

Finchale Group

It's all positive

Health & Safety Policy

HEALTH & SAFETY POLICY



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Health & Safety Policy Statement

Finchale Training College places a fundamental importance on the health, safety and welfare of beneficiaries, learners (Including apprentices), employees, volunteers, and other users of our premises, and as such is incorporated into our training and learning activities. We consider that all are entitled to work, learn, and be cared for, in a safe, healthy and supportive environment.

We are committed to providing suitable and sufficient arrangements for learner health and safety as a critical element of our legal Health & Safety obligations. We see this as essential both to maximising a positive experience of learning and to promoting achievement

The 'safe learner' concept is central to our policy, and we consider health and safety to be an integral part of our quality delivery of training. We will promote risk awareness and the learning of health and safety as an integral part of any learning and seek to encourage and support all our learners in becoming safe and healthy workers.

This statement forms part of our Health and Safety Policy required under Health and Safety at Work Act 1974 (section 2.3). This safety policy also includes the organisation's responsibilities for health and safety, the completion of risk assessments, protective and preventive measures for health and safety.

It is our policy to comply with all health and safety legislation, including Regulations, Codes of Practice and other guidance. We will endeavour to provide a safe and healthy working environment including, premises, equipment and systems of work that are safe and without risks to health, as far as is reasonably practicable.

We will provide suitable and sufficient information, instruction and training for employees, volunteers, beneficiaries and learners to ensure our policy is understood and implemented. We expect all to comply with any training and information which is given and follow safe systems of work including the use of any necessary personal protective equipment/clothing.

We accept our responsibility for health, safety and welfare of others (public, contractors and visitors) that may be affected by our business.

This policy will be brought to the attention, and made available to all employees, volunteers, beneficiaries and learners. The safety policy will be kept up to date by periodical reviews (at least annually) and will take account of any new equipment, processes or changes to work which affect health and safety.

Risk assessments

Finchale Training College is committed to protect its employees, volunteers, beneficiaries, learners and other stakeholders from harm. Risk assessment is key to assessing and identify risks and put measures in place to control risks within the organisation.

Location: Risk assessment records are in the Health and Safety Checks File and within Business Continuity Plan.

Completion: On completion of risk assessments, any issues will be reviewed, and relevant control measures identified, recorded and monitored in line with this policy.

Review: Risk assessments will be reviewed annually or earlier if significant changes take place.

Staff: The company will ensure that risk assessments are completed where appropriate and reviews are carried out periodically. This will include the vetting of the learning environment by appropriately qualified staff prior to the placement of learners. We conduct a thorough health and safety vetting on all employer premises (upskilled apprentices) and external training facilities.

Training: Training, information, instruction and supervision will be provided as required to employees and learners.

Organisation & Responsibilities

Responsibility: Overall responsibility for Health and Safety in the Charity lies with the Chief Executive Officer (CEO) who will lead on health and safety matters and will ensure that this policy is carried out.

Health and Safety Champion: Paul Lund Quality Assurance Manager will inspect the office and related activities following a regular planned review programme. Paul Lund will have responsibility for health and safety and will report any failures of policy, hazards, dangerous events etc. to the CEO. Paul Lund will be supported in this role by regular training and support.

First Aider: Alison Tate and Stephen Kettle are the designated first aider at work for Finchale Training College in their relevant locations. They have a First Aid at Work certificate which will be renewed every 3 years. The first aid box is kept in the kitchen of the Head Office a First Aid box is available in the Construction Academy in the Kitchen cupboard.

Fire Warden: Alison Tate is the designated Fire Warden based in the main office building: Richard Annand House, Mandale Park, Belmont Durham DH1 1TH; Stephen Kettle is the

designated Fire Warden based at our Construction Academy: 4-5 Cathedral Square, Belmont Industrial Estate Belmont Durham DH1 1TF.

Meetings: Health and Safety will be discussed at all formal meetings including supervision, learner progress reviews where appropriate, and information will be circulated to all relevant people.

Employees: All employees have a duty to act responsibly and not to put themselves or others at risk including our beneficiaries, volunteers, apprentices and learners by their acts or omissions. They must co-operate with the Charity on health and safety matters and report any unsafe conditions to the Health and Safety Champion. They must follow safe systems of work and keep their workplaces clean and tidy always. Employees have a primary role in promoting increased beneficiary, volunteer and learner awareness of Health & Safety in the workplace. They will promote safe working practices and review their application throughout the learning programme and especially during reviews.

Beneficiaries, Volunteers & Learners: Beneficiaries, Volunteers & Learners have a duty to act responsibly and not to put themselves or others at risk by their acts or omissions. They must report any unsafe conditions to the Health and Safety Champion and cooperate with the Charity on all Health & Safety matters. They must follow safe systems of work and help maintain a safe learning environment always, both for their own benefit and that of others.

