



Health and Safety Policy

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Author of Policy	Louise Smith
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Communication Strategy	<p>Send out email to all staff to inform of Health and Safety Policy Update and how to access.</p> <p>Discuss at team meetings.</p> <p>All contract managers to update Prime Providers with new policy information.</p> <p>Bid writing team to upload document on tendering portals.</p> <p>Record of signatures of receipt and understanding from all staff.</p>

HEALTH AND SAFETY POLICY

The Health and Safety at Work Act 1974

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1. Statement of General Policy

It is the policy of Acorn Training Ltd, recognising its statutory duty, to conduct its business without, as far as is reasonably practicable, harming its staff, learners and visitors or the environment. The Company aims to discharge that duty to the best of its ability within the resources available, having due regard to its other statutory obligations.

The Officer who will have overall responsibility for the discharge of that duty will be the Managing Director. He will be assisted, within their respective spheres of responsibility, by the other members of the Directorate. It is, however, a fundamental aspect of the Company policy that health and safety responsibilities devolve on all employees.

In discharging its duty, the company will take all steps which are reasonably practicable to meet its health, safety and welfare responsibilities; in particular it will pay attention to the provision and maintenance of:

- safe plant, equipment and systems of work
- safe arrangements for the use, handling, storage and transportation of articles and substances
- sufficient information, instruction, training and supervision as are necessary to ensure the health and safety at work of all employees.
- the need to assess the risks that its activities present, to avoid or eliminate them, and if that is not possible to minimise and control them with the provision of the necessary resources
- any place of work under the employers control in a condition that is safe and without risk to health including means of access and egress.
- adequate health and welfare facilities

Subject to any regulation changes and consideration of any codes of practice approved and issued by the Health and Safety Commission, the company will consult with its employees with a view to making and maintaining arrangements which will enable the Company and its employees to co-operate effectively in preparing and developing measures to ensure the health and safety at work of the employees and in checking the effectiveness of such measures.

In addition to the individual's common law duty of care, the company reminds its employees of their own statutory duties and responsibilities under Sections 7 and 8 of the Health and Safety at Work Etc. Act 1974; these are:

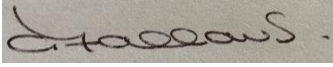
- to take reasonable care for their own health and safety and that of other persons
- to co-operate with the company so far as is reasonably practicable to enable it to carry out its own responsibilities successfully.
- not to interfere with or misuse equipment, materials or facilities provided in the interest of health, safety or welfare in pursuance of any legal obligations

The nature of the company business involves a wide range of activities conducted from premises which are geographically widespread. Specific health and safety responsibilities and arrangements for implementing the general health and safety policy will be clearly defined by individual departments.

The statement of general policy will be reviewed by the curriculum and quality manager on an annual basis or sooner when appropriate. All health and safety policy documents will be subject to review by health and safety representatives within each training centre and with the support to the curriculum and quality manager. Any amendments will be communicated via the communication strategy indicated in the document control table at the beginning of the document.

This document is intended to help all those who will be concerned in maintaining a high profile in respect of health and safety. It clearly defines individual responsibilities; gives detailed action to take in the case of emergencies and highlights areas which are particularly hazardous. Some sections will not be applicable to all staff.

Signed: Gareth Fallows

Managing Director: 

Date: 04/ December/ 2020

2. Company Safety Policy

It is essential that everyone in the company is aware of, and becomes familiar with, procedures for dealing with matters concerning health and safety, such as emergencies and the treatment of injured persons.

This document will not itself produce a safe working environment; this will be achieved by the full co-operation of staff and customers.

3. Organisation of Safe Working Conditions

The company has delegated responsibilities regarding Acorn Training Ltd to the Managing Director. The Managing Director accepts these responsibilities and insists that the following matters are dealt with on a continuing basis:-

- **Safety Inspection**

Action to ensure a safe and healthy working environment. This will be achieved by inspections of the working environment carried out regularly by the appropriate Head of Section or his/her delegate. A record of each inspection will be kept and remedial action taken.

