



Health and Safety Policy

Health and Safety Policy Statement

This is the Health and Safety Policy Statement of The Derbyshire network (TDN). It indicates the intention, organisation and arrangements regarding the safety and health at work of employees and others, whilst on The Derbyshire Network's premises, undertaking TDN activities in the community or placed/working with other Companies/Organisations, for the purposes of educational and occupational training. This Policy also addresses the TDN's approach regarding the safety and health of learners/students, the public, visitors and contractors on its premises and those premises not under the control of the TDN.

Specific assessment of risk and supporting operational policies and procedures set out the health and safety arrangements, which TDN will implement. These seek to eliminate, or reduce to minimum practicable levels, any risk to staff, learners/students, visitors and external clients.

The policy is aligned with key stakeholder's policies and procedures. This includes the Education and Skills Funding Agency (ESFA) and The European Social Fund (ESF).

Scope

It is the policy of TDN to ensure, so far as is reasonably practicable, the health, safety and welfare of its employees while they are at work and of others who may be affected by their undertakings, and to comply with the Health and Safety at Work Act 1974 and all other allied relevant legislation as appropriate. It is the responsibility and duty of all staff, learners/students and others to co-operate with TDN and to conform and comply with the requirements of this policy and associated arrangements and procedures which apply.

Objectives

In order to achieve compliance with the statement of policy, TDN has set the following objectives that apply to staff, learners/students, visitors, external clients and stakeholders where appropriate:

- To set and maintain high standards for health and safety at all operational sites and with partners and external contracts.
- A working environment, in all areas connected with the TDN that is safe, without significant risk to health and adequate facilities and arrangements for the welfare of those at work.

- Means of access and egress that are safe and without risk.
- Plant, equipment and systems of work that are safe and without significant risk to health.
- Information, instruction, training and supervision as is necessary to ensure the health and safety, at work, of staff, learners and others undertaking their working activities, operating equipment and handling materials.
- Arrangements for ensuring safety and absence of significant risk to health in connection with the use, handling, storage and transportation of articles and substances.
- To identify risks and set in place procedures to remove or reduce these risks.
- To enter into joint consultation on health, safety and welfare at work with its staff through embedding Health and Safety into the Management meetings each month, communicating this policy and relevant information on health and safety issues via induction and on-going training and through Health and Safety Management representation.
- To provide protective clothing and equipment where necessary to meet the needs arising out of activities undertaken in connection with the operations of TDN.
- To provide first aid facilities and training for nominated personnel responsible for the administering of first aid; and to implement accident, RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) investigation and recording arrangements.
- To have in place emergency procedures and nominated trained personnel to facilitate the evacuation of staff, learners/students, visitors and contractors under such circumstances and to ensure hired premises have sufficient emergency procedures.
- To monitor health and safety operations in all business undertakings.
- To review, revise and add where necessary to this policy and operational procedures to ensure that current arrangements, legislation and best practice are incorporated. Any such revisions or additions will be brought to the notice of staff and others to whom they apply.

TDN also recognises its duty to conduct its undertaking in such a way as to ensure, as far as is reasonably practicable, that persons not in its employment but who may be affected thereby are not exposed to risks to their health or safety.

Organisation

TDN regards the promotion of health and safety measures as a mutual objective for both management and employees at all levels and is committed to ensuring high standards of health and safety. It is the intended strategy of TDN to maintain these standards by continually reviewing its operations against developing legislation and codes of practice.

TDN recognises its responsibilities relative to health, safety and welfare at work in accordance with the Health and Safety at Work Act 1974 and all other relevant health and safety legislation. TDN is committed to the development of high standards of safety, health and welfare at work and will actively promote this through its operations and initiatives.

Responsibilities

To ensure the prevention of ill health and the avoidance of accidents, and the promotion of safe and healthy workplaces, the following responsibilities have been established.

The Board of Directors

Members of the Board are committed to the importance of effective policies, procedures and training being established with appropriate review mechanisms being in place to ensure the effective management of health and safety throughout TDN and its undertakings. The Board will receive quarterly updates on health and safety performance through reports to the Board these are reviewed in board meetings.

The Chief Executive

The Chief Executive Officer has overall responsibility for ensuring compliance with legislative requirements. This includes, as far as reasonably practicable, the responsibility for:

- Ensuring adequate finance and other resources are made available for this policy to be implemented.
- Ensuring the commitment and cooperation of staff, via the senior management team and other communication forums within TDN.
- Determining the organisational structure through which this policy is implemented and delegating the responsibility for implementation of this policy. Ensuring the establishment and maintenance of health, safety and welfare management systems which includes the assessment of risks, effective planning, organisation, control, monitoring and review of the of the preventative and protective measures necessary to reduce and control risks.
- Appointing competent person(s) to assist TDN in overseeing the application and provision of Health and Safety legislation.

