

UKTD Health & Safety Policy		
Issued By: Nicky Thompson on behalf of UKTD	Version No: 17	Date of Issue: 3 July 2020
Approved by: Theresa Wisniewski	Signature (hard copy signed)	Date Reviewed June 2020
		Next Due Review Date: Monthly during pandemic

HEALTH & SAFETY POLICY STATEMENT

The Managing Director of UK Training and Development recognises that she has a duty of care under the Health & Safety at Work Act 1974 and is committed to ensuring that all reasonable practicable precautions are taken to provide and maintain safe and healthy working conditions for all employees and learners, and to comply with statutory requirements.

In light of the current risk to public health and safety due to the global coronavirus (COVID-19) pandemic, this policy has been reviewed and updated to reflect government guidance and safe working practices. In line with the government's guidance on managing the risk of coronavirus at work, UKTD is complying with the 'Staying COVID-19 Secure in 2020' five steps to safer working.

Signed: Theresa Wisniewski
Managing Director

Date: 1st July 2020

ORGANISATION RESPONSIBILITIES

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

The **Managing Director** has the overall legal duty of care and responsibility for health & safety in the company. The Managing Director also has overall responsibility for learner safety and safeguarding policies and procedures.

COVID-19

In order to restrict and reduce the risk of infection and virus transfer in the workplace and at learner placements, the Managing Director will ensure that government and industry guidance is followed and implemented, and that sufficient resources and PPE supplies are made available.

Five steps to working safely

In line with the government's guidance on managing the risk of COVID-19 at work, UKTD are complying with the five steps to working safely, which are to:

1. Carry out a COVID-19 risk assessment and implement measures to minimise the risks
2. Develop cleaning, handwashing and hygiene procedures
3. Help people to work from home
4. Maintain 2m social distancing, where possible
5. Where people cannot be 2m apart, manage transmission risk

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

- Ensure that clear guidance on COVID-19 Secure working practices and good hygiene procedures has been issued to all staff, in line with government and industry sector regulations
- Ensure that appropriate PPE has been provided for staff, according to job role and risk, and that staff are clear how to use it safely
- Ensure that staff are clear about the symptoms of the COVID-19 coronavirus and the reporting procedure for any suspected or confirmed cases
- Ensure that the UKTD Full Placement H&S Assessment form has been updated and implemented, to reflect the additional risks of the COVID-19 pandemic and control measures required
- Ensure that COVID-19 Secure safety measures and working procedures have been received from employers and the iMex House Centre Manager

General health and safety

- Ensure that new staff are inducted on health & safety within the organisation, including policies, procedures and paperwork. Arrange job shadowing, if necessary, on placement 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 folder is kept up to date
- Ensure that electrical equipment is regularly inspected for signs of damage and new items are added to the PAT register
- Ensure that all electrical / telephone leads are kept as short as possible and do not obstruct walkways
- Ensure that fire extinguishers are tested annually and that fire drills are carried out on a regular basis by the IMex House Centre Manager

The **HR Manager** will:

- Work closely with the Managing Director regarding COVID-19 Secure return to work plans, including head office and home working arrangements; personal hygiene and social distancing; tutor visits; and shielding employees (or with family members shielding)
- Communicate with employees and oversee the arrangements for home working, including pre-home working staff survey; home working risk assessment and policy; remote access to systems and equipment provision
- Monitor staffing levels, health and wellbeing, and absences due to the coronavirus
- Ensure vulnerable employees (moderate or high risk) are shielding in line with government guidelines, and discuss on an individual basis any reasonable adjustments that may be required
- Communicate with vulnerable employees on a case by case basis regarding any plans to return to work (following shielding) and any reasonable adjustments that may be required
- Update and issue the Lone Working / Home Working Policy
- Ensure staff who have symptoms or are required to self-isolate have taken time off sick or are working from home for the 14 day isolation period.
- Manage the Safer Recruitment Policy and ensure that identity and DBS checks are carried out on all staff who are working with learners.

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

- Assist and support the Health & Safety Officer, Managing Director and HR Manager with COVID-19 Secure arrangements, risk assessments and any return to work checklists
- Liaise with the BizSpace Centre Manager regarding iMEX House building arrangements and 'house rules'

- Ensure H&S signage is displayed at Head Office and sanitisation points are set up
- Order PPE for office and field staff and send PPE packs to field workers in advance of any return to learner placements

General health and safety

- Assist the Health & Safety Officer and Deputy in ensuring all office health & safety procedures are followed
- 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

UKTD Employees will:

All UKTD employees (including those who work on behalf of UKTD) have a responsibility to take reasonable care of their own health and safety and that of others; comply with any reasonable instruction or policy; and not take any action that could threaten the health or safety of those involved.

COVID-19

Every member of staff has a role to play in ensuring that the risk of infection is kept to an absolute minimum, by complying with UKTD and government guidance and following COVID-19 Secure working procedures.

STAY AT HOME if you have symptoms such as:

- a high temperature
- a new, continuous cough
- a loss of, or change to, your sense of smell or taste

Check NHS website for further advice on symptoms

If you or your household are showing symptoms do not come to work and self-isolate for 14 days.

- Ensure you familiarise yourself with all UKTD and government guidance
- Follow the 'UKTD Risk Procedures and Processes' guidance document and confirm to the Health & Safety Officer that you have read and understood it
- Work from home where possible
- If working at head office or at learner placements, maintain social distance and follow personal hygiene measures as guided and instructed
- Wear PPE as guided and instructed
- If you have to self-isolate, please inform your line manager and HR Manager as soon as possible by telephone, and do not attend work during a period of self-isolation.

General health and safety

- Familiarise yourself with and understand company health & safety procedures, policies and risk assessments
- Help new staff to understand company health & safety procedures, policies and risk assessments
- Ensure that all updates are read and understood for any new health & safety legislation
- 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
- Report any dangerous occurrences or bad practice to the Health & Safety Officer immediately
- Ensure that electrical / telephone leads are kept as short as possible and do not obstruct walkways, and be visually aware of risks in the work place
- Ensure that personal belongings are not obstructing walkways
- Ensure that fire extinguishers are only used for the purpose they are meant and that all fire drill procedures are followed
- Ensure that the premises/areas of work are kept clean and tidy at all times
- Cooperate with all health & safety matters
- Do not interfere with anything that safeguards health & safety
- Report any safeguarding concerns to a Designated Safeguarding Officer.

In addition:

UKTD Regional Managers & Tutor Assessors will:

- Have read and be fully prepared, using the UKTD Risk Assessment Procedures and Process guidance document
- Contact learner employers prior to any learner visits and establish what social distancing and hygiene measures have been put in place for sessions with learners
- Ask employers for a copy of their COVID-19 Risk Assessment
- Work remotely with learners where possible
- On entering the placement, ask if anyone has been having symptoms, if yes leave immediately and notify your line manager and HR Manager
- Maintain social distance and follow personal hygiene measures at all learner visits, as instructed/guided by UKTD and placement employers
- Wear PPE at learner visits as instructed/guided by UKTD and placement employers

General health and safety

- Carry out all health & safety assessments of new employer workplaces prior to first sign-up and review, as required, and current workplaces in line with the agreed procedure and Placement Health and Safety Assessment. This will be formally approved on a risk target approach

- Send a copy of the Employer's Liability Insurance Certificate to FCD for filing on employer records
- 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 learner's workplace
- Check the welfare and behaviour of learners at every visit.
- Ensure that placements, where apprentices are employed, also recognise their ultimate responsibility for the health, safety and safeguarding of their apprentices.

The **Health & Safety Administrator** will:

- Help the Health & Safety Officer monitor that health & safety workplace assessments are carried out
- Advise the Health & Safety Officer and Regional Managers of any outstanding issues
- Print/file Health and Safety Placement Assessment forms in employer files
- Ensure that employer files are up-to-date with health & safety information.

The **Designated Safeguarding Officers** will:

- Lead and advise UKTD staff on safeguarding matters and legislation
- Monitor and investigate all allegations reported to them immediately
- Provide induction training for new members of staff, plus regular updates and refresher training on a yearly basis (minimum).

PLANNING & IMPLEMENTATION

Communication and Training

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

COVID-19

Information and guidance has been provided regarding COVID-19 and the additional control measures being implemented to reduce the risk of virus transmission.

The UKTD COVID-19 Risk Assessment Procedures and Process document has been issued to all staff, providing guidance and working instructions on: symptoms and the reporting process; social distancing requirements; personal hygiene practices;

home working; procedures at head office and for learner placement visits; vulnerable and shielding employees; and the use of PPE.

Health & Safety in the Learner's Workplace

All workplaces new to UKTD are checked by UKTD Tutor 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 & 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.

COVID-19

The UKTD Full Placement H&S Assessment form has been updated and implemented, to reflect the additional risks of the COVID-19 pandemic and control measures required.

Regional Managers are liaising with learner placement employers regarding social distancing and hygiene measures in place for tutor visits and learner sessions. A copy of their COVID-19 Risk Assessment will be requested.

UKTD Tutor Assessors are to be fully prepared before any visit to a learner placement and to have confirmed to the Health & Safety Officer that the UKTD COVID-19 Risk Assessment Procedures and Process guidance document has been read and understood.

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 Tutor 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 safeguarding awareness information as part of their induction, and supporting information is available in the Learner Handbook and Awareness Activity Booklet. These are discussed with their tutor.

COVID-19

UKTD Tutors will reinforce the importance of social distancing, PPE use and personal hygiene measures and regulations.

Opportunities for awareness raising, discussion, support and reflection will be given to learners and recorded on OneFile.

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 on the Health & Safety Risk Assessment. All placements are to be risk assessed using UKTD's Safeguarding Policy to ensure safeguarding of learners.

Re-active Monitoring

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

- Health & Safety Officer – Nicky Thompson or Deputy, Kevin Bunn
- Designated Safeguarding Officers / Lead DSO (details below)
- Regional Managers
- Health & Safety Administrator / FCD Manager

Any concerns regarding COVID-19 unsafe practices must be reported immediately to the Health & Safety Officer and your line manager.

POLICY AUDIT & REVIEW

Due to the evolving situation of the current coronavirus pandemic, this Health & Safety Policy and UKTD's COVID-19 Risk Assessment will be reviewed on a monthly basis or more frequently if government guidance changes occur.

In normal circumstances, this policy will be subject to an annual review, with more regular updates taking place when required, for example, changes to legislation, non-compliance in carrying out the procedures or changes to the organisation structure of the company.

UKTD DESIGNATED SAFEGUARDING TEAM

Designation	Name	Contact Details
Lead Safeguarding Officer (LDSO)	Helen Blackbourn	07875 665934
Local Safeguarding Officers (DSOs)	Helen Blackbourn (East & West Midlands)	07875 665934
	Debby Cramphorn-Arnold (East of England)	07875 665781
	Tracey Holden (North West)	07392 873584
Safeguarding Email Address	safelearner@uktd.co.uk	

RELATED POLICIES & PROCEDURES

HSR0012	COVID-19 Risk Assessment Procedures & Process
HS0004	UKTD Safeguarding Policy
HS0005	UKTD Safeguarding Procedure
HS0007	UKTD Prevent Policy
HS0003	UKTD Lone Working Policy
PP0047a	UKTD Whistleblowing Policy
HS0005	UKTD SIR Report Form
	UKTD Full Placement H&S Assessment Form