- **Personal Protective Equipment**

The wearing of personal protective clothing is mandatory for all staff, learners and visitors where the risk assessment has advised this to be the course of action to reduce risk of harm. Clear guidelines will be given by the staff to learners at the beginning of their course. A personal protective clothing register will be maintained by the health and safety coordinator.

○ **Fire Notices**

These notices will be displayed in all training rooms, offices and on notice boards throughout the company. All customers will have their attention drawn to the fire notices during each visit. Fire drills will take place at regular intervals with a minimum of one per quarter. A record of these drills is maintained in the Fire Log, located within Centres. All new staff and customers will be informed of what to do in the case of fire by their Training Advisor, Operations Manager or the company Health and Safety Coordinator. All Fire Marshalls must know how to use the fire equipment in their work area and must ensure that customers know the fire procedures and can carry them out.

○ **First Aid**

Details of the company's first aid facilities will be displayed on notice boards. Rooms containing first aid boxes will have the white cross on a green background sign. A list will be displayed of all those holding recognised first aid certificates. First aid can be administered only by those with appropriate qualifications. See First Aid Policy for additional information and guidance.

○ **New Hazards**

Any new plant, products, equipment or premises will be risk assessed by the curriculum and quality manager and the company health and safety coordinator and the risk assessment implemented before the plant, products, equipment or premises are used.

4. Centre Health and Safety Coordinator

Each training centre will nominate a health and safety coordinator to attend the health and safety meeting. The functions of the safety coordinator are:

- To communicate to the committee any complaints by any employee he/she represents relating to that employee's health, safety or welfare at work.
- To promote health and safety in the workplace.
- To attend meetings of the health and safety committee to which he/she has been appointed and to provide information to that committee as requested.

5. Hazard Reporting

Any suspected hazard will be reported to the operations manager who, after investigation, will bring the matter to the notice of the health and safety coordinator or,

in their absence, a senior manager responsible for health and safety without delay. Any employee whose work involves a hazard is authorised to cease the activity concerned until the hazard has been reported and the operations manager confirms or rejects the action taken.

6. Accidents

It is the policy of the company to take all reasonably practicable steps to avoid accidents occurring. In the event of an accident, the first concern will be the care of the person or persons who have suffered injury. The accident will be reported to the persons detailed on the incident report form. The reporter shall ensure that adequate arrangements are made for the care of any injured persons. It will be policy to investigate all accidents, including those not involving injury, and arrangements for the investigation will be made by the health and safety coordinator who will report the result of the investigation to the company health and safety committee.

7. Safety Rules/Codes of Practice

Certain safety rules are essential to ensure the health and safety of the employees who work in the areas to which they relate. Such rules as are considered necessary will be drawn up in consultation with representatives of the employees and will be attached to this document as codes of practice.

8. Contractors on Site

Separate procedures are laid down for contractors and visitors to site and are attached to the main Health and Safety Policy. The visiting contractor must provide you with the work risk assessment for the job they have arrived to carry out. All reception staff should ask to see this as the signing in sheet is signed.

9. Hazard Identification

All activities, processes, substances and work places must be risk assessed under the direction of the managers identified within this policy.

10. COSHH Assessment

Attention is brought to the company-wide COSHH Assessment. Steps must be taken to conform to these assessments. The central COSHH assessment register is held by the company health and safety coordinator. All activities involved with substances must be risk assessed.

11. House-keeping

The company attaches importance to the need for good house-keeping practices. It is policy to ensure that floors are kept free of anything that may cause slipping or tripping and that no waste materials which could cause injury if trodden on are allowed to remain where they fall. Items stored on shelves will be stored in such a way as to ensure that they do not cause injury to anyone working in the vicinity or to anyone

passing by. Rubbish will not be allowed to accumulate in any working area and passageways will be kept clear at all times.

12. Special Hazards

Portable electric mains operated equipment will be used only where this does not entail trailing power leads across walkways. Inflammable liquids will not be permitted in any room in the company in quantities that are in excess of that required to meet immediate needs and no radiant heat source will be used in any circumstances in which such use could incur a risk of fire or explosion.

