

## **Alt Valley Community Trust Health, Safety and Welfare Policy**

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### **Health, Safety and Welfare Policy Statement**

#### **Introduction**

Alt Valley Community Trust places a fundamental importance on the health, safety and welfare of learners/apprentices, staff and other stakeholders.

We consider that all stakeholders are entitled to learning and assessment that takes place in a safe, healthy and supportive environment. We are committed to providing suitable and sufficient arrangements for health and safety as a critical element of our legal Health & Safety legislation and organisational obligations. We see this as essential both to maximising a positive experience of attending our centres and promoting achievements. We consider health and safety to be an integral part of our quality delivery of training and assessment. We will promote risk awareness, including the implementation of health and safety as an integral part of any person attending the centres and seek to encourage and support all our service users in remaining safe and healthy.

This statement forms part of our health and safety policy required under Health and Safety legislation. This safety policy also includes the AVCTs 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 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, learners and apprentices as well as the small employers who work with us who may benefit from support from AVCTs resources. This is to ensure our policy and procedures are understood and implemented and standardised across all delivery. Employees and learners/apprentices must comply with any training and information which is given to them 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 organisation.

The 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 and Health & Safety Vetting**

AVCT will ensure that workplace/employer risk assessments are completed prior to the placement of an apprentice/learner to ensure safety and compliance. The appropriate health and safety vetting form will be completed by an appropriate and experienced member of provider staff and risk assessments will be examined to ensure all risks have been identified and measures put in place to safeguard learners/apprentices and visiting staff on employer premises. On completion of risk assessments, any issues will be reviewed, and relevant control measures identified, recorded and monitored in line with this policy.

Risk assessments will be reviewed on-going to identify and action for any significant changes taking place. The Employer will ensure that risk assessments for all employees including appropriate safety measures for those apprentices including those who are under the age of 18 and may be restricted. (See young person's risk assessment). These are completed where appropriate and reviews (monitoring visits) are carried out periodically throughout the duration of the apprenticeship. This will include the vetting of the learning environment by an appropriate member of staff prior to the placement of learner/apprentice.

Training, information, instruction and supervision will be provided as required to employees and learners/apprentices and employers if required. This vetting also includes information on fire, first aid, PAT testing information. Assessors and Tutors who visit the employer will conduct health and safety monitoring to ensure risk is monitored throughout the learning journey. Within the learning journey there is a number of additional opportunities for learners/apprentices to identify whether they feel safe in their environment (induction/reviews/ learner questionnaires, embedded themes within curriculum), and appropriate support and safeguarding measures identified.

The Designated Safeguard Lead at AVCT is Lesley Baugh, who will ensure all due diligence, safety checks and welfare issues are adhered to throughout the learner/apprentice journey. Refer to safeguarding policy.

## **Organisation & Responsibilities**

Overall responsibility for health and safety in the company lies with the Chief Executive who has designated Paul Knibb as a qualified and suitable lead on health and safety matters and will ensure that this policy effective.

Our Health and Safety Officer will ensure appropriate measures are in place regarding all AVCTs delivery sites as well as related activities, to include the responsibility to report any failures of policy, hazards, dangerous events and take immediate, appropriate action.

## **First Aid**

First Aid appointed persons certificates will be renewed every 3 years. The First Aid appointed persons and locations of first aid equipment and materials in the workplace are identified within the health and safety vetting procedures prior to the placement of the learner/ apprentice. The Employer must advise the provider of a workplace accident concerning our apprentices and ensure correct reporting regarding RIDDOR.

## **Meetings**

Health and Safety will be discussed at formal meetings including supervision, where appropriate, and information will be circulated to all relevant people. Communicate with learners/apprentices, candidates and employers ensuring staff monitor the health, safety and welfare of those within the workplace ensuring clear reporting procedures if concerns are raised. This is also a common topic used on our progress reviews.

## **Employees**

All employees have a duty to act responsibly and not to put themselves or others at risk by their acts or omissions. They must co-operate with AVCT on health and safety matters and report any unsafe conditions to our H&S Officer. They must follow safe systems of work and keep their workplaces clean and tidy always. Employees have a primary role in promoting increased learner/apprentice 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.

## **Learners and apprentices**

Learners/apprentices 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 H&S officer and co-operate with the Company 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. Learners /apprentices sign and agree to a code of conduct as part of their commitment to their programme of study.

