

# HEALTH AND SAFETY POLICY STATEMENT

## HEALTH AND SAFETY AT WORK ETC ACT 1974

We aim to ensure that all activities carried out on our premises by staff, apprentices/students and visitors are managed so as to reduce or eliminate where possible any foreseeable risks to Health and Safety. In addition, whilst the primary responsibility for the Health and Safety of an apprentice in their working environment lies with the employer, White Horse will ensure that employers of apprentices are reminded of their duties in this area.

**In particular, White Horse will:**

- adequately assess the Health and Safety risks for both staff and apprentices/students in our workplace
- consult with our employees on matters affecting their Health and Safety
- provide and maintain safe equipment
- ensure safe handling and use of substances
- provide information, instruction and supervision for employees, apprentices/students and visitors
- ensure all employees are competent to carry out their tasks, and to give them adequate training
- prevent accidents wherever possible and cases of work-related ill health
- maintain safe, supportive and healthy working conditions
- implement a Safeguarding Policy for young people and vulnerable adults
- review and revise this policy as necessary at regular intervals.

Signed:



Position: Managing Director

Date: 24/01/2022

Review Date: 01/09/2022

# HEALTH AND SAFETY POLICY

## Organisation

1. The Managing Director of White Horse Training Limited, Marylee Wollaston, has overall responsibility for Health and Safety with support on a day to day basis from a nominated person Yvonne Meek, who is also the Designated Safeguarding Lead.
2. Yvonne Meek will be responsible for ensuring that risk assessments are carried out and she or Marylee Wollaston will ensure that any accidents are reported to the appropriate authorities.
3. Where we are notified of any illness or medical condition which may impact on their learning, all staff will be informed, in line with GDPR, so that they can may make any necessary adjustments to reduce the risk to that student. A record will be kept electronically in the incident log.
4. It is recognised that White Horse is a small organisation and that therefore expertise may be limited. Appropriate, competent advice will be sought on Health and Safety matters when required.
5. All employees and apprentices/students have a duty to comply with the policy and to report any Health and Safety matter to Yvonne Meek at the earliest opportunity. They should take reasonable care of their own Health and Safety and that of others who may be affected by their acts or omissions. They should co-operate with the company on Health and Safety matters and must not misuse any item in such a matter as to cause a risk to any person.
6. Responsibility for creating a safe learning environment within the classroom rests with individual tutors on a day to day basis. However where significant Health and Safety concerns exist e.g. during the COVID-19 pandemic, a risk assessment will be carried out in line with relevant guidance to identify any actions to mitigate against these risks as

far as is reasonably practicable. Yvonne Meek will be responsible for undertaking and reviewing the risk assessment in line with changes to the guidance and in consultation with the Managing Director and all staff.

7. No employee will be expected to undertake any task for which they have not received some form of information, instruction or training.
8. This policy will be reviewed annually, or following any major changes in working practices, to ensure that it remains appropriate.
9. The company will only employ sub-contractors who are suitably qualified to carry out any work required. No action taken by a sub-contractor should put themselves or any other person at risk of injury or ill health.

### **Communication**

1. All employees and apprentices/students will be given a summary of this policy to read and access to the full policy in order that they fully understand their personal responsibilities in ensuring that safety awareness is maintained.
2. Apprentices/students will receive Health and Safety instruction in order for them to understand the requirements of an office working environment. They will also view a H&S DVD, currently Safety Media's: Health & Safety in the Office.
3. This policy and required literature may be accessed by any persons wishing to do so.
4. Changes to the policy or risk assessments will be communicated to staff, students, employers and other parties as necessary. In addition any risk assessments and subsequent updates will be made available to relevant parties through the website, on request or through the e-portfolio system.
5. The existence of this policy will be drawn to the attention of all sub-contractors employed within the offices, etc., of White Horse Training Limited.

## **Accident/Incident reporting**

It is the responsibility of all White Horse Training Limited employees to ensure that all accidents and incidents arising from their activities are reported using the standard accident/incident report form. It is important that all incidents including near miss accidents are reported so that problems can be identified and controls put in place. All absences through illness of Apprentices will be recorded and reported immediately to the employer. All accidents will be reported to the White Horse First Aider, currently Marylee Wollaston, and recorded in the Accident Book.

## **Employer Responsibilities**

It is the responsibility of the employer of an Apprentice to ensure that all accidents, incidents and near misses involving Apprentices training through White Horse and arising from work related activities are reported to White Horse Training Limited.

It is a lawful responsibility of each employer to implement and maintain their own accident reporting system. Every employer is informed of their obligations through the contractual apprenticeship paperwork.