13. Maintenance and Inspection of Machinery

It will be the policy of the company to ensure that all equipment and machinery used by the Company should be maintained in accordance with the instructions issued by the manufacturer. Where manufacturers' instructions are not available, the Operations Manager will seek advice from the health and safety coordinator to obtain such advice as may be needed for preparing those instructions. No maintenance will be carried out on any equipment or machinery while it is in use and it will be the responsibility of the operator to ensure that all power operated equipment is isolated from the source of power before maintenance work begins and that power is not restored until after the person who carries out the maintenance gives formal notification that the maintenance work has been completed. Appropriate records will be kept by corporate services.

14. Joint Consultation

It is company policy to ensure that there is full consultation with representatives of the employees on all matters concerning health and safety at work. The Managing Director has established a health and safety committee to facilitate joint consultation with representatives of the recognised Trade Unions if requested to do so in writing by at least two safety Representatives and will consult with them about the constitution for such a Committee. It is Company Policy to encourage every employee to seek to identify hazards within the work situation and to bring any hazards that are identified to the notice of the Managing Director without delay. To achieve this, he/she should report the hazard to his/her Line Manager, and to his/her Safety Representative.

15. Health and Safety Coordinator

The health and safety coordinator will be the focal point for day to day references on safety, and give advice or indicate sources of advice. They will act as a source for the retention and dissemination of safety information. The health and safety coordinator will consult with the senior managers responsible for health and safety in organising safety training to learners and staff. They will organise and assess effectiveness of fire drills and liaise, in consultation with the fire authority, on all matters relating to fire precautions. The health and safety coordinator will accompany the departmental heads on some of their inspections.

16. The following are expressly forbidden and are offences against the law:

- any interference with the fire alarm installation or fire-fighting equipment

- any alteration or interference with the electrical wiring of the company buildings without permission of the Managing Director, the company health and safety coordinator or the corporate services manager.

17. Individual Responsibility

The Managing Director is responsible for:

- devising any amendments to the company health and safety policy as may be necessary, and enforcing the requirements of this policy
- allocating staff, funds and materials within the approved company budget or from central funds to meet the needs of the health and safety requirements of the Company.
- appointing a senior manager to be responsible for establishing and maintaining an effective policy for health and safety within the company.

Operations Managers are responsible for:

- complying with all relevant legislation particularly that contained in "Management of Health and Safety at Work Regulations 1999".
- implementing the company's safety policies and procedures within their departments and work areas
- alerting the health and safety committee of any item of safety equipment that may be required
- assisting in the investigation of accidents
- consulting regularly with the health and safety coordinator, ensuring defects are rectified, and machinery and equipment adequately maintained
- complying with all relevant legislation particularly that contained in "Management of Health and Safety at Work Regulations 1999".
- the management of all company transport.
- the safe and effective home to company transport arrangements for learners/customers who have that entitlement
- ensuring that all vehicles and drivers conform to current legal standards
- maintaining all information and data required by transport authorities and insurers

Company Health and Safety Coordinator is responsible for:

- monitoring company compliance with all relevant legislation particularly that contained in "Management of Health and Safety at Work Regulations 1999".
- monitoring the general safety, the company health and safety performance and for preparing reports on the health and safety standards within the Company
- liaising with the local health and safety executive officers
- inspecting the company a minimum of once in three months and at more regular intervals at his discretion where inspection reveals items requiring attention
- organising the checking of fire drill procedures and keeping a record, checking all fire warning, firefighting and emergency lighting equipment
- initiate first aid if appropriate

Teaching staff are responsible for:-

- ensuring that the work of the company is carried out in accordance with the company health and safety policy and its codes of practice
- the safety of learners whilst they are in their charge, whether in or outside the Company
- ensuring that clear safety instructions and warnings are given.
- personally following safe working procedures and observing general safety regulations
- ensuring that the Management of Health and Safety at Work Regulations are adhered to.
- reporting accidents immediately by using the company report form located on the shared drive and completing the necessary details.
- ensuring that, in the event of a serious accident, nothing is disturbed at the scene of the accident, except as might be necessary for the removal of a casualty
- initiate first aid as appropriate

Technicians, Ancillary, Administrative, Manual Staff and all other staff not specifically identified in this policy statement are responsible for:

- ensuring that the work of the company is carried out in accordance with the company health and safety policy and its codes of practice
- personally following safe working procedures and observing company and other safety regulations
- ensuring that they take the necessary safety precautions in the use of all equipment, premises and materials
- recording accidents immediately and completing the necessary and appropriate accident forms located on the shared drive.
- ensuring that in the event of a serious accident nothing is disturbed at the scene of the accident, except as might be necessary for the removal of a casualty.
- reporting defects to an immediate supervisor

Customers are responsible for:

- co-operating in keeping a tidy and safe working environment
- observing company health and safety regulations
- being appropriately dressed for the activity undertaken
- ensuring that they take the necessary safety precautions in the use of all equipment, premises and materials
- reporting any accidents immediately to the advisor in charge of their class or to any appropriate member of the company staff.

18. Particular Hazards

- Children will not be permitted to play in areas of company buildings which are considered hazardous. Children visiting the Company must be accompanied by an adult at all times.
- Chemicals will be stored in accordance with relevant legislation and risk assessment requirements.

- Protective clothing will be similarly stored
- Adequate records will be kept on the operations involving the application of chemicals
- Bottled gas will be stored in accordance with relevant legislation and risk assessment requirements.
- Petroleum spirit stored on the company premises will be kept in accordance with relevant legislation and risk assessment requirements.
- Employees or other persons when riding as passengers on vehicles or trailers while at work or on demonstration visits must not be exposed to risk to their health or safety
- Areas where there is a risk of toxic gases present will have permanent signs displayed and stating that entry is prohibited, i.e.: slurry stores and silage effluent tanks at the farm.

19. Accidents to Customers and Staff

- If the accident is relatively minor and the casualty is moveable, the person in charge should arrange for the casualty to be taken to the nurse or for a first aid person to attend.

If the injury is more serious:

- Assess nature of injury and treat injury if appropriate, either
- Arrange for casualty to be conveyed either to hospital , or
- Call an ambulance

If an accident happens where there are no telephone facilities, stop the training session, stay with the injured person, and send another person to reception. The receptionist will call the emergency service. A report will be completed by the receptionist; this will be taken back to the scene of the accident as proof of the call being made

First aid boxes are available in all training centres, in company transport and provided to lone workers.

First aiders list will be posted on notice boards and indicated in the staff handbook and amended as necessary.

First aid should only be administered by a qualified first aid person and or appointed person.

All accidents must be reported to the Health and Safety Coordinator using the non-conformance process and incident reporting forms as soon as possible with information of action taken and treatment given.

Inform the operations manager. The operations manager will notify the parents/guardians if necessary.

It is the responsibility of the person in charge when an accident occurs to fill in the accident report forms as soon as possible after the accident.

20. Health and Safety Training

Steps will be taken to ensure the staff and customers are up to date regarding health and safety. Training will be managed and coordinated by the human resources department with operations manager.

Reporting to Prime Providers and Funding Bodies

Where appropriate, there may be the need to inform a prime provider of irregularities or specific issues within the remit and scope of this policy. At all times, this should be discussed with the Managing Director or the delegated officer. A non-conformity/incident report should be raised in line with our ISO9001 accredited quality management system to aid and facilitate reporting.

Individuals may also wish to refer to the whistle blowing process where it is not deemed appropriate to report to the Managing Director or their delegated officer.

**APPENDIX 1
Acorn Training Ltd**

Health and Safety Information Pack

Please complete your office details and issue to all staff. Please display in Staff areas.

This is the Health and Safety policy statement of

Acorn Training Ltd

Our general statement of policy is to:

Health and Safety General Statement

- **Provide adequate controls of health and safety risks arising from work activities.**
- **Consult with our employees on matters affecting their health, safety and wellbeing.**
- **Provide and maintain safe equipment.**
- **Ensure safe handling and use of substances.**
- **Provide information and instruction, instruction and supervision for employees.**
- **Ensure all employees are competent to do their tasks, and to give them adequate training.**
- **Prevent accidents and cases of work related ill health.**
- **Maintain safe and healthy working conditions.**
- **Review and revise this policy as necessary at regular intervals.**

Overall and final responsibility for Health and Safety is that of

Gareth Fallows

Day to day responsibility for ensuring this policy is put into place is delegated to

Centre Health and Safety Coordinator

To ensure health and safety standards are maintained and improved, the following person/s have the following responsibility

Centre Health and Safety Coordinator

First Aider

Fire Warden

All Employees Must

- **Cooperate with supervisors and managers on health and safety matters.**
- **Not interfere with anything provided to safeguard their health and safety.**
- **Take reasonable care of their own health and safety.**
- **Report all health and safety concerns to the Health and safety coordinator in their training centre.**

RISK ASSESSMENT

Risk assessments will be coordinated by

Internal Audit Coordinator

The findings of the Risk Assessment will be reported to

Centre Contract Managers

Actions required to remove or control the risk will be approved by

Gareth Fallows

The following person will be responsible for making sure the required action is implemented

Gareth Fallows

The following person will be responsible for check that all implemented actions have removed or reduced the risk

Assessments will be reviewed

12 Months or when work activity changes, whichever is soonest

Your health and safety coordinator is

Bernard Whitehurst

CONSULTATION

We will consult with you on a regular basis on matters affecting your health and safety either directly or through the Health and safety Coordinator

We consult with employees on health and safety by

News Letter

Emails

Training Session

Employees can also raise awareness on Health and Safety at any time by reporting issues or concerns to your line manager.

SAFE PLANT AND EQUIPMENT

We will identify what plant and equipment needs regular maintenance by completing an equipment maintenance register. The person responsible for populating and updating this register is

Internal Audit Coordinator

The person responsible for making sure all maintenance is implemented is

Centre Contract Managers

Any problems found with plant or equipment will be reported to

Finance Manager

The following person is responsible for ensuring the plant and equipment meet health and safety standards

Centre Contract Manager

SAFE HANDLING AND USE OF SUBSTANCES

We will assess the risk from substances hazardous to health under the COSHH regulations 2002. The arrangements are as follows:

The person responsible for identifying all substances which need a COSHH assessment

Centre Health and Safety Coordinator

The person responsible for carrying out the COSHH assessments is

Centre Health and Safety Coordinator

The person responsible for making sure all action identified in the assessment are implemented is

Centre Health and Safety Coordinator

The person responsible for ensuring all employees are informed about COSHH assessment is

Centre Health and Safety Coordinator

The following person is responsible for checking that new substances can be used safely before purchase is

Finance Manager

Assessments will be reviewed

12 Months or when work activity changes, whichever is soonest

INFORMATION, INSTRUCTION AND SUPERVISION

The Health and Safety at work poster is displayed in

Reception Foyer

Health and Safety Advice is available from

Internal Audit Coordinator

Supervision of young workers and trainees will be arranged, undertaken and monitored by

Allocated line Managers Discussed at Induction

The person responsible for ensuring that our employees working at locations under the control of other employers are given relevant health and safety information

Contract Managers

COMPETENCY FOR TASK AND TRAINING

You will be given health and safety training as part of your induction when you start work. We will also give you specific training on how to carry out your tasks safely and update when required.

Your person responsible for induction training is

Programme Operation Coordinators or Team Leaders

Job specific training will be delivered by

Will be agreed with individuals on induction

Specific job requiring special training are

Will be agreed with individuals on induction

Training records are kept at and by

Head office by Human Resources Officer

Training will be identified, arranged and monitored by

Human Resources Administrator

Daily visual inspection and ongoing observation

Formal Inspection on a 3 month basis

Annual review of policy and procedures

Annual Risk Assessment update

Improvement plans

The person responsible for accident investigation is

Contract Managers

The person responsible for investigating work-related causes of sickness absence is

Human Resources Administrator

The person responsible for acting on investigation findings to prevent reoccurrence is

Contract Managers

EMERGENCY ACTION PLAN

The person responsible for ensuring the fire risk assessment is undertaken and implemented is

Centre Health and Safety Coordinator

The person for testing and recording the emergency alarm is

Fire Marshall

Escape routes are checked every

Week and visual daily check

The person responsible for checking the escape route is

Fire Marshall

The emergency alarm sounds like and is tested by

A continuous bell

Emergency evacuation procedure will be tested every

12 weeks

Alarms are tested every

Weekly on Friday 11.00am