## **Illness or absence**

Learners/apprentices must inform their, employer/AVCT/ assessor if they are ill or will be absent and unable to attend their off the job delivery sessions, or planned assessment dates and times. This procedure is related to the learner/apprentice and employer sign up and induction. A follow up procedure will also take effect on the day of absence if we do not hear from the learner/apprentice or are notified of absence from the employer.

## **Health & Safety Responsibilities**

**Tutor/Assessor/health and safety officer: Brian Johnson**

**First-aid appointed persons are:** Tricia Grayson, Pauline Edgar, Alison Irvine, Paula Currie, Carol Lea, Marie Murphy, Danny Brownbill, Debbie Stokes, Stephanie Stewart, Peter McConnell and Vickie Ellison.

**Fire Warden** is: Lesley Baugh, Danielle Forman and Paula Currie.

**Accidents/ reporting** to HSE responsibility is-Paul Knibb (Deputy Danielle Forman)

## **Fire**

If an employee, learner/apprentice 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 Fire Warden will be responsible to ensure the safety of all AVCT learners/apprentices and employees, associates on site. The Fire Warden will contact the emergency services. Employees and learners/apprentices must keep fire routes and exits clear and not interfere with any fire safety arrangements to ensure the requirements of the Fire Precautions Regulations.

## **Accidents**

All employees who have an accident at work or are ill because of work must report it to Danielle Forman, who will inform HSE of any reportable accidents.

The H & S Officer or their representative will investigate all accidents/incidents to determine the cause and will be responsible for implementing appropriate counter measures.

Any visitor, contractor or learner who has an accident must also report the matter to the reception in the first instance.

All near misses should also be reported to the H&S Officer to forward onto the Chief Executive or his deputy.

## **Dangerous Occurrences**

Any dangerous occurrence will be reported immediately to HSE and form F2508 will be sent by the H&S Officer on behalf of the Chief Executive.

## **RIDDOR**

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

## **Emergency Services**

At AVCT the registered first aider will call the emergency services and ensure the comfort of any injured person, where applicable. In the workplace learners/ apprentices will follow appropriate advice and guidance from identified personnel.

## **Recording**

A record of first aid will be kept on the appropriate form in the Health and Safety file located at the reception area.

## **Requirements**

AVCT will fulfil the requirements of the Health and Safety (First Aid) Regulations 1981 (updated 2015)

## **Well-being**

AVCT's approach to well-being is based on the commitment:

- To promote and support personal resilience and capacity to cope with problems
- To eliminate behaviours that undermine personal effectiveness and self-esteem e.g. bullying and harassment (see Bullying and Harassment Policy for further details)
- To recognise and take account of the fact that individuals have issues in their personal lives that may impact adversely on their performance at work
- To ensure that the work environment is well ordered, pleasant, comfortable and safe
- To promote good health
- To identify and monitor key performance indicators and feedback relevant to well-being and respond to any 'hot spots' or issues that are identified
- To provide a range of opportunities for employees learners/apprentices to raise concerns regarding well-being issues

AVCT recognises that well-being and performance are linked and endeavours to encourage the ability of everyone to thrive and perform in an aspirational and supportive environment. And for individuals to balance work and home life will ultimately lead to improved wellbeing and individual and organisational performance.

## **Definitions**

We define 'well-being' as a positive mental state that enables individuals to cope effectively with problems, maintain a good perspective and recover quickly from setbacks. It is accompanied and enabled by good physical health, a sense of personal control, and a lifestyle where work and non-work factors are in balance.

**Stress occurs when pressure exceeds an individual's perceived ability to cope.**

### ***Personal resilience and self esteem***

Supervision, contribution and review supports measures to prevent and manage risks to employee learners/apprentices well-being, together with appropriate training and individual additional support. AVCT seek to foster a mentally healthy culture by incorporating these principles into line manager training and running regular initiatives to raise awareness of mental health issues at work. For apprentices at work, regular monitoring including reviews, one to one tutorials, learner surveys/questionnaires ensure apprentices needing support can be highlighted and supported through our early intervention systems.

