment and systems of work that are safe and without risks to health.
- b) Make arrangements for ensuring the safety and absence of risks to health in using, handling, storing and transporting articles and substances.
- c) Provide such information, instruction, training and supervision as is necessary to ensure the health and safety at work of employees and other persons who may be affected by their acts.
- d) Ensure that any place of work which is under their control is maintained in a safe condition and does not pose a risk to health, and also ensure that access to, and egress from, the work place are safe and without such risks.
- e) Provide and maintain a working environment that is adequate as regards facilities and arrangement for welfare at work.
- f) Ensure that learners adhere to all Health & Safety instructions and take **all reasonable** care whilst working.
- g) Ensure that all accidents at place of work or Training Centre are recorded in the appropriate Accident Book.

Specific Responsibilities

Training for today as the Managing Agent:

- a) Will ensure that it complies with its legal obligations.
- b) Will ensure that there is an effective and up-dated policy for health and safety of employees and learners, and ensure that it is implemented.
- c) Will ensure that all learners complete an induction programme aimed at reducing all identified risks relating to health and safety and that the induction programme is understood at all levels. A post induction questionnaire will be used to test knowledge.
- d) Will ensure that any legislation, regulations, codes of practice and other sources of information are disseminated to the appropriate personnel via a comprehensive meeting structure and regular learner and placement visits.
- e) Will ensure that all employees implement the **Training** for today Health and Safety policy.
- f) Will ensure that appropriate and relevant training is incorporated into all vocational training.
- g) Will ensure that Health and Safety issues are monitored at learner review.
- h) Will ensure that placement providers are registered with the appropriate enforcing authority and where not will ensure the necessary paperwork is completed to enable this.
- i) Will ensure that all learners complete a health check form at interview to identify conditions which might present or increase risk at the training centre or in the workplace. **Training** for today will also ensure that placement providers are made aware of any such conditions.

John Rainford, Safety Officer:

- a) Will ensure that staff are competent and have the facilities to provide the specialist services required by them under this policy.
- b) Liaise between **Training** for today and Her Majesty's inspectors.
- c) Collect statutory information.
- d) Advise the Directors on statutory requirements.
- e) Liaise with the off-the-job providers.
- f) Ensure that the placement providers comply with the health and safety regulations in order to meet all contractual obligations of **Training** for today. A comprehensive health and safety appraisal is carried out on all placements under the timescales detailed below, though an initial visit is made prior to the placement of any learner.

	First visit	Appraisal frequency
High risk	Within 3 weeks	Every 3 months
Medium risk	Within 6 weeks	Every 6 months
Low risk	Within 9 weeks	Every 12 months

- g) If problems are identified during appraisal they are logged and followed up by the Health and Safety Officer within an agreed timescale. If issues are not addressed and resolved within the agreed period the decision as to whether to continue with the placement is referred to management.
- h) Ensure that participants are instructed in evacuation procedures.

- i) Devise and maintain training programmes on health and safety issues as appropriate.
- j) Inform all staff of relevant developments/issues at quarterly full staff meeting.

Administration Staff:

Will assist John Rainford in the execution of his duties.

Employer Placement Providers:

- a) Employer Placement Providers will conform to all conditions as stated in their Employer Placement Agreement. The named person will have overall responsibility for the learner's safety and health while under the control of the Employer Placement Provider.
- b) Employer Placement Providers will instruct learners in all relevant safe working practices, together with accident and hazard reporting procedures. This information is contained in the Employer Placement Agreement and Information document produced by **Training** for today.
- c) The company's safety policy (where appropriate) should be brought to the attention of the learner.

Rights and Responsibilities of All Participants:

- a) **Training** for today and/or the Employer Placement Provider will arrange employer's liability, third party and public liability insurance, and secure the learner's health, safety and welfare, to the same extent and in the same manner as an employer is required to do in relation to employees, by or under the relevant Health and Safety legislation for the time being in force in Great Britain. Confirmation of insurance arrangements is sought at health and safety review and policy details are recorded on the health and safety appraisal form.

- b) The learner should be informed of all safety rules and any hazards, which he/she may encounter in the workplace. If the learner is unhappy with any aspect of the health and safety at work, then in the first instance the Employer Placement Provider should be informed, failing satisfactory settlement of the complaint by the Employer Placement Provider, **Training** for today should be informed.
- c) If a learner is involved in an accident at work or at the Training Centre then it must be recorded in the appropriate accident book. **Training** for today should be notified of any accident at work which results in the learner taking time off. If a learner is off for more than three days because of an accident or disease caused at or by work, then **Training** for today must be notified immediately.
- d) It is the responsibility of the Employer Placement Provider to provide protective clothing e.g. protective overalls, gloves etc.

Accident Policy Statement

General Statement

All accidents at place of work will be recorded in the appropriate Accident Book.

The appropriate Training Officer will investigate all learner accidents resulting in any 'time off' training, which happen at any premises for which they have monitoring responsibilities.

Organisation for Carrying out Procedure

John Rainford is the nominated Safety Officer for **Training** for today.

Employer Placement Providers

- a) Employer Placement Providers/supervisors will be advised on the use and completion of Accident Reports at their initial appraisal. All placements will be issued with the Health and Safety booklet appropriate for Youth Training.
- b) Employer Placement Providers will report all 'Time Off' accidents by telephone no later than 24 hours after the incident and complete the Accident Report and Analysis of Injuries, sending same to Training for today. Training for today will report and discuss future action and the Employer Placement Provider will implement recommendations.

Arrangements for Carrying out the Procedure

- a) Training for today's nominated Safety Officer will have sight of all accident reports and will visit the Employer Placement Provider and investigate, record, report and follow up all "Time Off" accidents. He will also complete Training for today's Report on Accidents.

Participant

- a) Participants will, whilst on scheme, have instruction on Health and Safety at Work Acts, and the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).

Duties of all Participants

It is the duty of every participant whilst on a training programme with **Training** for today:

- a) To take reasonable care for the health and safety of himself and any other person who may be affected by his actions or omissions.
- b) To co-operate with the **Training** for today placement provider and training establishment in order to enable **Training** for today to comply with any duty or requirement which is imposed upon him, e.g. by using any safety devices or equipment which may be provided.
- c) Not to interfere with, or misuse, either intentionally or recklessly, anything provided in the interest of health and safety or welfare.
- d) To obey working instructions and use only authorised methods of work.
- e) To report to their supervisor any incident or situation which may result in a risk to health or personal injury.
- f) To report immediately to their supervisor all injuries, however slight.
- g) To report, by the quickest possible means, to **Training** for today, any accident that results in time lost from the programme.

Other related policies which support the Health & Safety Policy include:

- Safeguarding Policy Handbook (Control 241)
- Safeguarding Policy Summary (Control 242)
- Safeguarding Learner Handbook (Control 088)
- E-Safety Policy (Control 016)
- IAG Booklet (Control 432)
- Equality & Diversity Policy (Control 053)
- Whistle blowing (Control 531)

Availability: Training for today website: www.trainingfortoday.co.uk
Training for today Staff Intranet (see locations next to individual policies).

Consideration will be given to requests for this document in other formats; Please ring 01204 43 99 00 and ask for the Equality and Diversity Officer.

Training for today

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Training for today is the trading name of Michael John Training Ltd.

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24/03/11 (022) Control 019