**1.1 HEALTH &SAFETY POLICY ARRANGEMENTS**

This section of the policy sets out the arrangements Educ8 Training Group have put in place for implementing its health and safety policy.

## General health and safety arrangements

Educ8 has a documented health and safety standard in the form of an overall Health and Safety Policy. The Policy has three parts including a general policy statement, organisational responsibilities and this arrangements document. Grant Santos, CEO has signed the Statement of Health and Safety Policy and ensures that the Board reviews and updates all parts of the policy on an annual basis.

The overall Health and Safety Policy is supplemented by specific policies and procedures where applicable. The health and safety documentation includes risk assessments, audit checklists, instructions and written procedures as necessary. Educ8 have a separate risk assessment policy which outlines arrangements in this area.

## Organisation

Educ8’s Health and Safety Policy Organisation statement sets out everyone’s responsibility from directors through to individual employees. Their success in fulfilling those responsibilities is measured through monthly board and management meetings, one to ones, appraisals and staff surveys.

The Head of Business Improvement is suitably qualified and advises The Directors and all employees on any Health and Safety matters.

Educ8 have access of an external consultant for advice and guidance where required.

Educ8 subscribe to an online HSE updates. Training and CPD records are updated accordingly.

Educ8 provide learning opportunities to individuals funded through Welsh Government. As part of the funding provision cross member audits are completed with partners of VSP.

## Incident reporting and investigation

It is Educ8’s policy that all accidents and work-related ill health, however minor, are recorded within the accident section of Team8 or an accident books for learners and visitors etc. All accidents, near misses and incidents of work-related ill-health are investigated in order to identify root causes and prevent a recurrence.

The Head of Business Improvement is responsible for reporting incidents which fall within the reporting requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).

Educ8 has a separate document; arrangements and procedures for reporting and investigating accidents, injury and ill health, which outlines the reporting and investigation arrangements.

## Monitoring / Audit

An annual review of all Educ8’s Health and Safety is arranged by the Head of Business Improvement, across all its undertakings against a scheduled timetable.

Health and safety standards are monitored via quality checks and audits. Reports on the outcome of quality monitoring are provided to relevant Managers where required.

## Training/ Staff Competencies

All employees undertake an induction programme and given appropriate training when they start work with the company.

All employees are required to keep a CPD log and keep this up to date.

The Head of Business Improvement provides continuous support to employees, managers and directors on an ongoing basis and supports identified training.

Relevant Health and Safety training is arranged where applicable.

As a minimum all employees are given health, safety and emergency procedure training at induction relating to Educ8, its premises, individual job role and any equipment they may be required for duties; and are required to complete a VDU online assessment where relevant.

Trainer Coaches involved in monitoring checks at learners’ workplaces are given health and safety training as appropriate to enable them to carry these out effectively. As Trainer Coaches they are occupationally competent in the industry sector in which they are working and deemed to have sufficient knowledge and understanding of good health and safety practices.

Educ8 works closely with the Welsh Government and Education Skills Funding Agency to seek advice, support and guidance from their health and safety representatives wherever this is appropriate.

Training staff who undertake the delivery of training and development to course delegates or QCF candidates, are required to have a good working knowledge and understanding of health & safety issues. Training will be given as appropriate.

Health and Safety forms an integral part of the training programmes for all learners who will receive as a minimum a health and safety awareness questionnaire.

## Employees at special risk

From time to time, some workers may be at increased risk of injury or ill-health resulting from work activities, e.g. those with medical conditions or permanent or temporary disability, those taking medication, young people and those who are pregnant. Educ8 therefore requires that all employees advise their line manager if they become aware of any change in their personal circumstances which could result in their being at increased risk. Risk assessments will be undertaken and reviewed accordingly with any identified action taken as necessary to control the risks. Educ8 have a separate detailed policy on the subject of new and expectant mothers.

Educ8 recognises that due to the nature of some of its work there is potentially increased risk because employees work away from the office. Educ8 have therefore developed policies and procedures to cover the work of peripatetic employees, and has completed and documented pertinent risk assessments.

Where identified a PEEP will be put in place for employees, learners attending training on our premises or visitors.

## Consultation and Communication

Educ8 recognise that the involvement of staff in their own health and safety arrangements is essential to the success of this policy. Educ8 therefore consult with staff regularly regarding matters of health and safety.

Potential changes to policies and procedures are discussed with all employees, where practicable, before these are made employees are informed.

Learners complete a health and safety awareness questionnaire upon commencement of their programme. Learners discuss health and safety with their Trainer Coach during routine monthly progress reviews, this is documented, and any issues or accidents are passed to the Head of Business Improvement.

## Contractors

Educ8 will hold an approved contractor list. Where contractors are engaged, e.g. to undertake work on the company premises, steps will be taken to establish that they are competent to undertake the work safely, essential health and safety information will be exchanged prior to them starting work and the safety of their working methods will be monitored. E.g. Ensuring Gas Safe registered, appropriate risk assessments, Employer and or Public Liability Insurances.

