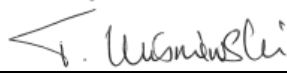


<b>UKTD Health &amp; Safety Policy</b>		
<b>Issued By:</b> Nicky Thompson on behalf of UKTD	<b>Version No:</b> 14	<b>Date of Issue:</b> 31 May 2007
<b>Approved by:</b> Theresa Wisniewski	<b>Signature</b> 	<b>Date Reviewed</b> May 2017
		<b>Next Due Review Date:</b> <b>May 2018 (or sooner)</b>

## HEALTH & SAFETY POLICY STATEMENT

The Managing Director of UK Training and Development recognises that she has a responsibility to ensure that all reasonable practicable precautions are taken to provide and maintain working conditions for all employees and learners that are healthy and safe, and comply with all the statutory requirements of the Health & Safety at Work etc Act 1974 relating to Company activities.




Signed .....

Date ....08/05/17.....

Theresa Wisniewski  
**Managing Director**

## UKTD Health & Safety Policy

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### ORGANISATION RESPONSIBILITIES


In order to implement this policy the following members of staff have the following responsibilities:

The **Managing Director** has overall responsibility for Health & Safety in the Company. The Managing Director also has overall responsibility for safeguarding policies and procedures.

All **Employees** have responsibility for the safety and well being of all learners.

The **Health & Safety Officer** has responsibility for implementing this policy within the office and for all learners in their workplaces and will:

- Advise new staff and organise the attendance of Health & Safety courses
- Ensure that new staff are inducted on Health & Safety within the organisation, including policies, procedures and paperwork, and arrange job shadowing if necessary on Health & Safety assessment
- Ensure that all field and office staff are kept up to date with any new Health & Safety legislation
- Be present at any ESFA Health & Safety Assessments
- Advise the Managing Director of any Health & Safety issues that occur
- Carry out risk assessments of the office and review all Health & Safety assessments of learners' workplaces
- Report any RIDDOR reportable incidents or accidents to the ESFA in line with the Learner Incident Reporting arrangements.
- Ensure that the office Health & Safety Folders are kept up to date and all checks detailed in the manual are carried out as required
- Ensure that all electrical equipment is tested by a competent person on an annual basis
- Ensure that electrical equipment is regularly inspected for signs of damage and add new items to the PAT register
- Ensure that all electrical / telephone leads are kept as short as possible and do not obstruct walkways
- Ensure that all fire extinguishers are tested annually
- Ensure that fire drills are carried out on a regular basis by the Building Manager
- Update systems and issue reports

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The **Office Manager or delegated person** will:

- Check that all fire exits are clear and fire doors are unlocked whenever the premises are occupied
- Check that all windows are closed at the end of the working day and offices are locked
- Ensure that the premises are kept clean and tidy at all times
- Assist the Health & Safety Officer in ensuring all office Health & Safety procedures are followed

**UKTD Assessors (Placement Health & Safety Assessors)** will:


- Carry out all Health & Safety assessments of new employer workplaces prior to first sign-up and review, as required, current workplaces in line with the agreed procedure and Placement Health and Safety Assessment. This will be formally approved on a risk target approach
- Make a judgement on the suitability of the workplace, based on available evidence and from direct observation, for the placement of UKTD funded and unfunded learners
- Agree an action plan for the employer, should any issues or documentation be substandard or out of date
- Provide Health & Safety instruction as part of the learner induction.
- Check and reinforce Health & Safety at Progress Reviews
- Carry out regular reviews of the learners workplace
- Check the welfare and behaviour of learners at every visit.
- Ensure that the placements, where Apprentices are employed, also recognise their responsibility for the Safeguarding of the Apprentices they employ.

The **Health & Safety Administrator** will:

- Help the Health & Safety Officer monitor Health & Safety workplace assessments are carried out
- Advise the Health & Safety Officer and update the Regional Managers of outstanding issues
- Print/file all Health and Safety placement forms in employer file
- Ensure that employer files are up-to-date with Health & Safety information

The **Designated Safeguarding Officers** will:

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- Monitor and investigate all allegations reported to them immediately
- Lead and advise UKTD staff on Safeguarding matters and legislation.


The **HR Manager** will:

- Follow the Safer Recruitment Policy and ensure that identity and DBS checks are carried out on all staff who work with children or vulnerable adults.

