

# Health and Safety Policy

**This is the statement of general policy and arrangements for:**

**Lewtay Training Ltd**

**Overall and final responsibility for health and safety is that of:**

**Trish Allen – Janes (Managing Director)**

**Day-to-day responsibility for ensuring this policy is put into practice is delegated to:**

**Stephen Harris (H&S competent person)**

Lewtay Training Ltd (Lewtay) is committed to providing a safe working environment for its staff and learners. It will comply with the requirements of the Health and Safety at Work Act (1974) and all other relevant regulations which are integral to managing health and safety at work. Lewtay expects all its staff and contractors to do the same and to promote health and safety (H&S) when carrying out their tasks and duties. All staff will be given appropriate training to allow them to work and maintain a safe working environment. Our service users will be provided with appropriate information, advice and guidance to allow them work and maintain a safe working environment. The following details how this will be achieved.

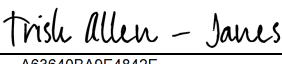
| Statement of general policy  | Responsibility of:                                | Action / Arrangements  |
|--|---|--|
| To prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work activities | Trish Allen – Janes                               | Annual DSE assessments to be conducted with all office-based staff.<br><br>Relevant Risk Assessments completed and actions arising out of those assessments implemented. (Risk assessments reviewed every annually, or earlier if working habits or conditions change.)  |
| To provide adequate training to ensure employees are competent to do their work commensurate with their role.                                  | Trish Allen–Janes<br>Stephen Harris (H&S advisor) | All staff to undertake initial (during their induction) then annual refresher H&S training, covering: What their H&S responsibilities/duties are, Fire Safety, Manual Handling. Staff are encouraged and expected to promote a positive approach to H&S to their colleagues and learners, leading by example and following safe ways of working practices when carrying out their tasks and duties.<br><br>Subcontractors given necessary health and safety induction and provided with appropriate training and PPE. We will ensure that suitable arrangements are in place to cover employees engaged in work remote from the main company site. |
| To engage and consult with employees on day-to-day health and safety conditions and provide advice and supervision on occupational health.     | Trish Allen–Janes<br>Stephen Harris<br>All staff  | Staff are to be routinely consulted on health and safety matters as they arise but also formally consulted at health and safety performance review meetings or sooner if required.   |
| To implement emergency procedures - evacuation in case of fire or other significant incident. You can find help with your fire risk            | Senior staff member present                       | Escape routes well signed and kept clear at all times. Evacuation plans are tested, at the minimum annually and updated as necessary. Regular checks of emergency  |

| Statement of general policy   | Responsibility of:                  | Action / Arrangements   |
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| assessment at: <a href="https://www.gov.uk/workplace-fire-safety-your-responsibilities">https://www.gov.uk/workplace-fire-safety-your-responsibilities</a>  |                                     | lighting and fire extinguishers are undertaken with appropriate action undertaken to address any identified issues.   |
| To maintain safe and healthy working conditions, provide and maintain equipment and machinery, and ensure safe storage / use of substances.   | Stephen Harris                      | Toilets, washing facilities and drinking water provided.<br>System in place for routine inspections and testing of equipment and machinery and for ensuring that action is promptly taken to address any defects. |
| Health and safety law poster is displayed:  | Trish Allen-Janes                   | Yes, in the main entrance.  |
| First-aid box and accident book are located:  | Trish Allen-Janes<br>Stephen Harris | Yes, in main upstairs office  |
| Accidents and ill health at work reported under RIDDOR: (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations). See <a href="http://www.hse.gov.uk/riddor">www.hse.gov.uk/riddor</a> | Trish Allen-Janes                   |   |

| Apprenticeship Provision  | Responsibility of:                    | Action / Arrangements   |
|---|---------------------------------------|---|
| <p>As a Training Provider, Lewtay Training Ltd has a duty of care to ensure that all learners<sup>1</sup> undertake their qualifications in a safe working environment.</p> <p>All Lewtay staff are expected to promote a positive attitude to H&amp;S to employers and learners, leading by example.</p> | Trish Allen-Janes<br>All Lewtay Staff | <p>All workplaces where Lewtay Training Ltd are delivering qualifications to learners, are to have Employer Liability Insurance (ELI). This will be checked prior to a learner being enrolled. A H&amp;S assessment of the learner's workplace will be undertaken as soon as is practical and documented on the HASP form. This is to be reviewed every 2 years or if there is a significant change to their workplace.</p> <p>Whilst learner's fall under the scope of their employer's H&amp;S policy, Lewtay staff are to ensure during visits and contact calls, a check is made to ensure that the learner's H&amp;S and wellbeing is being suitable addressed. Where H&amp;S issues are identified either by Lewtay staff or learners, these are to be reported as soon as is practical to the learner's manager and to Lewtay's Centre Manager. Subsequently, the Lewtay staff member is to ensure that action has been taken to address the identified issue.</p> <p>Irrespective of whether H&amp;S is covered as part of their qualification, a check of a learner's H&amp;S general awareness is to be undertaken and documented during their quarterly reviews. Learners are provided with: HSEW publication, Health and Safety Law - What you need to know. Those learners in management roles are also provided with: Workplace health, safety and welfare - A short guide for managers</p> |

<sup>1</sup> Where the term learner is used, this relates to anyone undertaking a qualification with Lewtay, including apprentices.

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|  |  | <p>Employers are to be encouraged to keep Lewtay informed of any accidents or ill health affecting their staff who are undertaking qualifications with Lewtay. Likewise, learners are to be encouraged to do the same. This will enable Lewtay to take or to ensure appropriate action has been taken, e.g. Riddor reporting where applicable has been completed.</p> |
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| Signed: (Employer)                             | <p>DocuSigned by:<br/> <br/> <small>A63640BA9E4842E...</small></p> | Date:  | <b>22<sup>nd</sup> March 2022</b> |   |
| Subject to review, monitoring and revision by: | <b>Trish Allen-Janes</b>   | Every: | <b>12</b>                         | months or sooner if work activity changes |
| Next review date:                              | <b>22<sup>nd</sup> March 2023</b>  |        |                                   |   |

# Risk assessment

Company name: **Lewtay Training**

Date of risk assessment: **22<sup>nd</sup> March 2022**

| What are the hazards?                              | Who might be harmed and how?   | What are you already doing?   | Do you need to do anything else to control this risk?  | Action by who?                    | Action by when?                    | Done |
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| <b>Slips and trips</b>                             | Staff and visitors may be injured if they trip over objects or slip on spillages.  | <ul style="list-style-type: none"> <li>• General good housekeeping is carried out.</li> <li>• All areas are well lit, including stairs.</li> <li>• Trailing leads or cables are moved or protected.</li> <li>• Staff keep work areas clear, e.g. no boxes, bags left in walkways around desks, deliveries stored immediately.</li> <li>• Staff mop-up or report spillages.</li> <li>• Visitors are made aware of any hazards such as the cleaner or workmen carrying out their work.</li> </ul>       | Not at this time.  | All Managers and staff to monitor | On-going – continual monitoring    |      |
| <b>Manual handling</b>                             | Staff may suffer back pain or pain elsewhere from handling heavy and/or bulky objects e.g. deliveries of paper, or poor posture, e.g. sorting items on the floor | <ul style="list-style-type: none"> <li>• All staff trained by manager in how to move and handle items, e.g. lifting properly, pulling trolleys, wheelie bins etc.</li> <li>• Heavy items are stored/accessible at the appropriate height. High shelves are for light goods only.</li> <li>• Staff are aware/trained on how to split heavy loads and make them easier to handle.</li> <li>• Remind staff that they should never lift anything that they consider may be too heavy for them.</li> </ul> | Ensure that all new staff are made aware of ways to move objects that are too heavy to lift by hand during their Induction and subsequent annual refresher training. | Managers                          | On-going – continual monitoring    |      |
| <b>Working at height</b>                           | Falls from any height can cause bruising and fractures.  | I have considered this and it doesn't apply to my office.   |  | N/A                               |                                    |      |
| <b>Health of workers in the office environment</b> | All staff could be affected by factors such as lack of job control, bullying, not knowing their role etc.  | I have considered this and it doesn't apply to my office.   |  | Centre Manager                    | On-going.<br>Continual monitoring. |      |

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| <b>Health of people in the office environment from viruses and infectious diseases.</b> | Those staff & learners using the Peterborough office face the risk of catching or spreading a virus or infectious disease.  | Should an outbreak occur: <ul style="list-style-type: none"> <li>• Limiting the number of staff &amp; visitors to the office.</li> <li>• Maintaining appropriate social distancing for those using the facilities.</li> <li>• Undertaking a cleaning regime to reduce the spread of the virus/disease through physical contact with people and surfaces.</li> <li>• Complying with any legislation, national or local guidance issued.</li> </ul>  |   | Centre Manager & staff using the Peterborough office. | On-going throughout the emergency.<br>Continual monitoring. |  |
| <b>Health of remote staff and their learners</b>  | Remote staff, their learners and any persons they come in to contact with, face the risk of catching or spreading a virus or infectious disease.  | Should an outbreak occur: <ul style="list-style-type: none"> <li>• Conducting visits as/when sanctioned by the Centre Manager dependent upon any restrictions in place at the time, nationally and locally.</li> <li>• Following Government advice and guidance for FE &amp; workplace learning delivery.</li> <li>• Complying with current rules &amp; regulations for the virus/disease, e.g. maintaining appropriate social distancing, limiting visits, use of appropriate PPE.</li> <li>• Requiring staff to regularly self-test and take the required follow-up action depending on the result.</li> </ul> |   | All staff   | On-going throughout the emergency.<br>Continual monitoring. |  |
| <b>Computers, laptops and similar office equipment</b>                                  | Staff risk posture problems and pain, discomfort or injuries, e.g. to their hands/arms, from overuse or improper use or from poorly designed workstations or work environments.<br><br>Headaches or sore eyes can also occur, e.g. if the lighting is poor. | <ul style="list-style-type: none"> <li>• Complete a DSE Workstation Assessment, identify and reduce risks and provide information and training.</li> <li>• Review assessment upon change to user's work location or equipment.</li> <li>• Work planned to include change of activity or regular breaks.</li> <li>• Employer pays for eye tests for display screen equipment users.</li> <li>• Employer pays for basic spectacles specific for visual display unit use (or portion of cost in other cases).</li> </ul>  | <ul style="list-style-type: none"> <li>• Ensure any workstation / work environment related concerns expressed by staff are followed up.</li> <li>• Provide any further information, training or equipment as identified by the assessment.</li> </ul> | Managers  | On-going – continual monitoring                             |  |

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| <b>Fire</b>           | If trapped, staff could suffer fatal injuries from smoke inhalation/burns.  | <ul style="list-style-type: none"> <li>• Fire risk assessment has been completed and adequate fire safety measures are in place.</li> <li>• Evacuation plan has been implemented and tested.</li> <li>• Fire alarm tested regularly.</li> <li>• Fire drills carried out at least once a year.</li> <li>• Regular checks made to ensure escape routes and fire exit doors are not obstructed.</li> <li>• Regular removal of waste from offices.</li> <li>• Combustible substances are stored safely</li> <li>• Staff responsible for locking up at night check all areas before leaving.</li> </ul> | <ul style="list-style-type: none"> <li>• Follow up issues identified during alarm testing / fire drills.</li> </ul>   | Centre Manager<br>H&S Officer | On-going – continual monitoring   |  |
| <b>Work equipment</b> | <p>Staff could get electrical shocks or burns from using faulty electrical equipment.</p> <p>Staff may also suffer injury from moving parts of equipment or unbalanced equipment.</p> | <ul style="list-style-type: none"> <li>• All new equipment checked before first use, to ensure there are no obvious accessible dangerous moving parts, or siting of the equipment does not cause additional hazards.</li> <li>• Staff trained in use of equipment where necessary.</li> <li>• Staff encouraged to identify and report any defective plugs, discoloured sockets or damaged cable/equipment.</li> <li>• Defective equipment taken out of use safely.</li> <li>• Printer/Photocopier maintained by supplier.</li> </ul>   | <p>All new staff are trained to use equipment commensurate with their role.</p> <p>All staff to ensure that any work equipment is maintained and operated in accordance with manufacturer's instructions. Any issues are to be reported to their manager.</p> | Managers<br><br>All staff     | <p>On-going – continual monitoring</p> <p>On-going – continual monitoring</p> |  |

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| <b>Young persons, disabled or pregnant workers</b> | Vulnerable workers may be at greater risk of harm from low-risk hazards.  | <ul style="list-style-type: none"> <li>• Manager to check if vulnerable workers can use the main means of escape.</li> <li>• Check if staff have any pre-existing medical conditions, e.g. asthma or other breathing difficulties; back or other joint/muscle conditions that may be made worse by things in the office.</li> <li>• Processes/working conditions altered when necessary to reduce risks to new or expectant mothers.</li> <li>• All staff to be aware that young colleagues may be inexperienced or lack awareness of risks.</li> <li>• Manager agrees action plan to address any specific needs.</li> </ul>   | <ul style="list-style-type: none"> <li>• Personal evacuation plans put in place when required for staff requiring assistance.</li> <li>• Rest room facilities to be made available for nursing mothers.</li> </ul>  | Managers             | On-going – continual monitoring |  |
| <b>Lone working and visiting</b>                   | Staff could suffer injury or ill health while working alone in the office or while out of the office, e.g. when visiting clients' premises. | <ul style="list-style-type: none"> <li>• A H&amp;S assessment is carried out for each location that learners are employed at. A check is carried out to ensure they also have Employer Liability Insurance (ELI).</li> <li>• Staff leave details of visits in the office and give a contact number for each visit they are making.</li> <li>• All staff are to undertake a continual risk-assessment whilst at the location they are visiting and take the appropriate action as required.</li> <li>• As appropriate, staff who are not planning to return to the office after a visit call in to report this.</li> <li>• All staff have been issued with a mobile phone with an emergency SOS facility and a location facility. Staff are to have this functionality on whilst carrying out work-related activities.</li> </ul> | <ul style="list-style-type: none"> <li>• Lewtlay administrative staff are to ensure that in date copies of the H&amp;S Assessments and ELI are held and are to task Assessors to update H&amp;S Assessments and obtain an in-date copy of the ELI.</li> <li>• Whereabouts of staff 'out of the office' to be monitored by office-based staff.</li> <li>• Any incidents to be discussed at team meetings to see if lessons can be learnt.</li> </ul> | Managers & all staff | On-going – continual monitoring |  |

We will review our Risk Assessment if we think it might no longer be valid (e.g. following an accident/incident in the workplace or if there are any significant changes to hazards, such as new work equipment or work activities)

Further information specific to our industry/sector may be available at: <http://www.hse.gov.uk>.

For further information and to view example Risk Assessments go to: <https://www.hse.gov.uk/simple-health-safety/risk/risk-assessment-template-and-examples.htm>