Any accident occurring within the offices of White Horse Training Limited will be investigated by a competent person.

## **After Hours/Lone Working**

At White Horse work outside of normal hours will be considered “after hours working” and will only be permitted by a relevant manager. This will be dependent on an assessment of the nature of the work, location of the work and security arrangements in place. No one should work entirely alone when involved in after hours working at White Horse, unless contact arrangements have been put in place.

Apprentices/students under the age of 18 must not, under any circumstances, be permitted to work alone or be unsupervised for any period either in the workplace or on White Horse Training premises. This also applies to apprentices/students over the age of 18 who are not directly employed by White Horse Training. When an employee of White Horse is also an apprentice or student they may be left to work unsupervised or work alone from time to time, providing a risk assessment has been completed and all practicable steps have been taken to minimise any risks.

### **Building Maintenance and works**

All building and maintenance problems at White Horse premises must be reported at the earliest opportunity to the Managing Director. Apprentices/students should identify any such problems at their place of employment to their respective line managers.

### **Bullying**

Bullying will not be tolerated by any person, and is regarded in law as harassment. White Horse Training Limited staff will liaise with apprentices/students on a regular basis to ensure that bullying is not a factor in their workplace. Staff of White Horse Training Limited have recourse to line management and the company directors if they feel they are being bullied.

### **Contractors**

The supervision of contractors on our premises is the responsibility of White Horse Training Limited and all persons present have legal responsibilities. Any problems caused by the work of contractors will be brought to the immediate attention of the Managing Director to ensure that staff and apprentice/student safety is not compromised. Contractors will be required to submit a statement of safe methods of working prior to commencing any work to demonstrate how safety will be maintained.

### **Display screen equipment (DSE)**

Display screen equipment (DSE) assessments will be undertaken on all users as part of the risk assessment process. It is the responsibility of White Horse Training Limited to ensure that the extent of DSE usage is established. Apprentice employers are required to ensure that assessments are carried out within their workplaces in accordance with legal requirements.

### **Electrical equipment safety**

All electrical equipment will be PAT tested in line with government advice. New electrical equipment should be subject of a visible inspection before use to include plugs, cables and general condition. Damaged or faulty electrical equipment should be removed from immediate use.

### **Emergency situations and evacuation**

The fire evacuation procedure in place should be understood by all persons. In any emergency situation suitable assistance should be requested.

### **Housekeeping and tidiness**

All members of staff and apprentices/students are responsible for the general cleanliness of offices, work areas and public areas. These should be kept clear from all obstructions and kept free from obvious hazards, e.g. rubbish accumulation, waste food, spills, etc.

### **Identification of special risks or needs**

Risk assessments will identify special risks and needs of individuals. Apprentices should be assessed as to any identified special needs and every effort made to accommodate those needs in accordance with the Disability Discrimination Act 2005. Competent assistance will be sought for those with identified needs or risks who require support.

## **Induction arrangements**

All new staff and apprentices/students will undergo a detailed induction procedure. This will include being provided with copies of the Health and Safety policy, the first aid procedures and the fire evacuation policy. All apprentices/students will attend an induction briefing and be made aware of the location of fire exits, first aid kits, etc. Staff should be made aware of their responsibilities towards apprentices/students, visitors and fellow staff members. New apprentices/students will be provided with a learner handbook detailing relevant policies and procedures.

## **Manual Handling**

No staff member should be required to lift or move any item above recommended weight and/or size limits. If in doubt, assistance should be sought with the task in order to prevent unnecessary injury or damage being caused. No student/apprentice should be asked to lift or move any item belonging to White Horse.

## **Pregnancy**

Any member of staff or student/apprentice who is pregnant should inform White Horse Training Limited in writing and a risk assessment will be carried out by a competent person.

## **Supervision**

White Horse Training Limited directors will ensure that those supervising staff and apprentices/students are competent to do so and that all staff are aware of the management structure.

## **Training**

Safety training will be provided by a competent person if needs are identified following risk assessments. Any major changes in working practices or materials should be the subject of a risk assessment which will include training needs.

## **Visitors**

Arrangements should be in place for visitors and members of the public. If appropriate they should be made aware of evacuation procedures and any risks applicable to the circumstances at that time.

## **Working at Height**

Ladders, step ladders or kick stools must be used when there is a requirement to work at height. Precautions should be taken when using these pieces of equipment to ensure that no danger is caused to any person. Assistance should be sought when appropriate.

## **Violence**

Staff and apprentices/students should not take any risks when dealing with potentially violent intruders. The Police should be called immediately if staff or apprentices/students feel that they are at risk.

Signed:

Position: Managing Director

Date: 13/01/2022

Review Date: 01/09/2022