Health & Safety Responsibilities at Finchale Training College

Overall: Chief Executive Officer – Neil Johnson

Office and Construction Academy: Paul Lund

First-aid: Designated Persons – Alison Tate & Stephen Kettle

Health and Safety: Paul Lund

Accidents/ reporting to HSE by Paul Lund/Neil Johnson

Fire Discovery: If an employee discovers a fire, they should follow the advice on the 'Fire Action' notice. Untrained staff should not tackle a fire but proceed safely to the assembly point via the escape routes.

The following arrangements apply to the Charity Head Office at Richard Annand House, Mandale Park, Belmont Durham DH1 1TH.

Arrangements for fire are as follows:

- fire extinguishers are provided around the premises.
- in the event of a fire alarm, employees, volunteers, beneficiaries and learners and any on site visitors, visiting the Head Office must make their way to the assembly point outside the front exit of the building, to the left in space beside garden area. Employees, volunteers, beneficiaries and learners will be given appropriate instruction at off-site locations.

The Health and Safety Champion will be responsible to see the office of Finchale Training College is clear and will account for all Finchale Training College staff, volunteers, beneficiaries' learners, and visitors at the assembly point.

Employees and learners must keep fire routes and exits clear and not interfere with any fire safety arrangements. The Company will fulfil the requirements of the Fire Precautions (Workplace) (Amendment) Regulations 1999.

Accidents and ill health:

Internal Reporting: All employees who have an accident at work or are ill because of work must report it to their Line Manager. This will be noted in the accident book, which is kept in the office: Finchale Training College Richard Annand House, Mandale Park, Belmont Durham DH1 1TH

External Reporting: The Health and Safety Champion will inform HSE of any reportable accidents.

Investigation: The Health and Safety Champion will investigate all accidents/incidents to determine the cause and will be responsible for implementing appropriate counter-measures.

Learners and visitors: Any visitor, contractor or learner who has an accident must also report the matter to the Health and Safety Champion. The employee responsible for the visitor, contractor or learner must ensure the accident book is filled in correctly.

Apprentices/Learners are advised to follow Company procedure in line with their employer's policy for accident or ill health. Apprentices/Learners are advised to contact their assessor via telephone or email if accident or ill health impacts upon engagement of their qualification. This will be internally assessed to determine if a break in learning is required.

All near misses should also be reported to the Health and Safety Champion Paul Lund.

Dangerous Occurrences: Any dangerous occurrence will be reported immediately to HSE and form F2508 will be sent by the Health and Safety Champion.

RIDDOR: The Company will fulfil the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.

Emergency Services: At Richard Annand House, and the Construction Academy the registered first aider will call the emergency services and ensure the comfort of any injured person, where applicable.

Recording: A record of first aid will be kept on the appropriate form in the Health and Safety file.

Requirements: The Company will fulfil the requirements of the Health and Safety (First Aid) Regulations 1981.

Training information

All employees, volunteers, beneficiaries, apprentices, learners and employers will be informed of this policy, risk assessments and control measures. All new employees and volunteers will complete a programme and have health and safety arrangements explained to them by their line manager, including their responsibilities on implementation of the policy within their role.

Equipment: All required to use equipment will be coached in the correct use of equipment prior to its use, where appropriate. A record of employee's training and instruction will be kept in the individual's Training/Personnel file.

Capability: The Charity will endeavour to ensure that employees and learners can carry out every required task in Health and Safety terms.

Risk Assessments: Specific training and instruction will be provided as appropriate to the employees and learners as identified in risk assessments.

This will include training, as appropriate, in:

- health and safety arrangements.
- employee/volunteer/beneficiary/learner/apprentice responsibilities.
- control measures following risk assessments.
- safe use of equipment (including display screen equipment where appropriate and electrical safety).
- accident and first-aid arrangements.
- fire arrangements.

Guidance: Any employee/volunteer/learner who is uncertain of how to do a job safely must ask the relevant responsible person. Anyone who wants further training in health and safety is encouraged to request it.

Machinery & Equipment

All equipment provided by the Charity will be to the correct safety standards. This includes annual PAT testing.

Safety Devices: All safety devices and controls must always be used by employees and learners.

Faults & Defects: Any fault or defect in a piece of equipment or controls must be notified immediately to the relevant responsible person, either line manager, tutor/ assessor or the Health and Safety Champion. Equipment must not be used until it has been repaired and safe to use again. Employees should check equipment before operation.

Maintenance & Records: Equipment will be maintained and records of this will be kept and stored in Centre Maintenance Folder.

Usage: Employees, volunteers, beneficiaries and learners will not be allowed to use equipment until they have been trained to do so.

Advice: Any employee, volunteer, beneficiary or learner who is unsure of any piece of equipment, safety feature or controls should seek advice from the responsible person.

Requirements: The company will fulfil the requirements of the Provision and Use of Work Equipment Regulations 1998.

Hazardous Substances

Risk Assessments: Risk assessments for all hazardous substances will be completed, where appropriate, and kept in the Health and Safety file.

Guidance: Employees, volunteers, beneficiaries and learners must follow guidance identified following the completion of risk assessments to ensure they do not expose themselves or others to an unacceptable level of risk.

Illness: If an employee, volunteer, beneficiary or learner feels ill because of using a substance, they must report it to the nominated responsible person, who will record this in the accident book so that the matter can be investigated.

Advice: If an employee, volunteer, beneficiary or learner is uncertain about the use of any substance they must seek advice from the nominated responsible person before using it.

Disposal: Hazardous substances must be disposed of carefully as recommended in the assessments.

Manual Handling

Employees, volunteers, beneficiaries or learners must not move any load, which they think may cause them an injury.

Training: will be given to employees, volunteers, beneficiaries or learners where necessary, in safe working methods, where appropriate. A record of employee's training and instruction will be kept in the individual's Training/Personnel file.

Injury: Any employee, volunteer, beneficiary or learner who is injured during any manual handling operation must report it to the relevant person who will record it in the accident book.

Lifting: Two-person lifts are to be encouraged, where practical.

The Charity will fulfil the requirements of the Manual Handling Operations Regulations 1992.

General Rules

Training: Below is a list of some of the basic rules for employees, volunteers, beneficiaries or learners to follow:

- keep your work area clean and tidy, particularly from things likely to cause injury.
- always use equipment the way described in instructions.
- follow the safety procedures and rules from the risk assessments and ask if you are ever uncertain.
- never interfere with equipment, electricity or any safety features.
- report any defects or damage to equipment.
- do not put yourself or others at risk by engaging in horseplay or substance misuse.

Rules: It is a requirement of employment for employees to abide by health and safety rules. Any employee breaching safety rules will be subject to disciplinary procedures.

Reporting: Any employee, volunteer, beneficiary or learner who notices a hazard must report it immediately. Finchale Training College encourages suggestions from employees, volunteers, beneficiaries or learners to promote good practice in Health & Safety.

Requirements: It is a requirement of all employees, volunteers, beneficiaries or learners to take part in health and safety training as part of their induction. It is also a requirement for all employees and learners to abide by health and safety rules, as agreed at their induction. Any employee, volunteer, beneficiary or learner seriously breaching safety rules may be required to leave the organisation or their learning programme.

Electricity

This section primarily applies to the use of electrical equipment at the office of Finchale Training College

Maintenance & Inspection: The Charity will maintain all electrical equipment and carry out regular inspection checks which includes annual PAT testing.

Defects or Damage: Any defects or damage to electrical equipment must be reported immediately by staff to the relevant person. Anyone suffering an electrical shock must report this as an accident

Repairs: A competent electrician or an electrical contractor will carry out any necessary electrical work. No employee must carry out electrical repair work for themselves

Records: Electrical equipment that requires testing and inspection will be marked and a record kept of the result. Any records will be kept in the Health and Safety file.

The Charity will fulfil the requirements of the Electricity at Work Regulations 1989.

Contractors & Visitors

Contractors and visitors must all enter through the main office and sign in. No members of the public are allowed into the office unless accompanied.

Responsibility: Contractors and visitors will be accompanied by a known member of staff, who is responsible for them. In the case of an emergency, it is the responsibility of that member of staff to lead them out of the building to the assembly point. They must remain at the assembly point for identification by a senior member of staff. Fire evacuation posters are clearly visible in the main office of Richard Annand House, and in the Construction Academy.

Authorisation: Visitors must not operate any equipment, unless authorised to do so.

Informing: Contractors must inform the Charity of any hazardous substances or anything that might affect the health and safety of employees and learners, including electrical or other equipment. Contractors carrying out any work on Charity's premises will be given a copy of this policy and expected to abide by it. Risk assessments for work will be required of any contractor.

Display Screen Equipment (DSE)

This section primarily applies to the use of electrical equipment at the Charity's Office: Finchale Training college, Richard Annand House, Mandale Park, Belmont Durham DH1 1TH.

Risk Assessment: All workstations are laid out with standard equipment and all users will complete a workstation risk assessment during induction, with adjustments identified where necessary. Control measures will be put in place as identified by HSE to reduce the risk from the use of DSE and other potential risks, i.e., employees and learners are required to have a short break regularly (e.g. 5 minutes every hour) from use of DSE.

Workstations: Users will be shown how to use DSE properly and how to make appropriate adjustments to their workstation. Any other relevant information and training will be provided.

Requirements: The Charity will meet the requirements of the Display Screen Equipment Regulations 1992.

Maintenance of the premises

This section primarily applies to the use of electrical and other equipment at the Charity's Office, Richard Annand House, Mandale Park, Belmont Durham.

The premises will be maintained in a safe and healthy condition always. Employees must take responsibility for general housekeeping, cleanliness and tidiness.

Policy review

This policy will be reviewed on an annual basis. Finchale Training College reserves the right to amend this policy, following consultation, where appropriate.

Signed:

Neil Johnson, Chief Executive Officer.

Date: