

## Challenge-trg Group – Health & Safety Policy

### 1. The Statement

Challenge-trg recognises and accepts its responsibility as an employer to ensure a safe and healthy working environment for its employees, visitors, contractors and other affected by its activities. It also acknowledges the Management of Health and Safety at Work, Approved Code of Practice (as approved by the HSC with consent of the Secretary of State, under section 16 of the Health and safety at Work etc. Act 1974).

The Policy document will be revised from time to time to reflect changing needs of the organisation and any changes which may become necessary as a result of developing legislation. This guidance document aims to serve as a reminder on general policy requirements of Health and Safety Legislation and to provide more detailed guidance and information on specific safety procedures. And as such its primary purpose is to promote and develop Health and Safety for all.

Challenge-trg will bring revisions of its the Health and Safety Policy Statement to the notice of employees and other affected parties, as appropriate. Copies will be displayed in prominent positions i.e. notice boards and will be part of any employee\learner handbook, to ensure ease of access and a good general distribution.

### 2. Safety Organisation

Under the Health and Safety at Work Act 1974 all staff have a collective and individual responsibility to ensure, through their respective roles, the maintenance of a healthy and safe working environment. It is a requirement of the law that all staff assist and co-operate to promote health and safety and thus ensure high standards, of health and safety, consistent with these Policy requirements.

The Health and Safety Officer has the responsibility to advise on Health and Safety arrangements; to co-ordinate training; to liaise with enforcement and advice agencies; to co-ordinate arrangements to inform employees and third parties.

The Health and Safety Officer is responsible for ensuring the objectives of the Health and Safety Policy is achieved in practice.

All other staff have responsibilities for the day-to-day operational management of the Health and Safety Policy and implementation by participating in achieving the health and safety objectives for areas that affect them, by implementing and rigorously promoting the Health and Safety Policy and procedures as appropriate.

Challenge-trg will ensure that the objectives of the Health and Safety Policy are achieved in practice:

- safeguarding the health, safety and welfare of their employees
- safeguarding the health, safety and welfare of learners, contractors and visitors who may be affected by organisation's work activities.

#### 2.1. Challenge-trg Consultants

Where Challenge-trg Consultants are working in Schools/Colleges they shall ensure that where appropriate Risk Assessments are undertaken in compliance with the requirements of the Health and Safety Policy organisation and that effective arrangement are in place for planning, organising, controlling, implementing, monitoring and reviewing any measures necessary to safely manage the risk assessment outcomes.

They shall ensure that effective communication and information dissemination systems are in place such that all affected staff; as appropriate, are aware of the policies and any other relevant health and safety information which may influence their actions.

They should also ensure that all staff are provided with comprehensive and relevant information on the significant risk of their work and the measures to control these risks, and where appropriate be adequately trained to undertake their work activities safely.

## 2.2. The Health and Safety Officer

The Health and Safety Officer's duties and responsibilities include the following: Be the focus for provision of specialist knowledge and advice on health, safety and welfare issues

- Monitor and oversee the practical implementation of the Health and Safety Policy. Maintain a high degree of awareness of health and safety issues as they might affect the operation of the Organisation and its duties towards its employees, contractors and visitors
- Ensuring that accidents, hazards and near misses are dealt with and recorded according to procedures, including where appropriate, consultation with or notification to the HSE
- Arrangements for the health and safety of learners and apprentice on programmes delivered by FE Associates
- Identifying training needs, skill gaps, and training programmes, and any associated training courses, as well as ensuring that adequate resource requirements are identified for approval for their completion

## 2.3. Challenge-trg Employees

Every employee has a responsibility to ensure their own health and safety, and to ensure others are not put at risk by their acts or omissions at work. In particular, employees' duties and responsibilities are:

- To understand and comply with the health and safety policies and procedures and those specific to their team
- To always act in a manner so as to ensure their own health and safety at work and that of others who may be affected by their work activities
- To report accidents, symptoms of work-related ill health, damage to buildings or equipment, near misses (that might have resulted in injury or damage), and other health and safety hazards promptly
- To understand the emergency procedures in respect of first aid, fire, evacuation and any specific safety measures to be adopted for their own area

## 2.4. Challenge-trg Consultants

The Consultants main duties and responsibilities include:

- Conduct themselves with due regard for the health and safety of themselves and others who may be affected by their acts or omissions
- Report all accidents/incidents, potentially hazards, defects in equipment and inadequacies in facilities and any near misses
- Attend training sessions arranged to increase their awareness of health and safety issues
- Ensuring that equipment used in teaching areas is fit for purpose, maintained, tested, clearly identifiable and safe to use
- Ensuring that the School/College safety rules and procedures are followed, including the provision and wearing of Personal Protective Equipment

- Know the emergency procedures in respect of first aid, fire, evacuation and any specific safety measures to be adopted for their own area
- Give clear instruction and advice to their learners/staff and inform of any warnings in force i.e. first aid and fire
- Integrate health and safety issues into the teaching process as part of a coordinated process
- Ensure that learners under his/her control follow safe working procedures, including the use of guards, eye protectors and other personal protective equipment as appropriate
- Ensure attention is drawn to the fire warning and evacuation notices displayed
- Take notice through normal activities of the position of stairways, fire exits and fire doors, for use in such emergencies
- Ensure that individuals are aware that if they are injured in any way they must report it, as appropriate, to receive the necessary treatment and ensure the completion of the necessary Accident/Incident Report Form

## 2.5. Contractors

Challenge-trg has a statutory requirement to ensure the Health and Safety of Contractors whilst working on the organisation's premises or those under its control to protect staff, learners and visitors from any hazards which arise due to Contractors activities and will ensure:

- Contractors have the appropriate health and safety guidance provided by their employers before commencing work
- A suitable and sufficient assessment is made of the work to be carried out in order to identify health and safety implications and ensure protective/preventive measures are taken
- Contractors receive relevant Health and Safety information and instruction
- Contractors complete and adhere to safe systems of works and submit a method statement for all large contract work agreed with Environment department and other relevant Managers and advisers prior to work commencing. These method statements are to be made available upon request
- All contractors sign on daily at Reception and report to appropriate management for approval before commencement of work
- All persons likely to be affected by contractor work of any kind are made aware of any health and safety implications in good time

## 3. Health and Safety arrangements

### 3.1. Accident and incident writing

Challenge-trg will ensure accident/incident reporting that results in the following

- death or injury
- a dangerous occurrence that could have resulted in death or major injury
- an injury to staff that causes absence from work or a change in work activity for more than three days(including weekends)
- someone who is not at work suffers an injury as a result of an accident and is taken from the scene to a hospital

Keep a record of all accidents and incidents involving

- Consultants on School/College premises
- Consultant staff during School/College activities off School/College premises

The Health and Safety Officer will:

- Contact the Health and Safety Executive in the event of a reportable accident, dangerous occurrence or disease affecting Challenge-trg Staff.
- Carry out investigations into the causes of accidents, dangerous occurrences and diseases where necessary
- Ensure safekeeping of accident, dangerous occurrence documentation/forms

## 3.2. Moving and Handling

The Manual Handling Operations Regulations 1992 establish a clear hierarchy of measures to reduce the risk of injury when performing manual handling tasks. To summarise, manual handling operations which present a risk must be avoided so far as reasonably practicable, if these tasks cannot be avoided then each such task where there is a risk of physical injury must be assessed. As a result of that assessment the risk of injury must be reduced as far as is reasonably practicable.

Manual Handling operations cover lifting and related activities such as holding, carrying, lowering, pushing and/or pulling by hand or bodily force. They also extend to lifting and assisting people.

Common hazards are the manual movements of loads and frequent or awkward movements of the body, leading for example to back injuries and severe pains in the hand, wrist, arm or neck – repetitive strain injuries. Moving materials mechanically is also hazardous and people can be crushed or struck by material when it falls from lifting or moving device or is dislodged e.g. from a storage stack.

All staff will therefore ensure:

- That manual handling is avoided where a safer way is practical or there is risk of injury
- Design of task suits the work to the person, not the person to the work where possible
- Assessment is made of the risk of injury from any manual handling operation that can't be avoided
- The risk of injury is reduced so far as is reasonably practicable

## 3.3. Risk Assessments

The Management of Health and Safety Regulations requires risk assessment be undertaken, reviewed regularly and a record kept of the findings. Where an activity or task is to be undertaken for the first time, it must be preceded by a risk assessment to consider and then be approved by appropriate Manager prior to commencement.

A hazard is anything that has the potential to cause harm (e.g. chemicals, electricity, working with ladders etc.). A risk is the likelihood (big or small) of harm actually occurring. All Employees and Consultants will:

- Undertake a risk assessment/hazard analysis of the activities in their care
- Assess activities whilst they are in progress
- Identify precautions necessary to eliminate or reduce the risk to an acceptable level, seek advice as necessary, and ensure all appropriate personnel are informed
- Record the findings of all risk assessment and safety inspections using the appropriate procedures/forms
- Ensure all staff/learners are aware of the hazards/risk

## 3.4. Health and Safety Training

It is recognised that safety training is an integral part of training generally. Appropriate Health and Safety training programmes will be devised and implemented to enable all persons to carry out their work safely. Specialist training is required for certain jobs and appropriate courses will be organised in line with the Staff Development Policy, i.e. Risk Assessment, Manual Handling, COSHH, PAT Testing, First Aid, Fire Fighting, etc.

Training and instruction will be in accordance with best practice, relevant legislation, codes of practice and guidance notes as appropriate with particular emphasis to young people who are less aware of hazards and risks in the workplace.

Consultants should make themselves aware of the Health & Safety Notice board which should display as a minimum:

- The School/College's General Statement of Health & Safety Policy
- Employers Liability Insurances
- Public Liability Insurance
- List of area First Aiders and Appointed Persons
- Health and Safety Law poster

## 3.5. The Health and Safety (Display Screen Equipment) Regulations 2003

The Health and Safety (Display Screen Equipment) Regulations 2003 are in force primarily to protect persons who operate computer equipment on a regular and/or continuous basis. However, even casual operators should be checked to ensure that equipment they operate does not put any unnecessary strain on their eyes, wrist and backs. Strains can be reduced by correct lighting, a well-designed computer desk and a comfortable chair of the correct height.

Consultants working in Schools/Colleges should be aware that:

- The School/College has a statutory duty to provide Personal Protective Equipment for those employees who may be exposed to a risk to their health and safety whilst at work, except where and to the extent of a risk can be eliminated or controlled by other means. Personal protective equipment (PPE) should only be used as a last resort; wherever possible engineering controls and safe systems of work should be used instead.
- In respect of employees, learners, visitors and contractors who might be exposed to a risk to their health and safety, Challenge-trg will ensure that appropriate PPE is used when they are engaged in legitimate company activities.

## 3.6. Control of Substances hazardous to Health (COSHH) Regulation (2003)

The COSHH Regulations 2003 requires that an assessment is made to ensure that precautions adopted for substances used match the potential hazards they create. The data collected in this process should in turn form the basis for information and instructions to all who are involved with the substances.

Employees and Consultants should be aware of any substances they are responsible for and will ensure:

- a register is kept, in the workplace, of all substances classified as hazardous to health under the regulations and ensure assessments of the risks to health arising from activities are carried out and recorded
- a review the register/assessment is carried out at least once per year
- data sheets from supplying companies relating to each substance are obtained and are available in the workplace area
- all substances are strictly controlled and stored in locked areas
- the Health and Safety Officer has a copy of the COSHH register
- sufficient information, instruction and training is available to enable users to know the risks to health created by the substance and the precautions needed including handling and storage

### **3.7. Electrical Safety**

The requirement of Electricity at Work Regulations 1989, Provision and Use of Work Equipment Regulations 1998, apply, as do any additional specific codes of practice in relation to particular plant, machine or workshop safety. The regulations introduce a control framework incorporating fundamental principles of electrical safety applying to a wide range of plant and systems of work activities. They apply to all places of work and electrical systems at all voltages.

Employees and Consultants will:

- Ensure that checks of all electrical installations, and any specific electrical machinery or equipment identified within their remit, will be carried out in accordance with relevant statutory requirements and reports kept readily available.
- Challenge-trg has implemented a procedure to ensure the testing of all portable electric equipment at periods ranging between 6 months for handheld high use equipment i.e. kettles to three years for computers.

### **3.8. The provision and use of work equipment regulations (1998)**

This legislation places general duties on the Organisation to deal with selected hazards, and also lists minimum requirements for work equipment. The regulations apply to all equipment, ranging from hand-tools to complex machinery, and its use.

The duties require the provision of suitable equipment, taking account of the purposes for which, it will be used; the conditions and hazards of the workplace maintenance requirements to ensure that it is kept in good working order; and the provision of adequate training. Specific requirements include guards for danger parts of machinery, control systems and devices, isolation from the source of energy, lighting, stability and hazard waste.

### **3.9. Provision for special needs**

Special attention will be given to the health and safety of individual with special needs and in particular, suitable and sufficient access and egress will be provided and maintained.

## 3.9.1. Working conditions

In compliance with statutory requirements, Challenge-trg will ensure suitable working conditions, e.g. heating, lighting, ventilation, hygiene and welfare so far as is reasonably practicable.

## 3.10. Violence to Staff

Challenge-trg definition of violence to employees is:-

Any incident, in which an employee perceives that they have been unacceptably abused, threatened or assaulted by another member of staff, a learner or any other member of the public with whom they came into contact within circumstances arising out of the course of their employment. Potentially violent situations should be reported to a Line Manager.

Line Managers will ensure:

- Areas where staff are at risk are risk assessed
- Suitable training and information is given to staff at risk
- All incidents of violence at work are investigated
- Remedial action taken following an incident
- Where appropriate, welfare counselling is provided for victims

## 3.11. Apprenticeship and Employer Training Health and Safety

Whilst on employer premises staff adhere to company industry specific health and safety legislation including the use of specific Personal Protective Equipment (PPE) as necessary. Learners and staff also will also be informed of their obligations to the organisation's Health and Safety Policy, and any other health and safety legislation relevant to its undertakings.

The responsibilities and duties for the different roles and functions are outlined in the company's Health and Safety Policy. Arrangements for the health and safety of learners on apprenticeship on programmes delivered by Challenge-trg are the responsibility of the Health & Safety Officer. The following other roles have been identified within apprenticeship delivery:

- Group Director of HR
- The Head of Training and Compliance
- Joint Managing Director
- Director of Quality and Partnership
- Education consultant
- Trainer

The arrangements for implementation of the organisation's Health and Safety Policy will follow those set out on pages 3 -9.

All RIDDOR accidents involving learners/apprentices must be reported to the organisation within 24 hours and other accidents within 5 working days. All workplace RIDDOR accidents involving learners/apprentice to be investigated by the employer and the findings reported to the organisation.

All employers will be checked for health and safety compliance prior to engaging with them and copies of the Challenge-trg Health & Safety Policy will be provided, and compliance requested under the contractual arrangements.

## **3.12. Monitoring Health and Safety**

Health and Safety performance will be monitored on an ongoing basis and reviewed at least annually, through the review of risk assessments, accidents, ill health and incident records, and the results of workplace and equipment inspections. Any necessary action will then be taken so as to improve the overall health and safety performance, i.e. health and safety reviews will be used to identify priorities and set objectives. Workplace inspections will be undertaken and recorded every month.