### **In particular we will:**

- Provide guidance on stress awareness and managing stress
- Provide external information for expert information, advice and guidance
- Ensure that there are regular opportunities to review practice and study/work pressures, one to one with tutors/line managers, and in an appropriate environment via the supervision process
- In addition to progress reviews and supervision meetings, AVCT provide a range of opportunities for employees and learners/apprentices to raise concerns to the Education Manager or other members of the Executive Team.
- Ensure that standards of behaviour and mutual respect are set out and reinforced both via policies and other forms of communication and that action is taken where individuals fall short of these requirements

Expert advice and support can be accessed here:

<https://www.nhs.uk/conditions/stress-anxiety-depression/mental-health-helplines/>

[What is the Hub of Hope?](#)

### **Work Life Balance**

AVCT provides a range of policy approaches to maximise opportunities for flexibility and to take account of short and long-term pressures that individuals experience during their lives. We will try wherever operationally viable to support individuals to achieve an appropriate work life balance including changing work patterns, hours, phased reintroduction to work and enabling periods of special leave and/or home working in accordance with the relevant policies.

We will signpost sources of help and assistance and will add to this resource in response to feedback and experience.

## **A Suitable Work and Training Environment**

We recognise that aside from the health & safety risks posed by an unclean, hazardous, uncomfortable or noisy environment, a disorganised environment makes the conduct of work more difficult and can lead to a sense of a loss of personal control which will, in turn, have a negative impact on well-being. In recognition of the vital importance of environment on well-being, we will:

- Conduct regular inspections of the condition of workplaces, and the issues with the greatest potential to impact on well-being, and respond to any issues identified as soon as practicable
- Promote the benefits of a well organised work environment and the link to accidents mental health
- Provide practical guidance on initiatives and actions that can improve experience of the work environment
- Ensure that all employees and learners/apprentices have reasonable access to confidential environments when needed
- Maintain essential equipment
- Enable display screen equipment assessments take place promptly where a need is identified
- Ensure that the employers we work with have a commitment to keeping learners/apprentices safe by ensuring regular vetting.

## **Communication**

Line managers, employers (for apprentices), employees, apprentices will regularly discuss individual training needs to ensure that they have the necessary skills to adapt to ever-changing job demands. An examination of training needs will be particularly important prior to, and during, periods of organisational change, such as lockdowns or working from home. All employees are expected to be aware of the importance of effective communication with learners/apprentices and employers and, to use the media most appropriate to the message, for example teams/zoom meetings, one-to-one meetings, electronic communications and organisation-wide methods.

AVCT will expand communication with employees learners/apprentices and employers during periods of significant organisational constraints and/or change.

## **Training-Employer Responsibilities**

It is the responsibility of the employer to ensure that their employees including apprentices and volunteers receive an adequate induction into health and safety, and on-going information, instruction and training in matters relating to health & safety in connection with their job role. The employer is responsible for ensuring that significant risks are identified, recorded and reviewed and for putting in place safe systems of work to minimise risks to the safety of individuals. Risk assessments for apprentices must be carried out. AVCT is responsible for ensuring that employers have discharged these duties through the monitoring of health and safety of employer workplaces.

Prior to the agreement of a training contract with an employer, a representative from AVCT will arrange to visit the person responsible for the health and safety of any potential

learners/apprentices. The purpose of this visit will be to assess the Health & Safety Arrangements. It may be necessary to agree an action plan to make improvements before a contract to deliver training can be agreed.

Certain health and safety matters reside with the employer and will vary from site to site.

These may include:

- Fire instructions
- Evacuation procedures and assembly points
- Fire-fighting appliances
- Fire drills and tests
- Information on key people e.g. supervisor, first aider, fire warden, safety advisor or representatives
- Supervision arrangements and the procedure for reporting hazardous or faulty conditions or work equipment
- The risks identified by risk assessments, and the measures in place to prevent or control the risks for all the tasks to be undertaken
- Arrangements for reporting an accident, incident or illness and for obtaining first aid assistance
- Arrangements for the provision, use and wearing of personal protective equipment and clothing
- Precautions and instructions for the safe use of hazardous substances
- Measures in place for preventing or reducing risks associated with manual handling or lifting
- Details of the controls in place for the safe use of work equipment and machinery and the safe operation of work-place transport
- The importance of good housekeeping, keeping the work area tidy and safe storage of materials
- Arrangements for personal safety, welfare and personal hygiene arrangements
- Details of any prohibited or restricted tasks, activities, areas or work equipment
- Specific or additional requirements related to the employer e.g. company rules or procedures Employer Health & Safety Assessment/ Vetting Procedure and Monitoring Arrangements/ visits

AVCT will provide information advice and guidance to employers about their health and safety and other legal responsibilities as required.

The Tutor/Assessor will make recommendations as to whether training and assessment can proceed in the workplace and will communicate any recommendations to the employer and Education Manager. The Tutor/Assessor will identify if the workplace is accepted, accepted with an action plan or rejected. Where the Tutor/Assessor accept the employer with an action plan, the action plan will be clearly communicated to the employer and agreed objectives/actions documented with a timescale for each and a review date will be agreed.

