

Health and Safety Policy

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Section One Statements

Statement of Health and Safety Policy

The general policy of Chiltern Training Limited is to provide as safe and healthy working environment as is reasonably practicable for its staff, trainees and other users of its premises. In particular it aims to:

- a. Establish and maintain a safe and healthy environment throughout all its premises.
- b. Establish and maintain safe working procedures including use, handling and storage of articles and substances by its staff, contractors and visitors.
- c. Ensure work conducted in connection with the CTL business does not adversely affect the health and safety of anyone else.
- d. Provide updated and sufficient information, instruction, training and supervision to enable all students to avoid hazards and contribute positively to their own safety and health at work.
- e. Ensure the safety of any equipment and provide a place of work that is safe and without risk to health.
- f. Provide appropriate protective clothing and safety equipment.
- g. Ensure effective procedures for the evacuation of the employment premises in the event of fire or other emergencies, including ensuring availability of properly trained staff in First Aid and Fire Precautions.
- h. In contracting with other organisations, CTL will ensure, so far, as is reasonably practicable that these organisations observe and promote safe working practises.
- i. Regularly review and develop the Safety Policy and notify all employees and learners of any additions or alterations.

Katy Edwards

Managing Director

Section Two Safety Responsibilities

Responsibilities

Director

Has overall responsibility for health and safety. In addition, the director will identify and organise training requirements for staff and students, including First Aid and Basic Food Hygiene.

Health and Safety Co-ordinator and Staff Representative

The Health and Safety Coordinator is responsible for ensuring that all procedures are monitored, reviewed and updated on a regular basis and to act as Health and Safety Representative for CTL, and take specific responsibility for:

1. General safety arrangements (including Risk Assessments)
2. Ensure all staff are aware of their own responsibilities with regard to Health and Safety Procedures and the legal requirements of The Health and Safety At Work Act 1974 and the Management of Health, Safety and Welfare Regulations 1999.
3. Provision and maintenance of protective clothing and equipment to designated members of staff.
4. Responsible for investigating all accidents that occur within the nurseries.
5. To be responsible for fire fighting equipment, fire drills and maintenance of First Aid Kits and Accident Books.
6. Acquisition of relevant safety literature for students and employers.
7. Completion of learner incident report form and submission to use.
8. Bi-Monthly Risk Assessments of all areas of the training centre.
9. Annual Generic Risk Assessment of Main Training Centres
10. Completion of Risk Assessment documentation.
11. Liaise with the Director to ensure all hazards are removed or minimised.
12. Take appropriate action to remove or minimise risks to self, staff, learners or visitors to the company.
13. To carry out audit in line with DDA recommendations and produce relevant action plan.
14. To provide employers and learners with regular updates on Health and Safety through Lostsocks website and newsletter and via training packages.

15. Maintain the welfare database and carry out specific risk assessments for those with identified health needs or Pregnancy.
16. Organise the yearly Health and Safety inspections in placements by Training Co-Ordinators with IOSH qualifications, where this is not possible HSO to carry them out.

Training Co-ordinators

Training Co-ordinators and assessors have individual responsibility for their own health and safety. They take specific responsibility for:

1. Monitoring and review of learners in nurseries on an ongoing basis.
2. Completion of learner's review to show continuous health and safety competency and awareness.
3. Ensure all students receive appropriate induction to their placement and college.
4. Report any concerns or issues re learners' health and safety in both workplace and college.
5. To follow up any minor Health and Safety concerns as a result of the Health and Safety officers inspection
6. Report any possible risks or hazards found to the Health and Safety officer.

Health and Safety Officer and Staff Representative – Admin Responsibilities

The Admin Officer is responsible for ensuring nursery health and safety maintenance and reviews are carried out in accordance with LSC and employer contracts with specific responsibility for:

1. Maintaining of health and safety database.
2. Maintaining of placement database and files.
3. Ensuring any non-compliance of health and safety check is actioned, planned, progressed and meets relevant target dates.
4. Ensure all nurseries have valid and current employers and public liability insurance.
5. Organising appropriately qualified staff to carry out timely nursery checks.

Induction Team

1. To monitor and update induction material.
2. To distribute learner handbook to all new learners.

Learners

1. Learners have responsibility for their own health and safety whilst in their placement and at CTL premises.
2. Learners have a duty to ensure their behaviour and actions do not directly or indirectly cause risk to others and to notify their Tutor, Training Coordinator, Manager or the CTL Health and Safety Officer of any Health and Safety concerns.