## Occupational health

All employees are encouraged to report any health concerns which they feel are associated with or made worse by work. Such reports will be treated confidentially. Educ8 take proactive measures to ensure the health and wellbeing of our staff. There is a separate policy on occupation stress.

## First aid

We have carried out an assessment of first aid needs, and as a result have provided first aid equipment and ensured that there are sufficient numbers of trained and appointed persons to deliver it. Information has been provided to all employees to ensure awareness of our first aid arrangements. Details are explained within our First Aid Policy.

## Personal protective equipment (PPE/PPC*)*

We provide PPE/PPC without charge to our employees as required. The type of equipment is selected with regard to the risks of each work activity, the level of protection required and the needs of individuals.

## Signs and notices

Statutory health and safety notices are displayed including the Health and Safety what you should know poster and the current Employers’ Liability Compulsory Insurance certificate available via sharepoint. Signage is also displayed to indicate fire escape routes and fire extinguisher locations.

## Arrangements for dealing with specific hazards Working environment

An asbestos survey was carried out at London House in 2008 and identified no asbestos in areas inspected. Tredomen Gateway Offices were purpose built and are BREEAM excellent constructed offices. Educ8 premises are not believed to contain any asbestos materials. (See statement on managing asbestos)

Educ8 recognises that water systems must be properly managed to prevent the growth of legionella bacteria. Educ8 premises at London House not have water storage facilities. Tredomen Gateway is managed by CCBC.

It is Educ8’s intention to always maintain high standards of housekeeping at our premises for both the safety and health of our staff and any visitors.

Flooring is in good condition and kept under repair. Spillages are cleaned up promptly and that tripping hazards are dealt with.

Educ8’s workplace is provided with suitable lighting, heating and ventilation to ensure comfort of users as well as appropriate staff rooms, kitchens, toilets and washing facilities.

## Work equipment

All work equipment supplied by the company is assessed for suitability. Employees are encouraged to report defects to their line manager, at which point the equipment is repaired or replaced. Equipment is maintained in accordance with manufacturers’ instructions.

Portable electrical equipment including office equipment is subject to a programme of portable appliance testing, as well as the pre-use inspections that all employees are instructed to carry out.

## Electricity

Our employees are not permitted to carry out electrical repairs or to work on the electrical installation.

All work on electrical installations are carried out by a qualified and competent person, who is required to follow standard working practices as defined by *BS7671* "Requirements for *electrical installations”* guidelines, building and the Electricity at Work Regulations.

It is the company’s policy that live working is prohibited although live testing is permitted with appropriate controls and suitable equipment.

Our own installation will be tested and inspected periodically, at least every five years, by a competent person as detailed and improvements implemented as necessary to ensure its continuing safety.

## Gas Inspections

There is one gas appliance at London House. This is tested annually by a Gas Safe registered engineer that is suitably qualified and authorised to work on this type of appliance.

## Manual handling

Certain aspects of our business involve manual handling, e.g. carrying files, storage. Where Educ8 have not been able to eliminate the manual handling risk we undertake risk assessments and prescribe risk control measures for the protection of our staff, e.g. appropriate training and safe methods of work.

Employees are instructed in the outcome of the assessments and the risk control measures including safe lifting techniques. They are instructed to report to their manager any health concerns that may make manual handling less safe for them.

## Asbestos

An Asbestos survey was carried out at London House where no asbestos was identified in areas inspected.

The ACOP 4 (3), (4) and (5) relating to Regulation 4 (6) and (7) of the Control of Asbestos Regulations 2006, state:

*‘If the inspection provides strong evidence to believe that there is no asbestos in the premises, nothing else needs to be done about this regulation, except to note the work already done.’*

In line with these regulations, Educ8 will not put an asbestos management plan in place, unless further reason to believe that asbestos may be present is identified. Any building work undertaken will be carried out by a competent person and a copy of the asbestos survey will be provided prior to any work being carried out.

Prior to any use of external premises whether for staff or learners it is the responsibility of the Head of Business Improvement to contact the Landlord/Owner and request a copy of their asbestos survey.

## Other specific hazards

Educ8 have also identified the following areas of risk and have documented separate policies as follows:

## Alcohol / Drug

Educ8’s policy relating to alcohol and drug use is outlined in a separate policy.

## Use of VDU/DSE

Educ8’s policy relating to the use of display screen equipment is outlined in a separate policy.

## Safe Driving

Educ8’s policy relating to driving is outlined in a separate policy.

## Occupational Stress

Educ8’s policy relating to occupational stress is outlined in a separate policy.

## Lone Working/Personal Safety

Educ8’s policy relating to personal safety and lone working is outlined in a separate policy.

## New and Expectant Mothers

Educ8’s policy relating to the health and safety of expectant mothers is outlined in a separate policy.

## Fire safety

Educ8’s policy relating to fire safety is outlined in a separate policy.