

# **HEALTH & SAFETY POLICY**

## **Lancaster Training Services Limited**



**The Training Centre**

**THE TRAINING CENTRE**

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# LANCASTER TRAINING SERVICES LIMITED

## HEALTH & SAFETY POLICY STATEMENT

Lancaster Training Services consider the Health & Safety of all employees, trainees and customers to be of primary importance to the well being of the business and it is our continuing aim to make the Company a safe and healthy place in which to work and be trained. To achieve this we must all take ownership of an active Health & Safety policy designed to achieve: -

- \* A safe and healthy environment for all employees and trainees.
- \* The prevention of accidents involving personal injury and occupational related diseases.
- \* The prevention of incidents causing plant damage, dangerous occurrences etc.
- \* The co-ordinated interpretation and implementation of statutory and other requirements to achieve good practices recognised by the Industry.
- \* The control of visitors and contractors on site.

It is my duty to ensure that the Committee Members and I take ownership of health and safety matters and that the Company provide safe systems of work, training and a clean and healthy working environment within their sphere of business.

All staff will report to myself any accidents or new initiatives for health and safety at our regular Management meetings.

All employees and trainees have the opportunity to address safety problems and health related matters with myself or with Mr Lee Lawson, designated 'Health & Safety Officer' for Company and placement matters.

It is of the utmost importance for everyone to appreciate their responsibilities under the current legislation and to co-operate fully in order that we can achieve a positive attitude towards Health & Safety thus ensuring a more efficient Company.

This policy is communicated to all staff, visitors, stakeholders, contractors etc. via [www.lantrain.co.uk/policies.html](http://www.lantrain.co.uk/policies.html) and is displayed on the common room notice board.

Document prepared by Martyn Horabin  
Training Manager

Overall responsibility  
Richard W Little  
Chairman

Signed:



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# THE POLICY

## 1. INTRODUCTION

Section 2 (3) of the Health & Safety at Work Act 1974 states:

"Except in such cases as may be prescribed, it shall be the duty of every employer to prepare and as often as may be appropriate revise a written statement of his general policy with respect to the health and safety at work of his employees and the organisation and arrangements for the time being in force for carrying out that policy, and to bring the statement and any revision of it to the notice of his employees". (Please see para 10).

Regulation 4 of the **Management of Health and Safety at Work Regulations** restates the above requirements as part of a company management system.

Regulation 3 (1) of the **Management Regulations** requires every employer to make a suitable and sufficient assessment of:

- a) The risks to the health and safety of his employees whilst they are at work; and
- b) The risks to the health and safety of persons not in his employment arising out of or in connection with the conduct by him of his undertaking.

### **New Regulations also require:**

- i) The employer to designate competent personnel to take charge of health and safety activities or to use outside agencies;
- ii) The employer to provide for first-aid, fire and emergency arrangements;
- iii) The employer to provide information and training for employees and to consult worker's representatives on health and safety matters and
- iv) Employees to take care of their own and others safety and to co-operate with their employer.

### **NOTE**

The **Health & Safety (Training for Employment) Regulations** extend the Health and Safety at Work Act to cover people provided with "relevant training" which is defined as "work experience" provided pursuant to a training course or programme, or training for employment, or both" i.e., all people receiving training or work experience from an employer in the workplace are deemed to be employees for the purposes of health and safety legislation.

### **The Safe Learner**

Lancaster Training Services is totally committed to the concept of the "safe learner" and makes every effort to translate the concept in to practical applications for the learner.

This is achieved by focusing the effort in the "transfer" stage where information/training is being delivered to the learner.

This is typically with the tutors in the 'training centre'/college, and through the supervisor in the workplace. Intervention at this level is liable to have the most significant impact.

The focus is on instilling in the individual learner a sense of responsibility for self, and others, and providing a supportive climate to encourage the appropriate development of the individual's skills.

### **Violence/Bullying /Abuse**

The Health and Safety Executive's definition of work-related violence is '*any incident in which a person is abused, threatened or assaulted in circumstances relating to their work*'. Any allegation will be thoroughly investigated by the Training Manager and where necessary the appropriate action taken.