Managers

Senior Managers will:

- Regularly discuss health and safety in meetings.
- Consider health and safety when appointing staff.
- Develop assessment and performance of the health and safety arrangements of partners, key suppliers, contractors and delivery sub-contractors.
- Take part in relevant health and safety training.
- Support worker involvement through negotiation with health and safety representatives.
- The Finance Manager will ensure statutory insurance and appropriate additional insurance cover is in place to meet the TDN's needs and oversee the development of procurement standards for goods, equipment and services that prevent the introduction of health and safety hazards.

Operations Manager will:

- Ensuring that health and safety issues are incorporated into the planning of operations. Thus ensuring effective risk management as an integral part of the business strategy.
- Ensuring that staffing meets current operational needs and that staff are appropriately resourced with accommodation and equipment and, through their line managers, are suitably trained to carry out their duties effectively.
- Implement health and safety management systems which ensure the assessment of risk and the effective planning, organisation, control, and review of the preventative measures required to eliminate reduce or control risks.
- Bring to the attention of line management that the responsibility for health, safety and welfare is shared and that they are accountable for the health, safety and welfare of employees, learners/students and others affected by their actions.
- Ensuring that contracts with suppliers, contractors and/or delivery sub-contractors are adequately managed relative to health and safety.
- Review performance to ensure that operational procedures demonstrate good safety management arrangements - bringing to the attention of the CEO any further areas for detailed assessment of risk.
- Conduct periodic inspections.
- The Senior Managers, are responsible for day to day implementation of office, premises and work equipment safety issues. Premises checks will be carried out on a regular basis, with electrical and emergency equipment inspected annually as set out in the specific policy section.
- Ensuring the health and safety function is part of the agenda of the Senior Managers meetings where issues relating to health and safety are tabled at least monthly.

Health and Safety Officer

The post holder will hold appropriate safety qualifications and experience in occupational safety and health:

The duties are to promote a health and safety culture leading by example, displaying initiative and a common-sense approach.

The Role of The Health and Safety Officer is to:

- assist with the on-going development and improvement of TDN's Health & Safety risk management programme to ensure the health, safety and wellbeing of all employees, students and visitors and compliance with legislation
- assist with safety planning by promoting the TDN's processes & procedures, assisting strategic improvement and creating the supporting documentation to assist the implementation of the health and safety strategy
- assist in the monitoring of the TDN's health and safety programme; assistance of the conducting of periodic safety audits and implementing interventions when necessary
- advise Senior Managers on the development of safe operational procedures
- carry out regular site inspections to check policies and procedures are being properly implemented; keep records of inspections findings and produce reports that suggest improvements
- keep accurate records of incidents and accidents and produce statistics for managers
- assist in the liaison with enforcing authorities
- keep up to date with new legislation and maintain a working knowledge of all Health and Safety Executive (HSE) legislation and any developments that affect the employer's industry
- produce reports for relevant committees and promote health and safety through the creation of newsletters and bulletins
- maintain the profile of health and safety through innovative awareness initiatives

Line Management

All line managers are responsible for:

- The practical implementation of the health and safety policy through the supervision and performance of their staff.
- Ensuring that the operations under their control are conducted in line with this policy, procedures, codes of practice and supporting guidance.
- Ensuring that their area of responsibility is subject to risk assessment and regular inspection.
- Ensuring that their staff are competent for their role, are provided with adequate equipment and are issued with necessary materials to undertake their work activities.

- Ensuring that all accidents, incidents and near misses, within their area of responsibility, are reported, reviewing all such reports and ensuring, where appropriate, that a full investigation is carried out and appropriate remedial action taken, where necessary.
- Consult with managers on issues of health and safety.

Individual staff

All employees are required to:

- Co-operate in implementing the requirements of all health and safety legislation, related codes of practice and safety instructions outlined in this policy and supporting policies procedures and guidance.
- Refrain from doing anything that constitutes a danger to themselves or others.
- Immediately bring to the attention of their line management/supervisor any situations or practices that are noted which may lead to injuries or ill health through the appropriate reporting arrangements.
- Ensure that any equipment issued or available to them, or for which they are responsible, is visually checked prior to use, used correctly and properly stored. Any patent defect or defect identified during use must result in equipment being taken out of service - marked appropriately and notified to line manager / supervisor and, where appropriate, CEO.
- Be responsible for good housekeeping within the area they are working.
- Report all accidents, incidents, dangerous occurrences and near misses, in accordance with TDNs policy.
- Notify line managers and) of any ill health or other factor(s) likely to affect their safety at work or that of any other party covered by this policy.
- Assist with identifying hazards and ensuring controls put in place to control risks are used correctly.
- Take part in mandatory health and safety training as required.

Students and Visitors

Students and authorised visitors will adhere to the TDN's health and safety procedures and follow any instructions.

Contractors

- All contractors commissioned by TDN will undergo selection for competency in accordance with the TDN's contractor management procedure.
- All contractors will provide relevant health and safety documentation which will ensure that their work is carried out in a safe manner, eliminating, or reduce to the lowest practicable level, risks arising from their activities which may affect themselves, their employees, personnel and others.

Delivery sub-contractors

All delivery sub-contractors will provide relevant health and safety documentation as part of any due diligence processes, which will ensure that any provision will give assurances that adequate arrangements exist for Learner health safety and welfare. Health and safety will be monitored throughout any contracting arrangements.

Risk Assessment

The risk assessment process will manage risks by examining the tasks which are undertaken by the TDN internally and externally, the process of recording significant risk and will introduce effective control measures.

Risk assessments will meet the general requirements of the Management of Health and Safety at Work Regulations 1999 and the requirements for assessment contained in other more specific legislation such as COSHH, Manual Handling, Expectant Mothers, Fire etc.

The risk assessment process will identify whether measures need be applied to reduce or maintain the risks to an acceptable level. Such measures must, as a minimum, ensure that the standards required by current health and safety legislation are met. Additional guidance to assist in meeting the standards can be used such as:

- TDN's Health and Safety Policy and supplementary policies and procedures
- Existing Health and Safety Executive's (HSE) Approved Codes of Practice (ACoPs)
- HSE Guidance
- Specific Industrial Health and Safety Standards

Monitoring

The effectiveness of the TDN's Health and Safety Policy will be monitored in the following way:

Accident/incident reporting and analysis

There are systems in place for reporting, recording and analysis of all accidents and incidents with a view to determining and reducing, as far as reasonably practicable, their causes. Investigations will be conducted, where appropriate, in order to determine potential breaches of statutory obligations or internal policy/procedures. These identify, where appropriate, additional preventative and protective measures.

Where TDN is undertaking contracted work for another organisation, the accident reporting procedures will be clarified in the agreement with that organisation.

Measuring performance

Inspections, risk assessments and health and safety audits will be carried out at the TDN's workplaces and the resulting action plans addressed by managers in conjunction with representatives. The Health and Safety Officer will formally monitor the site health and safety inspections and risk assessments completed through an internal audit programme.

Training

The TDN recognises that formal health and safety training is a significant factor in accident prevention. The Management of Health and Safety at Work Regulations 1999 place a duty on the TDN to provide employees with adequate health and safety training during:

- Their recruitment – basic health and safety training
- Transfer or change of responsibilities
- Introduction of new work equipment or alteration of current equipment.
- Introduction of new technology or alteration of existing equipment
- Introduction of new systems of work or alteration of current systems
- This training must;
- Be repeated periodically where appropriate
- Be adapted to take account of any new or changed risks
- Take place during working hours
- Training should be based upon evaluation of the skills and competencies required to carry out tasks safely and subsequent matching of these skills and competencies to those charged with carrying out the task.
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Emergency arrangements

Where situations present serious and imminent danger, procedures will be established in accordance with regulation 8 of The Management of Health and Safety at Work Regulations 1999. Where appropriate, these procedures will contain specific action for the evacuation of disabled persons. These arrangements include the role and responsibilities of persons nominated to assist in implementing such procedures.

Contractors

The TDN will monitor the activities of contractors to ensure risks presented to employees, learners/students, members of the public and visitors are minimised.

All contractors are assessed in terms of health and safety and only contractors who can demonstrate their ability to meet the standards set by TDN are employed.

Delivery Sub-contractors

Delivery Sub-contractors will be required to sign a standard agreement relating to the provision they are being contracted to undertake on behalf of the TDN.

The agreement details relevant requirements relating to health and safety with the Sub-Contractor being required to provide information to the TDN, as and when specifically requested, to give assurance that adequate arrangements exist for learner/student health safety and welfare.

Delivery sub-contractors will attend regular performance/contract meetings, as a minimum every 3 months. Such meetings will discuss health and safety requirements, alongside other areas.

TDN will agree health and safety accountability with third party arrangements.

Third party buildings occupied by staff, delivery sub-contractors, consultants and learners/students will be fit for purpose, fully compliant and monitored by TDN or their agents.

Supplementary Policies and Guidance

TDN's Health and Safety Policy will be supplemented by a number of specific policies and related procedures which will be reviewed and updated as appropriate.

List of Supplementary Policies and Guidance Policies

- Accident and Reporting Policy
- COSHH Policy
- Fire Safety Policy
- First Aid Policy
- Lone Working Policy
- Manual Handling Policy

Forms

Accident, Dangerous Occurrence and Near Miss Form – Blank
Classroom Risk Assessment Form – Generic
Fire Safety Log
Manual Handling Risk Assessment Form – Blank
New and Expectant Mother Risk Assessment Form – Blank
Site H&S Inspection checklist
Slips, Trips and Falls Risk Assessment - Generic
H&S Risk Assessment Form – Blank
Health and Safety Compliance Checklist