The Tutor/Assessor will also identify if there are any significant risks presented to AVCT's staff and will document the risk control measures.



All staff working on the premises of remote employers will report to their Line Manager any concerns or hazards which could put themselves or learners at risk.

### **Reporting of Incidents**

Employers and Partner organisations are required to keep records of all accidents, incidents, 'near misses' and reports of bullying and harassment involving learners.

### **Supervision**

Supervision levels must be appropriate to the risk identified and the individual's capability, needs and experience. Once the learning plan is in place, the learner should receive on-going information, instruction and training to enable them to work and learn efficiently and safely.

### **Learner/Apprentice Assessment**

The learner/apprentice developing understanding and awareness of key health, safety and welfare issues should be assessed and evaluated on an on-going basis.

### **Learner/Apprentice Induction, assessment and monitoring procedures**

AVCT will ensure that learners/apprentices are informed about their rights and responsibilities as part of their induction onto their learning programme. Additionally, initial assessment will be carried out and documented and will consider the individuals training and support needs in relation to health and safety, additional support needs and safeguarding.

The Tutor/Assessor will ensure that the learner/apprentice has received an induction into working safely by their employer before assessment takes place. The induction will consist of ensuring that the learner/apprentice is aware of their own organisations policies and procedures and establishing their current level of understanding and identifying any training they may require.

The Tutor/Assessor will ensure that learners/apprentices demonstrate a good understanding of health and safety as well as demonstrate safe practice and safe behaviours in their work and learning. It is the responsibility of the Tutor/Assessor to establish any additional training or support needs and arrange this with the employer throughout the learning programme.

The Tutor/Assessor will ascertain at meetings with the learner/apprentice if they have been involved in any accidents at work and will check if this has been reported and relevant documentation completed (i.e. accident and incident reports, RIDDOR reportable) and will discuss with the manager any investigation carried out and the outcomes. It is however, expected that employers and learners will notify the provider immediately of any accidents and incidents that learners are involved in.

The Tutor/Assessor will also check the learner/apprentice understanding of health and safety and the concept of the safe learner during learning sessions/visits. The Tutor/Assessor will also ask the learner/apprentice how safe they feel in their work environment and give them the opportunity to raise concerns around bullying or harassment and give them the opportunity to be able to speak to someone privately about this subject. The Tutor/Assessor will identify if the learner/apprentice needs further training, advice or guidance in relation to health and safety and safeguarding. Any

concerns about health and safety or safeguarding must be reported immediately to the Designated Safeguarding Lead/Education Manager Lesley Baugh or the Deputy Safeguarding Lead Carol Lea and appropriate action taken.

On programme interviews will also be carried out randomly and questions are asked about how safe learners/apprentices feel in their environment, if their awareness of health and safety has been raised and what could be improved. Learners are able to inform staff if they have experienced any form of bullying and harassment in their workplace.

All employees including apprentices and learners will be informed the relevant H & S information. All new employees will complete a programme and have health and safety arrangements explained to them by their line manager. Employees and learners/apprentices 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. AVCT and the employer will ensure that employees and learners/apprentices can carry out every required task in Health and Safety terms to the required standard, demonstrating competency.

### **Risk Assessments**

Specific training and instruction will be provided as appropriate to the employees and learners/apprentices as identified in risk assessments. This will include training, as appropriate, in:

- health and safety arrangements
- employee/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/apprentice 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 immediately.

### **Machinery & Equipment**

All equipment provided by AVCT and employer will be to the correct safety standards.

All safety devices and controls must always be used by employees and learners/apprentices.

Any fault or defect in a piece of equipment or controls must be notified immediately to the relevant responsible person or Education Manager. Equipment must not be used until it has been repaired and safe to use again.

### **Advice**

Any employee or learner/apprentice who is unsure of any piece of equipment, safety feature or controls should seek advice from the responsible person.

### **Requirements**

AVCT will fulfil the requirements of the Provision and Use of Work Equipment Regulations 1998.

### **Hazardous Substances**

Risk assessments for all hazardous substances will be completed, where appropriate. Employees and learners/apprentices 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.

If an employee or learner/apprentice 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.

If an employee or learner/apprentice is uncertain about the use of any substance they must seek advice from the nominated responsible person before using it.

### **Manual Handling**

Employees, learners/apprentices must not move any load, which they think may cause them an injury. Training will be given to employees in safe working methods, where appropriate.

Any employee or learner/apprentice who is injured during any manual handling operation must report it to the relevant person who will record it in the accident book.

Two person lifts are to be encouraged, where practical. The employer will fulfil the requirements of the Manual Handling Operations Regulations if required.

### **Employee and learner/apprentice responsibility**

Below is a list of some of the basic rules for employees, learners/apprentices 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

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

Any employee or learner/apprentice who notices a hazard must report it immediately. AVCT encourages suggestions from employees and learners/apprentices to promote good practice in Health & Safety.

It is a requirement of all employees and learners/apprentices to abide by health and safety rules, as agreed at their induction. Any employee or learner/apprentice seriously breaching safety rules may be required to leave their employment or learning programme.

### **Electricity**

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

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

Electrical equipment that requires testing and inspection will be marked. Any records will be kept in the Health and Safety file.

AVCT will fulfil the requirements of the Electricity at Work Regulations.

### **Display Screen Equipment (DSE)**

All workstations are laid out with standard equipment and all staff 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/apprentices are required to have a short break regularly (e.g. 5 minutes every hour) from use of DSE.

Employees and learners/apprentices will be shown how to use DSE properly and how to make appropriate adjustments to their workstation. This includes apprentices within both their workplace and training room environment. Any other relevant information and training will be provided.

AVCT will meet the requirements of the Display Screen Equipment Regulations 1992

## **Maintenance of Premises**

The Health & Safety Officer will liaise with staff and employers to ensure all premises are maintained in a safe and healthy condition at all times. Employees must take responsibility for general housekeeping, cleanliness and tidiness.

Adequate welfare facilities, toilets, drinking water, washing facilities, etc. will be provided at all delivery sites including satisfactory working environment with adequate temperature, ventilation and lighting. Any defects or damage to the premises or its fixtures and fittings, must be reported by employees and learners/apprentices to the relevant manager as well as to the premises' estates team if appropriate.

## **Lone Working**

A lone worker can be defined as someone who works by themselves without direct supervision. Remote working is also the term used for employees who work away from their main office base on a regular basis in either a part-time or full-time capacity. To prevent serious incidents occurring organisations are required to ensure the safety of all staff who works alone. This is done by carrying out an assessment of the risks to staff. AVCT have put measures in place to reduce the likelihood of these incidents occurring, such as contingency planning, assessment of risk, staff keeping in regular contact. Staff must also play their part in maintaining their own personal safety by adhering to the safety measures put in place by the AVCT to protect them, for example, phoning in on time, using equipment correctly, reporting areas of concern. The Health and Safety Executive (HSE) defines lone workers as "those who work by themselves without close or direct supervision".

## **Health and Safety at Work Act 1974**

All organisations have a duty to maintain a safe working environment 'so far as reasonably practicable' for our employees under the Health and Safety at Work Act. This means that employers are expected to protect their workers against risks to their health and safety.

The Act also expects that the working environment is safe and that training to ensure the health and safety of workers is carried out. These requirements are not only for office-based staff but lone workers and the environments they encounter too.

## **Management of Health and Safety at Work Regulations 1999**

The regulations make it clear what employers must do under the Health and Safety at Work Act, the main requirement of which is to assess all the risks to the health and safety of their employees and, if the organisation have more than five employees, to record the outcomes of the assessment. The risk assessment should identify the risks associated with lone working, outline any safety measure that can help to reduce the risk and ensure that the safety measures are put into practice and reviewed regularly to make sure they are still valid.

If the risk assessment shows that the risk is too hazardous for one lone worker to manage alone, other arrangements will need to be introduced. The regulations also expect employees to take reasonable care for their own personal safety.

#### Health and Safety (First Aid) Regulations 1981 (updated 2015)

The regulations require employers to provide first aid equipment so that emergency first aid can be received by employees if needed. This could include the provision of first aid equipment in the car for lone workers travelling alone in case they are involved in accidents and incidents.

#### Provision and Use of Work Equipment Regulations 1998

If lone workers use equipment in the course of their working day, the regulations require the risks to the health and safety of employees to be assessed. This is to ensure that the equipment is safe, suitable, regularly maintained and is used only by those who have been specifically trained in its use.

It is the responsibility of AVCT to ensure all employees, learners/apprentices, including apprentices at work and associates are in a safe working environment.



PHIL KNIBB

Chief Executive

31 /08/2023