**All UKTD Employees** have the following responsibilities, to:

- Understand Company Health & Safety procedures, policies and risk assessments
- Help new staff to understand Company Health & Safety procedures, policies & risk assessments
- Ensure that all updates are read and understood for any new Health & Safety legislation
- Be visually aware of risks in the work place
- Advise the Health & Safety Officer of any Health & Safety issues that occur
- Complete the accident book with any incident or accident details
- Report any RIDDOR reportable incidents or accidents to the Health & Safety Officer
- Ensure that all electrical / telephone leads are kept as short as possible and do not obstruct walkways
- Ensure all personal belongings are not obstructing walk ways
- Ensure all fire extinguishers are used for the purpose they are meant.
- Ensure that the premises are kept clean and tidy at all times
- Ensure that fire drill procedures are followed
- Report any dangerous occurrences or bad practice to the Health & Safety Officer immediately.
- Cooperate with all Health & Safety matters
- Not interfere with anything that safeguards Health & Safety.
- Report all safeguarding issues to a Designated Safeguarding Officer.

All staff must take reasonable care of their own Health & Safety and that of others. Please see additional Health and Safety related policies, as listed at the end of this document.

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## **PLANNING & IMPLEMENTATION**

### **Communication**

This policy is communicated to UKTD Staff on appointment and when updates are made. UKTD learners will be issued with a Health & Safety Policy from their own individual places of employment.

### **Health & Safety in the Learner's Workplace**

All workplaces new to UKTD are checked by UKTD Assessors (Placement Health & Safety Assessors) before learners are signed up to an apprenticeship programme. Existing work places are then formally reviewed on a risk target approach to ensure standards are maintained and documentation is up-to-date. The checks are carried out in accordance with the agreed procedure and checklist document. A High Risk placement is fully reviewed annually. A Medium Risk placement is fully reviewed every 3 years and a Low Risk placement is fully reviewed every 5 years. As part of UKTD procedure all placements are given an informal review annually.

All placements are to be made fully aware of the UKTD Safeguarding Policy and Procedure. All UKTD staff are required to actively promote the Safeguarding Policy, ensuring that learners always feel safe and secure during visits and reporting any issues that are raised with them or they think are worthy of investigation.


### **Learner Instruction**

Learners cover Health & Safety as part of their induction and as part of the NVQ programme. Hairdressing learners are required to complete the NVQ Health & Safety Unit between visits 1 to 17 of starting the programme. UKTD Assessors will review Health & Safety with learners as part of routine visits and progress reviews, to ensure reinforcement of understanding and to follow-up any incidents or accidents. All learners receive the 'Safer Learning-your rights and responsibilities' and 'Internet Safety' leaflets plus a Safe Learner card as part of their induction. These are discussed with the learner.

## **MONITORING**

### **Active Monitoring**

Health & Safety at work placements are reviewed formally on a target risk approach basis and as part of routine Quarterly Progress Reviews with learners. The premises at UKTD will be subject to periodic inspections by the Health & Safety Officer or another competent individual nominated by the Managing Director. Any changes to a work placement will be updated

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on the Health & Safety Risk Assessment. All placements are to be risk assessed using the Safe Learner Policy to ensure safeguarding of learners.

### **Re-active Monitoring**

UKTD Assessors will check with learners at their Progress Reviews whether they have had any accidents during the previous three months. A check of the Employer's Accident Book will take place to review the types of accidents or incidents. This will inform whether the employer needs to introduce appropriate control measures or whether learners need improved instruction and guidance. All RIDDOR reportable incidents or accidents will be investigated by UKTD and reports sent to the ESFA in line with their procedures.

UKTD Assessors (Placement Health & Safety Assessors) will report any concerns or issues to the following people, as appropriate:

- Health & Safety Officer
- Designated Safeguarding Officers / Lead DSO
- Regional Managers
- Health & Safety Administrator

### **POLICY AUDIT & REVIEW**

This policy will be subject to annual review at a time specified in the Quality Calendar. More regular updates will take place when required such as changes to legislation, non compliance in carrying out the procedures or changes to the organisation structure of the Company.

### **RELATED POLICIES**

- HS0005 UKTD Safeguarding Policy (v10, Jun 17)
- HS0007 UKTD Prevent Policy (v1, May 17)
- HS0005 UKTD Safeguarding Procedure (v6, Jun 17)
- HS0003 UKTD Lone Worker Policy (V3, Oct 16)