## 2. RESPONSIBILITIES

### **The Training Manager**

The Training Manager has corporate responsibility for safety and occupational health and hence will ensure that an effective policy is maintained to prevent injuries, loss or damage to property, of risks to persons, whether employed by Lancaster Training Services Ltd or not, but affected as a result of Company activities.

The Training Manager will ensure that all employees and trainees fulfil their responsibilities and, as far as is reasonably practicable, ensure that no impediment exists to prevent the fulfilment of this obligation. He will also initiate actions to ensure the elimination or reduction of risks to safety and health.

## DESIGNATED COMPETENT PERSON

The Training Manager will appoint a '**Competent Person**' who will be responsible for developing, communicating and implementing a cost effective, strategic safety programme for the Company as a whole. This will be done through liaison with the Training Manager who will ensure that the Company has, at all times, the capability and resources to operate safely.

The designated '**Competent Person**' will co-ordinate activities relating to safety at all work locations within the Company and monitor standards achieved by regularly auditing for safe systems of work, and recording the results of such audits.

Until notified otherwise, the staff member designated as the '**Competent Person**' will be the holder of the post of "**Health and Safety Officer**". (whilst the Health & Safety Officer is undergoing training further advice and guidance can be sought from the named NVQ4 competent person. Their details are available on request from the Training Manager)

In the absence of the Training Manager the next senior staff member will assume overall responsibility for Health and Safety matters. General Health and Safety information can be sourced at [www.hse.gov.uk](http://www.hse.gov.uk).

## Tutor/Instructors

Every Tutor and/or Instructor has the responsibility for their own safety and occupational health as well as that of the trainees for whom they are responsible and for the safety and loss prevention activities relating to all facilities entrusted to their care as laid down in their job description.

Tutors and/or Instructors are responsible for developing suitable programmes to encourage safety awareness and ensuring compliance of all personnel, including on site contract personnel with Company safety principles, standards and policies as laid down by the Training Manager. Specifically they must ensure:

- i. That each trainee is given sufficient information at the start of any training course about company policies and housekeeping rules.
- ii. That each trainee is competently and adequately supervised and provided with experience and training necessary to undertake their appointed tasks safely;
- iii. That trainees in their charge are given sufficient time and resources to undertake practical tasks safely and efficiently;
- iv. That adequate, competent qualified supervision is provided for **ALL** jobs;
- v. That the procedure to be used for each task is adequately thought out, hazards identified and appropriate safety precautions taken and the procedure properly communicated to the operators;
- vi. That equipment and facilities are kept in a safe condition and any faults reported;
- vii. That equipment supplied to the trainees is properly selected, used and maintained to allow safe completion of the work;
- viii. That all of the above apply when personnel or trainees are working away from their normal place of work.

## 3. Peripatetic Workers

All company vehicles, which are used on company business, will be provided with portable first-aid kits. The vehicle user will be responsible for ensuring that the contents of each kit are replenished as soon as possible after use of items.

Company vehicle users are reminded that, when visiting another company site they are bound by the safety requirements existing at that site i.e., booking in and out, speed limits, parking restrictions, loading and unloading of goods, emergency procedures, smoking etc.

The '**Training Officer**' is responsible for the initial appraisal, on-going monitoring and visit recording of all placement providers.

## 4. First Aid

First-aiders are responsible for providing first aid to injured personnel until more medically qualified personnel arrive. In the event of any incident resulting in the necessity to provide 'first-aid', the Tutor/Instructor in charge should direct injured personnel to the trained first aiders – A list of first aiders is at each first aid location.

The Tutor/Instructor in charge will enter details of the treatment given and action taken in the Accident Book.

The designated '**Competent Person**' is responsible for the maintenance of first-aid boxes.

**5. Employees** (to include trainees/learners)

Every employee has a continuing duty to exercise responsibility and to do everything reasonably practicable to prevent injury to themselves and others.

Employees must at all times use appropriate safety clothing and equipment as recommended and provided by the management; they **must report** any accidents, incidents, near misses and/or potential safety hazards promptly to the Training Manager.

**6. RISK ASSESSMENTS & COSHH RECORDS**

Assessments of risks in each work station/area will be carried out by nominated staff members who will submit their written reports to the Training Manager for further discussion and the implementation of any necessary action.

The designated '**Competent Person**' will be specifically responsible for the recording of risks associated with hazardous substances.

**7. STAFF MEETINGS**

All staff meetings will include 'Health and Safety and Welfare at Work' as an agenda item. Where necessary any member of staff should discuss important matters with Management without waiting for the next meeting. Learners should discuss any issues during their workplace review or urgent matters immediately with their tutor.

**8. MANUAL HANDLING**

Where possible lifting equipment should be used to facilitate lifting. Where this is not possible correct lifting techniques must be adopted. No one should attempt to lift anything, which is above his or her capabilities.

**9. PERSONAL PROTECTIVE EQUIPMENT**

Items of personal protective equipment (PPE) will be issued to staff and trainees as required in order to comply with the Personal Protective Equipment at Work Regulations 2002.

PPE will be issued against a signature and the recipient of each item of PPE will be responsible for the correct use, care, storage and maintenance of that item.

**10. WORKSHOP EQUIPMENT AND LIFT TRUCKS**

The Training Manager will ensure that arrangements are in place to comply with current legislation for the maintenance and inspection of workshop equipment and lift trucks. Appropriate training will take place with employees (including trainees/learners) before the use of work equipment.

**11. LIFT TRUCKS - OPERATION**

Lift trucks will only be operated by Tutors/Instructors who are authorised to do so. Trainee operators must always be under supervision.

**12. EMERGENCIES**

The Company will provide and display a set of emergency procedures to be followed in the event of fire, hazardous substance spillage etc.

Emergency exercises and drills will be held regularly to test the procedure and response of personnel.

The designated '**Competent Person**' will act as '**Fire Marshall**' and will be specifically responsible for the recording drills etc. Action will be taken to correct any deficiencies or weakness detected.

**13. EXTERNAL CONTRACTOR**

On arrival at our premises, external contractors will be questioned and briefed re our Company policies. Once it has been established that they are competent they will sign a disclaimer before carrying out any work

**14. POLICY REVIEW**

This policy will be reviewed at least annually or when necessary to bring it into line with any new legislation. All such revisions will be communicated to staff and trainees.

Richard W Little – Chairman

Signed:



# LANCASTER TRAINING SERVICES LIMITED

## HEALTH AND SAFETY STATEMENT OF INTENT

### **1. MANAGEMENT OF HEALTH AND SAFETY**

The person with overall responsibility and the associated duty of care for the implementation of health, safety and welfare is **Mr Martyn Horabin**; he will be assisted in this task by the 'Health and Safety Officer' (Mr Lee Lawson).

All aspects of the company Health and Safety policy will be communicated to Lancaster Training Services (LTS) staff, trainees and, where applicable, placement providers. The policy shall be reviewed at regular intervals not exceeding one year but sooner should there be a significant change in company procedures and activities, which invalidate sections of the current policy.

This company is fully covered with current employers and public liability insurance under policies, which include trainees and other participants within the company.

The company is fully aware of the accident reporting procedures laid down by the Education and Skills Funding Agency and this information and any related literature will be communicated to placement providers.

### **2. PROVISION OF SAFETY POLICIES AND RISK ASSESSMENTS**

The company health and safety policy will be implemented and communicated by the persons named in section 1 above. This policy will embrace all training programmes on offer by the company.

The health and safety responsibilities and any additional duties of care of company staff shall be included in their written job description.

Risk assessments will be carried out in all risk activities and significant risks will be recorded along with the control measures taken to eliminate, or if not possible, to reduce them to an acceptable level.

Company placement officers will be required to assess similar risk activities in the premises of current placement providers, record the findings and advise the placement provider of the need for urgent remedial action.

