

# 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.  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 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.  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 Stephen Harris 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
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. 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 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 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 earlier 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.

		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.
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**Annexes**

- Annex A – Risk Assessment
- Annex B – Home/Hybrid & Lone Working requirements
- Annex C – Working with Display Screen Equipment requirement
- Annex D – Staff Sight Test Form
- Annex E – Pregnancy

Signed: (Employer)		<i>Trish Allen-Janes</i>	Date:	22 <sup>nd</sup> March 2024	
Subject to review, monitoring and revision by:		Trish Allen-Janes	Every:	12	months or sooner if work activity changes
Next review date:	22 <sup>nd</sup> March 2025				

# Annex A - Risk assessment

Company name: **Lewtay Training**

Date of risk assessment: **22<sup>nd</sup> March 2024**

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
<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 the offices.		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 the offices.		Centre Manager	On-going. Continual monitoring.	

<p><b>Health of people in the office environment from viruses and infectious diseases.</b></p>	<p>Those staff &amp; learners using the Peterborough office face the risk of catching or spreading a virus or infectious disease.</p>	<p>Should an outbreak occur:</p> <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>		<p>Centre Manager &amp; staff using the Peterborough office.</p>	<p>On-going throughout the emergency. Continual monitoring.</p>	
<p><b>Health of remote staff and their learners from viruses and infectious diseases.</b></p>	<p>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.</p>	<p>Should an outbreak occur:</p> <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>		<p>All staff</p>	<p>On-going throughout the emergency. Continual monitoring.</p>	

<p><b>Computers, laptops and similar office equipment</b></p>	<p>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.</p> <p>Headaches or sore eyes can also occur, e.g., if the lighting is poor.</p>	<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> <p>See Annex C for further detail.</p>	<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>	<p>Managers</p>	<p>On-going – continual monitoring</p>	
<p><b>Fire</b></p>	<p>If trapped, staff could suffer fatal injuries from smoke inhalation/burns.</p>	<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>	<p>Centre Manager H&amp;S Officer</p>	<p>On-going – continual monitoring</p>	

<p><b>Work equipment</b></p>	<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 and repaired or disposed of.</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>	<p>Managers</p> <p>All staff</p>	<p>On-going – continual monitoring</p> <p>On-going – continual monitoring</p>	
<p><b>Young persons, disabled or pregnant staff</b></p>	<p>Vulnerable workers may be at greater risk of harm from low-risk hazards.</p>	<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> <p>See Annex D for further detail regarding pregnant staff and pregnant learners.</p>	<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>	<p>Managers</p>	<p>On-going – continual monitoring</p>	

<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 issues 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	
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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>



# Annex B – Home/Hybrid & Lone Working requirements

The following guidance applies to those staff who are home-based or who are allowed hybrid working and where applicable undertake lone working.

All staff are required to complete a questionnaire

To ensure confidentiality and comply with Data Protection requirements

Lone working, when undertaking visits staff are to use WhatsApp and the live location facility

Staff member -					
	Y	N		Y	N
I have an allocated work area in my home			My allocated work area is well ventilated		
I have an adjustable, five-legged, chair which is in good repair			My allocated work area has adequate power supplies		
I have a desk or table to work on, which is in good repair			There are no significant trip hazards in my allocated work area		
I am aware of the Display Screen Environment (DSE), regulations and have set up my workstation accordingly.			I am aware of the need to carry out a <b>visual check</b> on portable electrical appliances, prior to using them.		
My allocated work area is appropriately well lit			I am aware of the COSHH regulations		
I have a good access route to and from my allocated work area, which would allow me easy exit in the event of a fire			I am aware of the need to review this RA on an annual basis or if my allocated work area is substantially changed		
I have read and understand Lewtaylor's H&S policy			I would like a visit from a company H&S representative.		

# Annex C – Working with Display Screen Equipment requirements

## Reference

- A. [Working safely with display screen equipment](#)
- B. [Work with display screen equipment - Guidance on Regulations](#)

All Lewtay staff use Display Screen Equipment (DSE) on a regular daily basis and as such Lewtay class them as DSE Users.

All Lewtay staff are to read, understand and comply with the guidance detailed in reference A.

Consequently, to ensure their safety and to identify any resources required, all staff are to complete a [DSE Assessment](#) for their work and/or home working environment. A re-assessment should be completed if there are any significant changes such as detailed in Reference B para 45. When completed, a copy is to be forwarded to the Centre Manager with the User retaining a copy.

Having completed the assessment if any issues have been identified the appropriate action is to be taken to address all the issues. This could include the provision of equipment and/or spectacles. The User is to liaise with the Centre Manager to ensure that the appropriate equipment or software is promptly provided. This will be at no cost to the User. Any resources provided are to be returned to Lewtay on cessation of employment in good condition.

For users experiencing visual difficulties which may reasonably be considered related to the display screen work, e.g., visual symptoms such as eyestrain or focusing, then a sight test and the provision of spectacles for DSE use may be required. Lewtay will pay for the cost of a sight test and any re-test during the user's employment with Lewtay (Reference B para 85 refers). Re-testing will be at a frequency determined by the clinical judgement of the optometrist or doctor.

User's requiring a sight test are to inform their Manager, then complete a Staff Eye Test Form, Annex D, including the Optometrist/Doctor's comments and signature. Once completed, the form along with receipt should be sent to the Centre Manager so that the cost incurred can be reimbursed.

Where a sight test by an optometrist suggests that a user is suffering eye injury or disease, the User should be referred to their registered medical practitioner for further examination. The User is to keep the Centre Manager updated, so if required the User's tasks and duties can be amended so as not to aggravate their condition.

Users needing 'special' corrective appliances will be prescribed a special pair of spectacles for display screen work. Lewtay's liability for the cost of these is restricted to payment of the cost of a basic appliance, i.e., of a type and quality adequate for the User's DSE work. Should it be more beneficial to choose spectacles to correct eye or vision defects for purposes which include the user's work but go wider than that, then Lewtay will permit this, but will only contribute only the costs attributable to the requirements of the job. Reference B paras 83, 87-89 refer). The agreed reimbursement of the cost of spectacles will be made on submission of a receipt to the Centre Manager.

# Annex D – Staff Sight Test Form



<b>Staff Member</b>			
<b>Date of test</b>		<b>Date of previous test</b>	

As a Display Screen Equipment (DSE) user, I have undergone a full eye and eyesight test including a vision test and an eye examination by a qualified optometrist/doctor at the opticians/practice detailed below. My usual working distance, eyes to screen is: **XX** cms.

<b>Name of Optician/Practice:</b>		
<b>Address including postcode:</b>		<b>Practice Stamp</b>
<b>Telephone Number:</b>		

### Optometrist/Doctor's comments (please provide)

Having tested the sight of the above-named person, my recommendation regarding them working with DSE is that:

<input type="checkbox"/>	Spectacles are required, but solely for the correction of a vision defect associated with the use of display screens. *
<input type="checkbox"/>	Spectacles are not required.
<input type="checkbox"/>	Spectacles are required for general use.
<input type="checkbox"/>	Spectacles are required for general use, incorporating corrective lenses for DSE.
They have a repeat sight test in	years/months (delete as appropriate)

\* Lewtay will cover the cost.

<b>Optometrist/Doctor's Name</b>	
<b>Optometrist/Doctor's Signature</b> Please sign to validate comments	

### Cost Summary

Eye Examination	£
<b>Total amount to be reimbursed</b>	£

I attach the receipt and request that the above cost be reimbursed.

<b>Staff member signature</b>		<b>Date</b>	
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# Annex D – Staff Sight Test Form



<b>Authoriser's Signature</b>		<b>Date paid</b>	
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# Annex E – Pregnancy

## Reference:

- A. [HSE Protecting pregnant workers and new mothers](#)
- B. [New and expectant mothers at work: Your health and safety - HSE](#)

Reference A explains how employers should manage the health and safety of pregnant workers and new mothers. Lewtay will comply with this guidance.

Reference B explains what an employee and their employer should do to ensure the employee and their child are healthy and safe. This guidance applies to all pregnant workers and new mothers, including some transgender men, non-binary people and people with variants in sex characteristics, or who are intersex. Where relevant, Lewtay staff are to comply with this guidance.

Consequently, once an employee has informed Lewtay in writing that they:

- are pregnant, or
- have given birth in the last 6 months, or
- are breastfeeding

an individual Risk Assessment will be undertaken to determine what actions need to be taken to reduce, remove or control any risk identified that could harm the employee or their child during pregnancy and breastfeeding. The actions identified will then be implemented and reviewed as pregnancy progresses and/or if there are any changes to the employee's work or workplace.

In completing the individual Risk Assessment, Lewtay will:

- Review the existing general risk management and controls for pregnant workers and new mothers
- Speak to the employee to see if there are any conditions or circumstances with their pregnancy that could affect their work
- Discuss and address any concerns the employee has about how their work could affect their pregnancy.

Lewtay will take into account medical advice provided by the employee's doctor and/or midwife. This might mean adjusting the employee's working conditions or hours.

Lewtay will inform the employee about any safety measures that have been put in place to enable the employee to continue to work safely.

Where Lewtay identifies that a significant risk cannot be controlled or removed, Lewtay will look to adjust the employee's working conditions and/or hours. If this is not possible Lewtay will offer suitable alternative work on the same terms and conditions, including pay and where this is not possible Lewtay will suspend you on full pay for as long as necessary to protect you and your child.

Before returning to work after maternity leave the employee is to provide written notification to Lewtay that they are breastfeeding. Lewtay will then ensure the employee can return to a healthy, safe, and suitable environment. Lewtay will provide a suitable area where the employee can rest and/or breastfeed, including:

- somewhere to lie down if necessary
- somewhere hygienic and private so they can express milk if they choose and somewhere to store the milk.

Lewtay will undertake regular discussions with its pregnant employees and new mothers to ensure a suitable and safe working environment is maintained for mother and child.