Section Three Safety Arrangements

Arrangements

Section 3a

Internal Arrangements

This section outlines the Safety Arrangements within CTL premises.

1. Fire/Bomb Threat Evacuation Procedure

In the case of discovery of fire, the alarm should be raised by breaking the glass in the fire alarm case and then dialling 999.

Calm and orderly evacuation should be by way of the staircase. In no circumstances should the lifts be used. The assembly point is located outside the Thames Tower building. Roll call for students to be taken by the relevant tutor against daily register and for staff by the Health and Safety Coordinator or Staff Representative using the signing in sheet to check all staff are accounted for. No one should re-enter the building until given permission from the Health and Safety Co-ordinator, nominated steward or the fire brigade.

To ensure the above procedure can be carried out smoothly all trainees are instructed on the correct procedure to follow at the beginning of their course at induction and sign to say they are aware of their role on their first day in college and then each term.

Evacuation procedures are displayed on each floor

2. Accident Procedure

In the first instance, the injury should be attended to by one of our First Aiders and recorded in the accident book, stating date, time, nature of accident, reason for occurrence, underlying cause and treatment given. Should the injury be reportable under RIDDOR then the electronic form should be completed and forwarded to the appropriate office.

The accident should then be investigated by the Internal Health & Safety Co-ordinator and a signed and dated report issued which identifies:

- a. The immediate cause
- b. Underlying cause
- c. Any previous medical history which may be relevant
- d. Copies of pre-accident risk assessment
- e. Copies of post-accident risk assessment
- f. Remedial action agreed

3. Staff Induction

All new members of staff receive a workplace induction from the Health & Safety officer – a copy of which is attached. See Appendix B, section 4. All staff are required to complete a welfare form and pass it to the Health and Safety officer. If required a risk assessment will be completed. The welfare form will be stored in the employees personnel file

4 .Trainee Induction

All trainees receive full workplace, programme and training centre induction as per Trainee Induction A004.

5. Visitors

There is a security entry system restricting access to the premises. All visitors are accompanied throughout their time in the building. All staff and learners enter the building through the reception area and all staff have I.D badges. All visitors are required to sign in and out of the building. Building evacuation procedures are displayed on each floor.

Section 3a

External Arrangements

This section outlines the safety arrangements for the external work placement process trainee induction.

Procedure	Reference
1. Placement Vetting	A002
2. Trainee Induction	A004
3. Trainee Review	A003
4. Accident Reporting & Investigation	A005

These procedures will be reviewed on an annual basis, or when the nature of the CTL business changes.

Placement Vetting

A003a and A003b – Procedure for Setting-Up Placements

Objective

To provide a standard method for setting up external work placements which are suitable for providing on the job training. Domestic homes are not acceptable as work placements for Government Funded Programmes. All childcare placements must already be registered with the relevant local authority as being suitable for childcare.

Placements will range from crèches to secondary schools and all other establishments responsible for the care and education of children, ranging from 0-16 years.

Procedure

- 1.1** Prior to placing trainees within a childcare establishment, a qualified member of staff will assess the suitability of the placement. In addition to taking into account the accessibility of the placement, a great deal of attention must be paid to the health and safety arrangements. This is done by carrying out the standard Health and Safety Assessment and checking that there are adequate child protection procedures in place for young people. **See Appendix A**

In the case of IF learners the tutor will visit the placement with the learner to ensure their needs are met and appropriate supervision, training and child protection procedures are in place. **Appendix I**

- 1.2 In addition, the placement must be checked by the Training Coordinator for adequate supervision, travel arrangements and shift patterns.
- 1.3 All placements should be working towards being an Equal Opportunities employer and this should be reflected in their statement of policy.
- 1.4 Once it has been established that the placement is suitable for trainees and the Health & Safety check has been suitably completed; two copies of the Employers Contract will be issued. These must be discussed in detail and signed. **See Appendix C.**
- 1.5
 - a. All sections of the Health and Safety Assessment must be completed.
 - b. Any non-compliance must be listed with target dates and agreed by the employer.
 - c. The assessment must be signed by the Health and Safety Officer/CTL staff member and the employer. It is then is quality assured by CTL Health & Safety Co-ordinator and monitored by Staff representative.
 - d. Details should be entered on the database with target dates for completion.
 - e. Letter sent to the employer with an action plan and copy of the Health and Safety report.
 - f. Training Co-ordinator to progress any outstanding issues.
 - g. Training Co-ordinator to sign off non-compliance when completed.
 - h. Monthly print off of non-compliance to be issued to each Training Co-ordinator

The nursery manager will retain one copy of the contract and the CTL staff member will bring the other copy back to the office for filing in the employers file.

Nursery settings failing to reach or maintain required standards must not be used for placements.

Procedure for Reviewing a Learner

Objective

To provide a standard method of carrying out reviews with trainees, supervisors and TC's.

Responsibilities

A trainee review should be carried out every twelve weeks, or every eight weeks in the case of endorsed trainees or Level 2 learners. However, should there be a concern or a need for additional support, then the reviews may be carried out as frequently as deemed by a CTL Director. Reviews should be candidate led and as positive an experience as possible.

In the case of day release students, there is weekly two-way access and most issues are discussed and resolved without the need for a formal review. However, all issues discussed must be recorded in the trainee file on an action sheet.

At the first review the TC will give the learner the Health and Safety induction checklist. This is to be completed and returned to the TC at the next review.

Procedure

- 1.1 The Assessment Centre Co-ordinator will update reviews on Maytas as they are completed TC's must access the P Drive to ascertain when their learners next reviews are due.
- 1.2 TC's are responsible for arranging visits in advance with the placement's supervisor. TC's need to ensure that this person will be available at the agreed time.
- 1.3 The trainee and supervisor should be seen separately in order to give each a chance to discuss things in confidence. The trainee should always be allowed to read the employers comments and vice versa. Learners are required to sign the review form. The review should be a positive experience for all involved, although areas where extra effort is needed should be identified. If after discussion with their TC a

trainee is unhappy with the outcome of their review they should contact the Lead Assessor at CTL within 7 days.

- 1.4 Reviews should be carried out using the standard Review Form appropriate for the course the trainee is on.
See Appendix D.
- 1.5 The senior TC will review and carry out checks on the review process at regular intervals and inform TC's of amendments or concerns as needed

The initial reviews occur after three weeks and seven weeks on programme. Thereafter reviews occur every 8 – 12 weeks or as deemed necessary.

Database

All review details are maintained on the Maytas database and are updated by the Assessment Centre. When a learner starts their qualification all reviews are planned up to the end of their course and their Individual Learning Plan is updated.

Upon returning from review, the trainee file is placed on the shelf in the Assessment Centre, ready for analysis and input onto the database. The details of the review date are entered onto the Maytas system and the date of the next review is automatically shown. Any issues of concern are taken to the appropriate member of the management team for action.

Copies of Frame-up database reports are given to learners and employers at review. Learners can however request an update at any time.

Accident Reporting and Investigation

If, during the course of the review, it is established that a trainee has sustained an injury since the last review which has not been reported to CTL, the TC should establish details and check that they are recorded in the nursery accident book and obtain a copy of the accident form. The section on the review sheet should be updated with the relevant details. These details will be added to the Accident Database by the Health & Safety Coordinator, who will ensure that all accidents are investigated where necessary. (A0011)

Quality Assurance

The Director will periodically visit trainees and employers on a random basis to ensure they are happy with the service provided by the TCs and Assessors. Monthly courtesy calls are carried out by the Director.

Trainee Induction

A003 – Procedure for Setting-Up Placement

Objective

To provide a standard method of carrying out inductions for new trainees entering a government funded training programme. To ensure they receive accurate and relevant information concerning their rights and responsibilities.

Responsibilities

The trainee induction should be carried out prior to the trainee coming on the Programme. However, it is acknowledged that this is not always possible and it is the responsibility of the TC that all trainees receive an induction, if not prior to commencement of their programme, as soon as is reasonably practicable after entering their programme.

CTL will carry out a Health and Safety assessment of the childcare setting each year, or with a new setting as soon as is reasonably practicable to ensure it is suitable for the trainee.

Procedure

- 1.1 All trainees are invited to an induction upon gaining a confirmed place in a nursery. This is done by letter.
- 1.2 The trainee induction is delivered in three parts. Two parts are delivered in one day and the initial assessments at a separate session which is pre-arranged

The morning session covers:

1. NVQ's and Key Skills
2. Course Expectations and Study Skills
3. Course Content
4. Written Assessment
5. Policies and procedures. (these are in the learner hand book which is issued to all learners)

The afternoon session covers:

1. Health and Safety
2. Equal Opportunities
3. Child Protection

If more convenient for the employer and where the number of trainees would merit it, the induction course can be carried out within the nursery

It is compulsory that all PLA'S, Apprentices and Advanced Apprentices are given the option of doing the certificated Paediatric First Aid course during their training. (Some may already have one, which is current.) A Paediatric 12 hour First Aid Certificate is a compulsory part of their framework. Train to gain learners will have the option of doing the Paediatric First Aid course at an additional cost.

Accident Reporting and Investigation

A0011 – Procedure for Reporting and Investigation of Accidents

Objective

To provide a standardised procedure for the process of reporting and investigating accidents which occur either in the work placements or within CTL premises.

Responsibility

The Health & Safety Co-ordinator has direct responsibility for ensuring all accidents are reported and investigated thoroughly. The Health & Safety Co-ordinator is responsible for ensuring that the LSC is made aware of any incidents reportable under RIDDOR. The Board of Directors have overall responsibility for the Health and Safety of all staff and trainees.

Procedure for Reporting Accidents

a. Internal

In the event of a minor accident, which requires the casualty to attend hospital for treatment, it is recommended that casualties be sent in a taxi to the hospital if they are unable to make their own way and an ambulance is not required. All accidents / dangerous occurrences should be recorded in the CTL Accident Book, which is located at reception and on the 2nd floor. This should be completed giving the name of the person concerned, the injury sustained, treatment given and by whom. Both parties must sign and date the accident form. Should injury be sustained which requires hospitalisation or notification under RIDDOR, the online form should be completed on the HSE website.

All accident forms must be handed to the Health and Safety officer who will file them and update the database.

LSC should be advised of any relevant accidents which results in:

- a. Death
- b. Are reportable under RIDDOR
- c. Result in absence from work for three or more consecutive days but are not reportable under RIDDOR
- d. Any disfigurement
- e. May give rise to a claim under DCSF Analogous Industrial Injuries Scheme – learner status

b) External

In the event of CTL being advised of an accident to a funded learner within a nursery the following procedure should be adhered to:

1. Basic details recorded as per Appendix E.
2. Health & Safety Co-ordinator to take appropriate action.

A005 – Procedure for Investigating Accidents/Dangerous Occurrences

- 1.1 Incidents notifiable under RIDDOR will be recorded on review sheets and the database.
- 1.2 All accidents or dangerous occurrences which are notifiable under RIDDOR will be investigated immediately by the Safety Co-ordinator.
- 1.3 Berkshire LSC will be notified if an accident is reportable under RIDDOR.
- 1.4 The immediate cause and underlying cause of the accident to be identified and copies of Pre-accident Risk Assessment and Post-accident Risk Assessment to be examined. Any remedial action needs to be agreed with the employer.
- 1.5 Any relevant medical history or other relevant factors to be identified.
- 1.6 Relevant LSC paperwork to be completed; documenting agreed targets for improvement and action.
- 1.7 Review database to be updated with target dates to ensure remedial action is carried out within agreed timescale.
- 1.8 Investigation process to be completed within 15 days of incident being reported.

Section Four Appendices

Appendix A	Nursery Checklist
Appendix B	Staff Induction and staff handbook
Appendix C	Agreement
Appendix D	Review Form
Appendix E	Accident Report Form
Appendix F	Induction Checklist
Appendix G	NVQ PC's
Appendix H	Student Induction Pack

Name of setting		COSHH	
Control of Substances Hazardous to Health			
RISK ASSESSMENT			
Substance	Potential Hazard	Control Measure	Responsibility

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**Learner Accident Report Form
Appendix E**

Section A: *to be completed by the injured person*

Surname:

First Names:

Address:

Date of Birth:

Nursery:

Job Title:

Date of Accident:

Time of Accident:

Reported to:

(Name and Job Title)

Location of Accident:

Details of Accident:

Witnesses:

Section B: *to be completed by the First Aider*

Description of Injury:

Medical Treatment:

Treated By:

Entered in Accident Book

Yes / No (please circle)

Sent To: Work Home Hospital (please circle)

Time Sent:

Probable Duration of Incapacity: 0 Days Less Than 3 Days More Than 3 Days (please circle)

Signed:

Date:

Name in Block:

Send One Copy to Berks LSC and Keep One Copy in Trainee File

Learner Accident Follow-Up Form

Name:

Work Placement:

Date of Accident:

Duration of Absence:

Details of Occurrence:

Details of Treatment:

Date of Follow-Up and Information:

Is it necessary to Report this Accident under RIDDOR **Yes / No**

If Yes, Date RIDDOR Completed:

Date Reported to LSC:

Signed:

Name:

Date: