


# Health and Safety Policy (A16)



# Version Control

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## 1. Health & Safety Policy Statement

- 1.1 Inclusive Training Solutions LTD acknowledge that under the Health & Safety at Work Act 1974 they have a legal duty to ensure, so far as is reasonably practicable, the health, safety and welfare of all their staff/apprentices and that they have certain duties towards members of the public, these duties being implicit in the above Act.
- 1.2 Inclusive Training Solutions LTD will consider all Health and Safety aspects of their business as a priority and will commit to continuous improvement putting the safety and welfare of their staff and all apprentices enrolled on any programme being delivered. They will work in partnership with employers, staff, and apprentices to ensure that health, safety, equality, diversity, and safeguarding is embedded within the organisation and programmes being delivered.
- 1.3 Inclusive Training Solutions LTD accept these duties and it will continue to be their policy to promote acceptable standards of health, safety and welfare that comply fully with the terms and requirements of the above Act, Regulations made under the Act and Approved Codes of Practice. It is considered by the company that Health and Safety is a responsibility at least equal in importance to that of any other function of the business.
- 1.4 Inclusive Training Solutions LTD will take all steps as are reasonably practicable to meet its health and safety objectives, which are: -
  - The creation of an Organisational structure and a positive health and safety culture which supports risk control at all levels. This will include identifying and controlling risk to prevent injury and ill-health.
  - To provide and maintain facilities, equipment and systems of work that are safe and without risks to health.
  - To ensure safety arrangements are in place for the use, handling, storage, and transportation of articles.
  - To provide sufficient information, instruction, training, and supervision to assist all staff/apprentices to avoid hazards and to contribute positively to their own safety and health at work.
  - To maintain a safe and healthy working environment with safe access and egress to and from the workplace.
  - To provide and maintain adequate welfare facilities and arrangements for staff/apprentices.
  - To develop safety awareness amongst all staff/apprentices and, as a result of this, create individual responsibility for health and safety at all levels.

- To provide a safe environment for all visitors to Inclusive Training Solutions LTD premises and to effectively control the activity of all outside contractors when on Inclusive Training Solutions LTD premises.
  - To encourage full and effective two-way consultation on health and safety matters by using the management structure and staff already in place.
  - To constantly review the details of the policy and keep it in line with changes in current legislation.
  - Inclusive Training Solutions LTD are committed to providing adequate resources to ensure its health and safety objectives are met.
- 1.4 Inclusive Training Solutions LTD is conscious of the external environment that may be affected by its activities and will pay full regard to the implications of the Environmental Protection Act 1990 and, in particular, the duty of care as regards wastes.
- 1.5 Inclusive Training Solutions LTD will provide and maintain a written risk assessment of the risks to the health and safety of its staff/apprentices whilst they are at work and others who may be affected, as required by the Management of Health and Safety Regulations 1999.
- 2 Inclusive Training Solutions LTD consider the Health and Safety Policy as an integral component of Inclusive Training Solutions LTD overall business plan and will ensure that the Policy is brought to the attention of staff and apprentices.
- 2.4 Inclusive Training Solutions LTD consider that this Health and Safety Policy is an integral part of other resource policies.
- 2.5 The Policy will be periodically reviewed and modified, as necessary. Any changes will be brought to the attention of all staff.

## **2. Organisation & Responsibilities**

### **2.1 The Company**

Inclusive Training Solutions LTD

- Accept full responsibility for health and safety within Inclusive Training Solutions LTD.
- Formally and publicly accept their collective role in providing health and safety leadership within the company.

- Requires that the Director and managers accept their individual role in providing health and safety leadership within the company.
- Will ensure that all their decisions reflect their health and safety intentions as articulated in their policy statement.
- Recognise their role in engaging the active participation of staff and associates in improving health and safety.
- Consider that one of their primary objectives is to provide the best possible safe and healthy working conditions for staff/associates and apprentices and to ensure that their work does not adversely affect the health and safety of other people.
- Recognise their corporate responsibility as employers to ensure, as far as is reasonably practicable, that this same safe and healthy environment is also provided for all people who visit Inclusive Training Solutions LTD.
- Are committed to ensure that Inclusive Training Solutions LTD operates in accordance with current legislation. They are not, however, content to merely conform to minimum acceptable standards but are determined to ensure the best possible standards are met.
- Will ensure and require that they be kept informed of, and alert to, relevant health and safety risk management issues.
- Will ensure that any changes in this Policy will be brought to the attention of all staff.

2.2 Will appoint one of its managers to be the 'Health and Safety responsible person' but clearly acknowledge that this role does not detract either from the responsibilities of the company or from the health and safety responsibilities of the company.

- Ensuring that, so far as it is within their control that adequate funds, materials, equipment and human resources are provided to ensure health and safety requirements are being met.
- Ensuring that objectives outlined within the Company Health and Safety Policy and Procedures Manual are fully understood observed and implemented by persons under their control.
- Ensuring that adequate communication and consultation channels are maintained so that information concerning health and safety matters, including the results of Risk Assessments which may affect staff/associates and apprentices, is adequately communicated to them.

- Constantly monitoring the effectiveness of the Health and Safety Policy and Procedures Manual.

### 2.3 The Group Learning Director

The Group Learning Director of Inclusive Training Solutions LTD is responsible for: -

- Providing strong leadership in delivering effective health and safety risk control and being committed to continuous improvement in health and safety performance.

### 2.4 Ensuring that all Senior Management actions and decisions always comply with the objectives within Inclusive Training Solutions LTD Health & Safety Policy Statement.

- Ensuring that the health and safety ramifications of investment in equipment, processes or products are taken into account as decisions are made.
- Ensuring that Inclusive Training Solutions LTD only does business with organisations which, in themselves, deliver effective health and safety risk management.
- Actively promoting and supporting employee/associate and apprentice involvement and consultation, encouraging staff at all levels to become actively involved in all aspects of Inclusive Training Solutions LTD health and safety management.
- Ensuring that Inclusive Training Solutions LTD Health & Safety Policy's Statement reflects current priorities.
- Ensuring that there are effective arrangements in place for planning, organising, controlling, monitoring, and reviewing preventive and protective measures.
- In a line management function, be responsible for all staff Health and safety requirements.
- Ensuring that, as far as it is within their control, adequate funds, materials, equipment, and human resources are provided to ensure health and safety requirements are being met.
- Will constantly monitor the effectiveness of the implementation of this Policy and will review health and safety performance on a regular basis, at least annually. Where found necessary, the Policy and the Procedures Manual will be revised.
- Will ensure that Management Systems provide for effective monitoring and reporting of Inclusive Training Solutions LTD' health and safety performance.

- Ensuring that other Senior Management are kept informed about any significant health and safety failures and the outcome of the investigations into their causes.
- Ensuring that Inclusive Training Solutions LTD appoints one or more competent persons to help Inclusive Training Solutions LTD undertake the measures needed to comply with health and safety law.
- Monitoring overall health and safety within Inclusive Training Solutions LTD.
- Recommending changes in the Health & Safety Policy and Procedures Manual in the light of experience.
- Ensuring that adequate insurances are maintained including Employer's Liability, Public Liability and that the appropriate statutory examinations are completed on Inclusive Training Solutions LTD 's behalf.
- Obtaining, interpreting, and disseminating all relevant health and safety information to Inclusive Training Solutions LTD via the normal management structure.
- Liaising with outside bodies that may, from time to time, use the facilities of Inclusive Training Solutions LTD, and ensure that appropriate action is taken to provide these bodies with sufficient knowledge of Company procedures and that Inclusive Training Solutions LTD itself is appropriately indemnified.
- Liaise with companies preferred electrician company to ensure that fixed electrical installations on Company's premises and all portable electrical equipment are subject to appropriate periodic inspection and test as determined by the current Company policy, to demonstrate their 'maintenance' under the Electricity at Work Regulations 1989. Copies of these inspections and tests will be kept readily available for inspection.
- Participating in the incident & hazard investigation procedure.

## **2.5 Group Learning Director**

The Group Learning Director will ensure all associate/part time assessors/tutors are directly responsible for the company for the safe functioning of all their activities.

They will:

- Have ultimate day to day responsibility and accountability for ensuring that all apprentices fully comply with the aims of the Policy and legal requirements.
- Ensure appropriate risk assessments of training venues are completed.

- Ensure that adequate communication and consultation channels are maintained so that information concerning health and safety matters, including the results of Risk Assessments, is adequately communicated.
- Ensure that all persons under their control are adequately trained to carry out any task required of them in a healthy and safe manner.
- Recommend changes to Inclusive Training Solutions LTD Health & Safety Policy and Procedures Manual in the light of experience.
- Ensure the co-operation of all staff/apprentices at all levels as regards working to this Policy and Procedures Manual.

## 2.6 Skills Coaches

are responsible for: -

- Obtaining and interpreting and disseminating all health and safety information via the normal line management structure.
- For ensuring that suitable Risk Assessments are completed covering all venues, processes and activities which involve Inclusive Training Solutions LTD, with adequate records maintained available for inspection.
- For embedding a health and safety culture within course delivery by enquiring and testing the levels of understanding and knowledge and recording findings on apprentice reviews.
- Supporting apprentices in gaining the required level of knowledge to be able to identify health and safety concerns within the workplace.
- Engage with host employers on a regular basis highlighting any concern identified through the learning process of the course, measuring the outcome of the concern, and recording findings for evidence.
- Ensure as far as reasonably practicable that all apprentices are provided with and wear the necessary Personal Protective equipment and also ensure that it is replaced, when necessary, by host employers.
- Co-ordinating the preparation of statutory required health and safety documentation.
- Ensuring that all health and safety documentation for which is required to be kept available for inspection is maintained in current condition and is readily available.
- Ensuring that matters that cannot effectively be remedied that are identified by the Associates/Assessors/Tutors that they will refer them to the Line Manager in



the first instance for advice and guidance. If the matter cannot be satisfactorily remedied, then it should be referred to the Head of Learning.

- Ensuring that the regular planned health and safety inspections take place within the required timescales.

## **2.7 Staff/including Apprentices.**

Each and every apprentice is responsible for ensuring that: -

- They engage in all health and safety activities that are required of the course and gain a good understanding of the relevance of health and safety in the workplace.
- They wear and use all Personal Protective Equipment and safety devices that are provided by Inclusive Training Solutions LTD' Management or by other Providers for their protection and co-operate fully with their directors when the latter are pursuing their responsibilities under the above Act.
- They observe all Safety Rules and Regulations, whether statutory or Company and conform to any Systems of Work that are developed.
- They report all accidents, incidents, damage and near-misses or hazard situations to the Health and Safety Representative at work and the Assessor/Tutor.
- They take reasonable care as regards themselves and other persons who may be affected by their acts or omissions and are reminded of their duties under the Health and Safety at Work etc. Act 1974.

### 3. Procedures & Arrangements

It is Inclusive Training Solutions LTD' intention that in this part of the Policy, which will be enlarged as required, specific procedures, standards and arrangements will be established to cover specific risks, and these will be constantly monitored.

Procedures and Arrangements that have been currently prepared are contained in the following sub-sections: -

- 1) General Risk Assessment
- 2) Manual Handling
- 3) Fire Safety
- 4) First Aid
- 5) Control of Substances Hazardous to Health
- 6) Display Screen Equipment
- 7) Smoking, Drugs and Alcohol
- 8) Violence & Stress
- 9) Personal Protective Equipment
- 10) Health and Safety Committee
- 11) Training
- 12) Consultation with Staff
- 13) Management of Health and Safety
- 14) Work at Height
- 15) Electricity
- 16) Transport
- 17) Safe Working Procedures
- 18) Slips and Trips
- 19) Work Equipment
- 20) Lone Working
- 21) Noise
- 22) Management of Contractors

23) Accident Reporting

24) New and Expectant Mothers

25) Young Workers

## 1. General Risk Assessment Policy

It is the policy of Inclusive Training Solutions LTD to comply with the Management of Health and Safety at Work Regulations 1999 and it is the Approved Code of Practice.

Inclusive Training Solutions LTD will ensure suitable and sufficient Assessment of the risks to the health and safety of its staff/associates and apprentices whilst they are at work are completed. They will endeavor to identify the preventative and protective measures necessary to comply with the requirements of the relevant statutory provisions. The person responsible for coordinating the completion of Inspections to ensure Assessments are completed on behalf of Inclusive Training Solutions LTD is the Centre Manager.

Where any assessment identifies any Health Surveillance, this will be carried out following consultation with suitably qualified and competent persons.

To assist in undertaking the measures identified as necessary to comply with relevant statutory provisions, Inclusive Training Solutions LTD has involved a number of competent persons. Co-ordination of the necessary measures and competent persons will be co-ordinated by the Centre Manager or Operational Manager.

Inclusive Training Solutions LTD requires that results of the risk assessments, including identified risks and any necessary preventative and protective measures are brought to the attention of relevant staff/associates and apprentices.

Inclusive Training Solutions LTD will ensure that Risk assessments are reviewed and updated to consider changes in work activities, technology, and legislation. The person responsible for coordinating reviews of risk assessments is the Centre Manager or Operational Manager.

Once a risk assessment has been completed it is a requirement that it be reviewed and where action is necessary to reduce existing risk, this will be reviewed as part of the Assessment process on host employers.

## 2. Manual Handling Policy

It is the policy of Inclusive Training Solutions LTD to comply with the Manual Handling Operations Regulations 1992 utilizing the guidance given in HSE publication L23.

In particular, Inclusive Training Solutions LTD will endeavor to ensure that they and host employers: -

- i) Avoid the need, as far as is reasonably practicable, for staff/associates and apprentices to undertake any manual handling operation which involves a risk of injury.
- ii) Where a manual handling operation cannot be avoided a suitable and sufficient assessment will be carried out. The person responsible for co-ordinating the inspections of host employers and of Manual Handling Assessments is the Centre Manager or Operational Manager.
- iii) Take appropriate steps to reduce the risk of manual handling operation injury to the lowest level reasonably practicable and provide staff/associates and apprentices with general indications on the weights of loads.
- iv) Adopt a Generic Assessment to cover 'ad hoc' manual handling activities which occur from time to time, and which do not lend themselves to Assessment.

### **Manual Handling Guidance**

It is recognised that certain non-routine work will involve repetitive manual handling tasks which do not lend themselves to detailed analysis and assessment. Inclusive Training Solutions LTD will therefore ensure that the following information is brought to the attention of staff/associates and apprentices who may be engaged in such non-routine operations:

- Staff/associates and apprentices are expected to only work well within their own individual capabilities and to make full and proper use of any systems of work, which reduces the risk of injury.
- Staff/associates and apprentices are expected to exercise their own common-sense and judgement and if a particular manual handling task seems likely to approach the limit of their own capabilities, then mechanical assistance or the assistance of colleagues is to be used.
- In any case of doubt, staff/associates and apprentices must contact their immediate supervisors/assessors or tutors for advice.

- Whilst Inclusive Training Solutions LTD will ensure that all reasonably practicable steps are taken to reduce risk during manual handling operations, staff/associates and apprentices are asked for their co-operation. In particular, staff/associates and apprentices are asked to bring to the senior management's attention any manual handling tasks which might be eliminated, simplified, or improved.
- Inclusive Training Solutions LTD will investigate any incidents reported to them which involved or could foreseeably have involved, an injury due to manual handling with a view to undertaking measures, as far as is reasonably practicable, to reduce the risks. Staff/associates and apprentices' co-operation in such investigation and assistance in determining suitable measures is considered to be of vital importance.
- Inclusive Training Solutions LTD will arrange for the appropriate training of staff/associates and apprentices who may be involved in non-routine manual handling operations so that they are able to take the above action and in particular, recognise the limit to their individual capabilities, to make full and proper use of systems of work which will reduce risk of injury and to be aware of any mechanical assistance or other assistance available during the manual handling operation.

### 3. Fire Safety Policy

This Company Policy is a 'serious and imminent danger procedure' under the Management of Health and Safety at Work Regulations 1999.

#### **Fire Risk Assessment**

- Inclusive Training Solutions LTD acknowledges that the Regulatory Reform (Fire Safety Order) 2005 applies to all Company workplaces.
- Head of Learning will for ensure that checks are made on, and Fire Risk Assessments are completed which are suitable and sufficient, where one is not in place the appropriate action should be taken to ensure the safety of the employee/associate and apprentice.

#### **Fire Hazard Identification Help Sheet**

For a fire to start, three things are needed: -

- a source of ignition.
- fuel; and
- oxygen

If any of these are missing a fire cannot start and taking steps to avoid all three coming together will therefore reduce the chances of a fire occurring.

#### **Identifying Sources of Ignition**

Potential ignition sources can be identified by looking for possible sources of heat which could get hot enough to ignite material. Sources of heat include: -

- Naked flames.
- Electrical, gas or oil-fired heaters (fixed or portable).
- Hot processes.
- Cooking.
- Engines or boilers.
- Machinery.
- Faulty or misused electrical equipment.
- Lighting equipment, e.g., halogen lamps.
- Hot surfaces and obstruction of equipment ventilation.
- Friction.
- Static electricity.
- Arson.
- Smokers' materials, e.g., cigarettes and matches.

Scorch marks on furniture or fittings, discolored or charred electrical plugs and sockets, cigarette burns, etc. are all indications of 'near-misses' and can help you identify Hazards.

### **Identifying Sources of Fuel**

Anything that burns is potentially a fuel for a fire, so you need to identify things that will burn reasonably easily, and which are in sufficient quantity to provide fuel for a fire or to cause it to spread to another fuel source. Examples include: -

- Flammable liquid-based products, e.g., paints, varnishes, thinners, adhesives;
- Flammable liquids and solvents, e.g., petrol, white spirit, methylated spirit, paraffin.
- Flammable chemicals.
- Wood.
- Paper and card.
- Plastics, rubber, and foam, such as polystyrene and polyurethane, e.g., foam used in upholstered furniture.
- Flammable gases, e.g., liquefied petroleum gas (LPG).
- Furniture, including fixtures and fittings.
- Textiles.
- Loose packaging materials; and waste materials
- Large areas of the internal construction, incorporating hardboard, chipboard, blockboard walls or ceilings; or synthetic ceiling or wall coverings, such as polystyrene tiles.

### **Identifying Sources of Oxygen**

The air around us provides the main source of oxygen for a fire and which is provided by the ventilation system in use, e.g., natural air flow through doors, windows, etc. or mechanical air conditioning and air handling systems. Additional sources of oxygen could include: -

- Certain chemicals (oxidising materials) which provide a fire with additional oxygen and are identified on their container by the manufacturer or supplier.
- Oxygen supplies from cylinder storage and piped systems.



#### 4. First Aid Policy

Inclusive Training Solutions LTD will make adequate provision for First Aiders and First Aid equipment at its premises of work. The Head of Learning will work with Goodwill Supply Chain Solutions LTD to ensure that the following takes place: -

- There are an adequate number of appointed First Aiders and that a list of these trained appointed persons is maintained available for inspection and is displayed.
- An adequate number of First Aid Boxes is maintained, their locations are known by Staff and a list of them, and their locations is displayed below.
- A nominated person will be identified who will be responsible for ensuring that First Aid Boxes meet established statutory requirements and that these are checked against a stock list at an appropriate frequency and re-stocked, as necessary.

All host employers will be required to ensure that they provide suitable and sufficient first aid cover in line with the points above.

## 5. Control of Substances Hazardous to Health

Inclusive Training Solutions LTD will take all necessary steps to comply with the above Regulations. However, it is not envisaged that any Hazardous substances will be used in Inclusive Training Solutions LTD office workplace.

There will be situations where apprentices will be required to use substances hazardous to health to complete their work activities at host employers.

All host employers will be required to ensure that they provide suitable and sufficient COSHH Assessments and then subsequent controls required to prevent injury.

## 6. Display Screen Equipment

It is the policy of Inclusive Training Solutions LTD to comply with the Health and Safety (Display Screen Equipment) Regulations 1992 utilising the guidance given in Booklet L26.

Inclusive Training Solutions LTD will carry out a suitable and sufficient analysis of all workstations to assess the health and safety risks to exposed persons. The completion of these assessments will be coordinated by the Head of Learning.

- Any workstation which is put into service will meet the requirements laid down in the Schedule to the Regulations.
- Inclusive Training Solutions LTD's Director will plan the activities of "users" to allow periodic breaks or changes of activity.
- The Head of Learning will arrange for appropriate eye and eyesight tests to be carried out on "users" by a Competent Person, on request, and at appropriate regular intervals as recommended by the Competent Person.
- All "users" will be informed of appropriate workstation analysis assessments, the arrangements for work interruption, where necessary, and be trained in the use of their workstation.
- Inclusive Training Solutions LTD will ensure that all host employers have in place the above requirements for any apprentices that will be 'users' of display screen equipment.

## 7. Smoking, Drugs and Alcohol

It is the policy of Inclusive Training Solutions LTD that consumption of alcohol and use of drugs must not prejudice the Health and Safety of its staff/associates and apprentices. The following actions will be taken to implement this policy:

- Inclusive Training Solutions LTD will not tolerate the consumption of alcohol or use of 'recreational' drugs on any of its sites and illegal activities involving drugs will be reported to the Police.
- In connection with these activities, Inclusive Training Solutions LTD expects all staff/associates and apprentices to be present for work/training, not under the influence of either drugs or alcohol.
- It will be the responsibility of the Head of Learning to identify any associated behavioral changes which may result from drug or alcohol abuse.
- Any employee/associate or apprentice found to be under the influence of drugs & alcohol will be immediately sent home and subject to Inclusive Training Solutions LTD/ host employer disciplinary procedure.

Should any employee/associate or apprentice approach Inclusive Training Solutions LTD and volunteer a condition relating to either drug or alcohol abuse it with the intention to:

- Deal with the individual in a sympathetic manner.
- Consider the individual's current employment role in terms of health and safety risks and take the appropriate action.
- Consider if any further health monitoring is necessary.

Should any employee/associate or apprentice be found under the influence of alcohol or drugs then they will be removed from the premises pending an investigation.

## 8. Stress and Violence

The company recognise that, from time to time, staff/associates or apprentices may be subject to both violence and aggression at work. Violence may take the form of bullying, physical contact, harassment, insulting behavior, racist and sexist behavior, and other forms of behavior which may cause stress to staff/associates and apprentices.

The company undertakes to take all necessary measures to prevent risk of physical injury and stress to staff/associates and apprentices arising from violence at work/training. All instances of violence must be reported forthwith to the tutor or the Head of Learning. Disciplinary action, including dismissal, will be taken in proven cases of violence or aggressive behavior by one employee/associate or apprentice towards another employee/associate or apprentice.

In cases where staff/associates or apprentices, visitors, members of the public and other persons attending the premises have a past record of violence or aggressive behavior, staff/associates and apprentices must always be accompanied by another employee/associate or apprentice when attending to or dealing with such persons.

The company reserves the right to deny access to their premises to persons with a past record of violence or aggressive behavior.

## 9. Personal Protective Equipment

It is the policy of Inclusive Training Solutions LTD to comply with Personal Protective Equipment at Work Regulations 1992 based on the guidance in Booklet L25.

Inclusive Training Solutions LTD recognise that Personal Protective Equipment is a last resort and that wherever possible risks should be controlled by other means. Where the risks cannot be controlled by other methods or it is assessed there is a residual risk, then suitable Personal Protective Equipment will be provided to staff/associates and apprentices.

Where it is determined that Personal Protective Equipment is required then an assessment will be made to assess the risks, define the characteristics required of the equipment and compare these with the characteristics of available equipment to ensure the equipment provided is suitable. The assessment will be recorded unless it can be easily repeated and explained.

All Personal Protective Equipment will be maintained, and accommodation provided for it when it is not in use.

Staff/associates and apprentices will be informed, instructed, and trained on the risks which the Personal Protective Equipment will avoid, or limit; the purpose and manner in which the equipment is to be used and action they need to take to ensure it remains in good repair and efficient working order.

A record will be kept of all Personal Protective Equipment which is issued using a form in this section.

All host employers will be required to ensure that they provide suitable and sufficient PPE in line with the points above.

## 10. Health and Safety Reporting

It is proposed that all health and safety concerns identified by any means will be discussed at all Senior Management Team (SMT) meetings.

### **Terms of Reference**

The objective of the Senior Management Team is to promote full co-operation between staff/associates and apprentices in the production and implementation of measures to ensure health, safety, and welfare of all at work/training and members of the public.

- The SMT will monitor safety performance and make recommendations on new safety measures and revision of existing procedures.
- The SMT will analyse how the safety policy is being implemented.
- The SMT will review accident and incident reports, identify any developing trends, and provide recommendations.
- The SMT will cover general standards of safety rather than day-to-day safety matters which will be reviewed by the line management function.

The SMT will be made up of the following individuals:

- Managing Directors
- Head of Learning
- Quality Manager

## 11. Training

Inclusive Training Solutions LTD will comply with the Health and Safety at Work Etc. Act 1974 and Management of Health and Safety at Work Regulations 1999 with respect to training.

Before entrusting any task to an employee/associate or apprentice Inclusive Training Solutions LTD will take into account their capabilities as regards health and safety to ensure the work demands do not exceed their ability to do the work without risk to themselves or others.

Inclusive Training Solutions LTD will provide staff/associates and apprentices with health and safety training: -

- a) On recruitment. This induction training will give general health and safety training on the risks associated with Inclusive Training Solutions LTD undertaking, including arrangements for first aid, fire, and evacuation.
- b) On their being exposed to new or increased risks due to transfer or change of responsibilities or due to the introduction of new or changed work equipment or technology.
- c) Periodically as refresher training, as appropriate.

Records will be maintained of all training that has been given. The person responsible for co-ordination of training on Inclusive Training Solutions LTD ' behalf is the Operations Manager.

All host employers will be required to ensure that they provide suitable and sufficient training in line with the points above. Inclusive Training Solutions LTD will ensure that host employers provide the apprentice with the appropriate health and safety training relevant to the activities being undertaken.

## 12. Management of Health and Safety

This Health and Safety Policy illustrates the sustained commitment and interest of Inclusive Training Solutions LTD which it considers essential for successful health and safety management.

The Head of Learning, in discussion with Inclusive Training Solutions LTD Health and Safety competent people will devise a company monitoring and reporting system. It is intended that this should include:

- i) Reports on all accidents, incidents, near-misses, and hazard reporting.
- ii) Progress reports on completion of Assessments.



- iii) Other health and safety issues raised internally through company staff/associates or apprentices.

### 13. Work at Height

The new Work at Height Regulations came into force on the 6 April 2005. The Regulations will apply to all work at height where there is a risk of a fall liable to cause personal injury. Work at Height means that someone is either working at any place above or below ground level or obtaining access to or egress from such a place while at work, except by staircase or permanent workplace, where if measures required by the regulations were not taken, the person could fall a distance liable to cause injury.

Previous legislation started to operate at a height of two metres, however under these regulations, no specific height is given, the reason being that more accidents were caused falling a height below 2 meters than above 2 metres.

The main requirements are to ensure:

- a. All work at height is properly planned and organised.
- b. Risks from work at height are assessed.
- c. Only competent people are involved with work at height.
- d. Appropriate work equipment is selected, used, thoroughly inspected, and maintained.
- e. Risks from fragile surfaces are properly controlled.

All host employers will be required to ensure that they provide suitable and sufficient Risk Assessments of work at height in line with the points above.

### 14. **Electricity**

Inclusive Training Solutions LTD will take all necessary steps to work with landlords of training venues and offices to comply with the necessary regulations#

All host employers will be required to ensure that they provide suitable and sufficient safety controls such as PAT testing where associates and apprentices are working with electrical equipment.



## 15. Safe Working Procedures

Inclusive Training Solutions LTD accepts that the Health and Safety at Work etc. Act 1974 Section 2(2) (a) requires that Safe Systems of Work must be completed.

Inclusive Training Solutions LTD will take all necessary steps to work with landlords of training venues and offices to comply with the necessary regulations.

Inclusive Training Solutions LTD also recognises that Regulation 4 of the Management of Health and Safety at Work Regulations 1999 requires them to make arrangements that are appropriate for the effective planning, organisation, control, monitoring and review of the preventative measures.

Inclusive Training Solutions LTD acknowledges that as the risk assessment process develops, there will be situations that arise where it is not possible to totally remove risks to an acceptable level, or where there is still a correct way of carrying out the activity and which would benefit from a Safe system of work.

All host employers will be required to ensure that they provide suitable and sufficient safe working procedures in accordance with the points above.

## 16. Slips and Trips

Over one-third of all major injuries reported each year are caused as a result of a slip or trip at work. These cost employers over £512 million a year, the health service £133 million and there is an incalculable human cost.

Regulation 12(3) of the Workplace (Health, Safety & Welfare) Regulations 1992 require surfaces to be kept free from obstruction or from any substance which would cause a slip, trip, or fall.

Slips are caused by:

- Inadequate footwear for the prevailing work conditions.
- Inadequate coefficient of friction for the slope of the floor surface.
- Liquids, sludges, or fine powders on the floor surface.
- Granular material on the floor surface.
- Oil, whether processed oils, fuel oils or from transport.
- Snow and ice.

Trips are caused by:

- Abrupt changes in surface level.
- Raised cracks.
- Badly worn concrete.
- Holes.
- Trailing cables.
- Materials or articles projecting into walkways.

All host employers will be required to ensure that they provide suitable and sufficient safe working procedures in accordance with the points above.

## 17. **Work Equipment**

It is the intention of Inclusive Training Solutions LTD that all machinery, whether static or mobile will be appropriately guarded to the relevant assessed risks, in accordance with the requirements of the Provision and Use of Work Equipment Regulations 1998 utilising guidance given in Booklet L22.

Inclusive Training Solutions LTD will take all necessary steps to work with landlords of training venues and offices to comply with the necessary regulations.

When any machinery is to be purchased HSE Guidance will be observed in consultation with Inclusive Training Solutions LTD' competent person for Health and Safety.

All host Employers will be required to ensure that they provide suitable and sufficient Work Equipment in accordance with the points above.

## 18. Lone Working

Inclusive Training Solutions LTD recognise it's responsibility to comply fully with legal obligations in relation to lone working, i.e. staff working without direct or close supervision, who have no visual or audible communication with another person who is capable of providing assistance without delay, should injury or illness occur, and to prevent the risks associated with lone working as far as is reasonably practicable.

Inclusive Training Solutions LTD will ensure that any staff who may work alone receive instruction or training in how to identify potential risks and take appropriate actions. Following a completed risk assessment, a hierarchy of controls will be implemented to reduce the risk of ill health and injury.

Lone workers will be provided with an appropriate means for obtaining back-up support and or emergency services.

Following any incidents, Inclusive Training Solutions LTD will ensure that support is provided to the individual where appropriate.

All host employers will be required to ensure that they provide suitable and sufficient Risk Assessments for any situations where apprentices may work alone.

All staff are required to keep their calendars up to date with details of visits so they can be contacted in an emergency.

## 19. **Noise**

Inclusive Training Solutions LTD is aware of the Noise at Work Regulations and where it believes that staff are exposed to noise levels that would designate the area as either Lower Exposure Action Level or Upper Exposure Action Level appropriate hearing protection will be provided and worn.

Inclusive Training Solutions LTD will take all necessary steps to work with landlords of training venues and offices to comply with the necessary regulations.

Where, due to the nature of an employee/associates or apprentices work, they are exposed to a range of different noise levels then the HSE's Noise exposure calculator may be used. A copy of the Noise Assessment, where necessary and appropriate, will be obtained by the Operations Manager.

All host employers will be required to ensure that they provide suitable and sufficient controls to prevent apprentices being exposed to high levels of noise.



## 20. **Management of Contractors**

Where contractors are on Inclusive Training Solutions LTD premises or where Inclusive Training Solutions LTD operates control over other contractors, the Head of Learning will oversee and review the operation of all Contractors under their control.

Where Inclusive Training Solutions LTD engages contractors Inclusive Training Solutions LTD will have sight of the following documentation before approving a contractor to work with them.

- Insurance Cover
- Health & Safety policy
- Risk Assessments

## 21. Accident Reporting

All accidents, no matter how trivial, should be reported to the Head of Learning. Inclusive Training Solutions LTD will take all necessary steps to comply with the Reporting of Injury, Diseases and Dangerous Occurrences Regulations 1995.

Whenever any of the following events occur, it must be reported to the Health and Safety Executive.

- a) The death of any person as a result of an accident arising out of or in connection with work.
- b) Any employee/apprentice suffering any of the following injuries or conditions as a result of an accident arising out of or in connection with work:
  - i. Fracture of the skull, spine or pelvis;
  - ii. Fracture of any bone in the arm or wrist but not a bone in the hand, or in the leg or ankle but not a bone in the foot;
  - iii. Amputation of a hand or foot, finger, thumb or toe, or any part thereof if the joint or bone is completely severed;
  - iv. Loss of sight of an eye, a penetrating injury to an eye, or a chemical or hot metal burn to an eye;
  - v. Either injury (including burns) requiring immediate resulting in either case from electric shock from any electrical circuit or equipment, whether or not due to direct contact;
  - vi. Loss of consciousness resulting from lack of oxygen;
  - vii. Decompression sickness requiring immediate medical treatment;
  - viii. Either acute illness requiring treatment or loss of consciousness resulting in either case from absorption of any substance by inhalation, ingestion or through the skin;
  - ix. Acute illness requiring medical treatment where there is reason to believe that this resulted from exposure to a pathogen or infected materials;

- x. Any other injury which results in the person injured being admitted immediately into hospital for more than 24 hours.
- c) Any other person (including visitors, members of the public etc.) suffering an injury arising out of or in connection with work resulting in hospital treatment.
- d) The person at work is incapacitated for his or her normal work for more than three days as a result of an injury (“over three days” injury) caused by an accident at work.
- e) The death of an employee if this occurs sometime after reportable injury which led to that employee’s death, but not more than one year afterwards.

### **Accident Reporting**

In the case of a death, specified major injury or condition, or a dangerous occurrence, relevant individuals must notify the Head of Learning as soon as possible. The Head of Learning will make arrangements to ensure that the Health and Safety Executive is notified immediately e.g., by telephone, and this will be followed up within ten days by a written report to the Health and Safety Executive

In the case of over three-day injury to a person at work over three days, the Head of Learning will ensure a written report is sent to the Health and Safety Executive within ten days of the accident.

The Head of Learning is responsible for ensuring that Inclusive Training Solutions LTD keeps records of all reportable injuries and dangerous occurrences containing the date and time of the accident causing the injury or the dangerous occurrence; and the following particulars about the person affected: full name, occupation, nature of injury or condition, place where the accident or dangerous occurrence happened and a brief description of the circumstances. Inclusive Training Solutions LTD will keep a photocopy of each completed accident report in a file in order to fulfil this requirement.

Currently the preferred method of reporting is directly to the Managing Director

This may be done by:

- a) Email to [Liam.Fassam@itseducation.org.uk](mailto:Liam.Fassam@itseducation.org.uk)

- b) In writing to Inclusive Training Solutions LTD, 1056 Deer Park Road, Moulton Park, NN3 6RX
- Inclusive Training Solutions LTD will arrange for all accidents, near misses and reported hazards to be investigated to determine the need for remedial action.
  - The MD and Head of Learning will be responsible for making decisions as regards accident investigations. The MD and Head of Learning will be responsible for the investigation of near-misses and reported hazards.
  - The accident or incident investigation form should be used for near-misses. The Head of Learning will be responsible for producing an appropriate form for the investigation of reported hazards.
  - The Head of Learning will be responsible for ensuring that accident statistics are compiled for presentation at meetings.
  - It is a requirement of the Social Security Act 1975 that all workplaces with ten or more staff must have an Accident Book where the details of any incident may be recorded, either by the employee/associate or apprentice concerned or by someone acting on their behalf. Accident Books must be kept in secure locked locations by the Head of Learning.

All host employers will be required to ensure that their own accident reporting systems meet all the necessary regulatory requirements.

## 22. **New and Expectant Mothers**

The company recognise it is duties to new or expectant mothers under the Health and Safety at Work etc. Act 1974 and, in particular, the Management of Health and Safety at Work Regulations 1999.

Where any work is of a kind which could involve risk, by reason of her condition, to the health and safety of a new or expectant mother, or to that of her baby, from any process or working conditions, the risk assessment required by regulation 3(1) of the Management of Health and Safety at Work Regulations 1999 shall also include an assessment of such risk.

Where the risk assessment identifies risks to new or expectant mothers and these risks cannot be avoided by the preventive and protective measures taken by the organisation, the organisation will:

- (a) Alter her working conditions or hours of work/training if it is reasonable to do so and would avoid the risks or if these conditions cannot be met.
- (b) Identify and offer her suitable alternative work/training that is available, and if that is not feasible.
- (c) Suspend her from work on full pay.

Definition of 'new or expectant mother'

For the purpose of this policy, a new or expect ant mother is defined as meaning an employee/associate or apprentice:

- (a) Who is pregnant.
- (b) Who has given birth within the previous six months; or
- (c) Who is breast feeding.

### **Duties of Staff**

Staff/associates and apprentices must notify their manager/assessor/tutor as soon as they become aware that they are pregnant in order that the appropriate preventive and protective measures can be taken by the organisation.

All host employers will be required to ensure that their own policy meets all the necessary regulatory requirements.

## 23. Young Workers

The company recognise it is duties towards young persons under the Health and Safety at Work etc. Act 1974 and, in particular, the Management of Health and Safety at Work Regulations 1999.

The company hereby undertakes to ensure that young persons employed by them are protected at work from any risks to their health or safety.

The organisation will not employ a young person for work:

- (a) which is beyond his physical or psychological capacity; or
- (b) which involves the risk of accidents which it may reasonably be assumed cannot be recognise or avoided by young persons owing to their insufficient attention to safety or lack of experience or training, and in determining whether work will involve harm or risks, regard shall be had to the results of the risk assessment carried out under regulation 3(1) of the above regulations.

Nothing in the above paragraph shall prevent the employment of a young person for work:

- (a) Where it is necessary for his training;
- (b) Where the young person will be supervised by a competent person;  
and
- (c) Where any risk will be reduced to the lowest level that is reasonably practicable.

For the purposes of this Statement of Policy, a young person means any person who has not attained the age of eighteen years.

All host employers will be required to ensure that they provide a suitable and sufficient Young Person's Risk Assessment in accordance with the points above.