All risk assessments must be carried out with the "young person", (and all of their implications for lack of experience), taken in to account.

### **3. STAFF COMPETENCIES**

It is a requirement that all company staff should be provided with health and safety training relevant to their responsibilities and experience. Details of such training and the outcomes shall be recorded.

Trainees and other participants shall always be supervised by a person possessing the relevant competencies and the ratio of supervisor to trainee will be appropriate to the activity.

Competent personnel will investigate and record all accidents and dangerous occurrences within the company and also on placement providers' premises where these incidents involve an LTS trainee.

### **4. WORKING ENVIRONMENT**

All placement premises shall be inspected by the placement officer to ensure that they comply with the relevant statutes concerning such things as space, lighting, heating and ventilation etc, e.g. the Workplace Regulations, the Management Regulations, the Factories Act, H&S at Work etc Act, Provision and use of Work Equipment Act, etc.

### **5. EQUIPMENT, MATERIALS AND SAFE SYSTEMS OF WORK**

Where applicable trainees will only be allowed to work with equipment and machinery which has been declared safe for use by young persons; this will be documented in such a way as to clearly advise providers of prohibitions applicable to trainees. Adherence to this requirement will be checked by regular monitoring visits.

It is important that all trainees are issued with the necessary protective clothing and equipment and that

they receive proper training, information and instruction in the safe use of such items.

## **6. TRAINEE TRAINING**

The placement provider shall identify a named person who will have responsibility for the safe supervision of trainees whilst on the provider's premises.

The placement provider will ensure that trainees receive induction training, which shall include specific occupational health and safety, a description of the provider's Health and Safety policy where there are more than five employees and detailed information regarding safety and emergency procedures.

Where a provider has less than five employees he shall be made aware of LTS requirements for the continuing health, safety and welfare of any trainee on the provider's premises.

## **7. ACCIDENT AND DISEASES INVESTIGATING AND REPORTING**

It is essential that all company staff and named supervisory personnel at placement providers are made fully aware of the format of RIDDOR and the reporting requirements of it. The placement and monitoring officers at LTS have a duty of care to ensure that this requirement is understood.

All accidents, dangerous occurrences and illnesses shall be investigated and recorded. Following the recording and/or reporting procedure it is stressed that preventative action must be implemented as soon as possible to prevent a repeat occurrence.

## **8. EMERGENCY PLANNING**

Placement providers shall comply with all conditions of the Fire Precautions Act 1971 and the subsequent Fire Safety (Places of Work) Regulations. This will include the provision of safe access and egress, the signing of escape exits and routes, the annual checking of fire extinguishers, the holding of regular fire drills together with the recording of drill outcomes, the training in the use of fire-fighting equipment and the display and communication to trainees of all emergency procedures. Adequate first-aid provision must be made with a method for keeping records of all injuries no matter how slight.

## **9. CONTRACTUAL CONTROLS**

This company and associated placement providers shall be registered with one of the enforcement agencies such as the Health and Safety Executive or the Local Authority Environment Health department. This registration is to be recorded in any placement provider's contract.

Compliance with relevant and applicable health and safety regulations appropriate to the work activity shall be completed for all providers prior to any contractual arrangement. Such appraisals shall be carried out by a competent member of LTS staff who has received the necessary training required to fill this task.

The outcome of such health and safety appraisals shall be recorded and documented for signature by all parties concerned, i.e. the placement provider's nominee and LTS.

## **10. VETTING AND MONITORING**

Competent personnel from LTS will conduct in-house and placement health and safety monitoring at agreed intervals. These personnel will be identified in writing and their responsibilities included in their job description.

There shall be a written system for identifying health and safety problems and omissions within this company and at placements. This system will comprise a checklist, which contains all the salient health and safety requirements of LTS and placement premises. Any negative recordings must be dealt with as a matter of urgency and it is pointed out that some deficiencies may need to result in withdrawal of the trainee(s) from the provider's premises until remedial and preventative action has been taken.

Richard W Little – Chairman

Signed:

