

## **Health & Safety Policy Statement**

### **General Statement of Intent**

The Board of Directors accept formally and publicly their collective role in providing health and safety leadership within its organisation by complying with the terms of the Health & Safety At Work etc Act 1974, codes of practice and relevant and associated legislation to provide and maintain an environment where staff, learners and visitors are safeguarded and contribute to a safe and healthy workplace.

Training Plus merseyside Ltd aims to have a positive, pro-active attitude to health and safety so far as is reasonably practicable, to promote safeguarding and provide a safe and healthy working environment for all employees, learners and visitors, and for any person(s) who may be affected by the work actions of the company.

The Board of Directors recognise their duty to provide employees that are competent to carry out their tasks and are fully vetted to work with young and vulnerable people. Also to identify and provide suitable and adequate training for all employees and provision of any mechanical aids or equipment to assist them in carrying out their duties to the best of their ability.

The Board of Directors aim to minimise occupational accidents and illnesses, by providing safe premises and equipment through effective risk assessment and an effective maintenance programme. This will be done, so far as is reasonably practicable without risks to health, safety and welfare of employees. Similarly training will be provided to all staff to ensure the safeguarding of young and vulnerable clients within the agency. Enhanced Criminal Bureau (CRB), checks will be made on all staff, visitors and/or sub contractors before they are permitted access to all clients under the age of 18 or considered vulnerable in accordance with the companies safeguarding policy and procedures. The Board of Directors will provide all employees with the information, necessary to implement the policies and achieve these objectives.

The Board of Directors recognise and accepts it's duty to provide safe suitable access and egress to the building, and to give warning of imminent danger to allow all staff, learners and visitors, including members of the public and persons associated with the company, to move to a place of relative safety therefore protecting the health and safety of everyone.

General duties of the Board of Directors under the Management of Health & Safety At Work Regulations 1999 requires the appointment of a person from the Board (Jean Haram Director for Health & Safety) to uphold the required health and safety knowledge and experience to: -

- Assess the work related risks faced by employees and by people not in their employment.
- Have effective arrangements in place for planning, organising, controlling, monitoring and reviewing preventative and protective control measures.
- Appoint one or more competent persons to help in supporting the company in undertaking the measures needed to comply with health, safety and safeguarding legislation.
- Provide suitable and sufficient training via the company induction process and to ensure personnel are competent throughout employment via appropriate refresher training.
- Distribute the safeguarding and health and safety policies, guidelines and company risk assessments to all staff members, ensuring understanding takes place.

- The safeguarding and health and safety policies, guidelines and risk assessments are to be reviewed and updated, particularly when changes in the scale and nature of the operations occur. Co-ordinate distribution to all staff, employers and learners.
- Ensure findings are properly and actively addressed through Directors and Management meetings.
- Have responsibilities to consult with employees on all matters of health and safety required under Health & Safety (Consultation with Employees) Regulations 1996.

Training Plus merseyside Ltd employee's responsibilities include:

- The duty to comply with any safety instructions and directives laid down within the company health and safety policy, guidelines and company risk assessments and any other associated policy and or by request of the employer.
- The duty (under section 8 Health & safety at work etc act 1974) to use properly the means and facilities provided for health and safety at work and to refrain from the wilful misuse or interference with anything provided in the interest of health, safety and welfare.
- Take the necessary arrangements to supervise the training of learner(s) / young people at work, whilst on the premises and promote a high standard of safeguarding, health and safety by personal example so that learners / young person(s) leaving the company take with them a strong health and safety ethic and accept good health and safety practice.
- Participate in the Inspection process of learner(s) / young person(s) work environment periodically, report findings of concern to the health, safety and welfare of all concerned to the departmental health and safety rep which will be investigated.
- Continue communication between all staff members and record findings through weekly / monthly team and company minutes.
- The duty to report all incidents / accidents to their departmental health and safety representative as written in the policy.

### **Arrangements for the sharing of “Best Practice”**

Training Plus merseyside Ltd Board of Directors` are members of the Sector Skills Forums and are committed to sharing their current health and safety systems and procedures to other forum members to promote “Best Practice” and embed the Safe Learner Concept. Training Plus merseyside Ltd continues to monitor and develop their health and safety processes which are shared with all employer and learners.

### **Young Persons**

The Board of Directors recognises its duty under The Management of Health & Safety at Work Regulations 1999 to provide a safe and secure working environment for young people, ‘so far as reasonably practicable’. The company will achieve this through risk assessments, through safeguarding policy and procedures, guidance, supervision and training. This is covered in more detail in the company organisation and arrangements section.

### **Vulnerable Adults**

Training Plus merseyside Ltd is committed to providing support and guidance to persons described as vulnerable adults and ex-offenders. This is covered in more detail in the Training Plus merseyside Ltd safeguarding policy.

### **The Safety Representatives and Safety Committees Regulations 1977**

The duty of all safety representatives is to make themselves readily available for advice and assistance on problems connected with health and safety to any member of staff whom they are appointed to represent. Provided they are acting within their knowledge and experience, appointed safety representatives will bear no legal responsibility beyond their duties as employees when advising staff as part of their role. Failure to forward information to the Director of health and safety (Jean Haram) could result in a serious incident / accident occurring and may lead to disciplinary action.

Training Plus merseyside health and safety representatives responsibilities include:

- Attend weekly departmental meetings, ensuring health and safety is a set agenda item, report findings to the Director for health and safety (Jean Haram), which will be discussed and resolved.
- To attend meetings of the company health and safety forum which are held quarterly, non-attendance arrangements must be replaced by another person from their department.
- Investigate without delay complaints made by any learner and/or employer they represent relating to their health, safety or welfare at work.
- To investigate learner incidents/accidents that occur, complete relevant documentation required by HSE and GMLSC and submit a comprehensive report to the Director of health and safety (Jean Haram).
- To carry out inspections of the learner's work environment and give advice and guide staff on undertaking this process with their own learner caseload.
- To participate in the company production of the safeguarding policy, health and safety policy, systems and procedures, copies of which will be given and stored for future reference.
- To participate in all safeguarding and health and safety training including a recognised qualification provided by the company, share knowledge and understanding to support other staff in all areas of safeguarding and health and safety.
- To liaise with the Director responsible for safeguarding (Brian Quinn) on all matters of safeguarding concerns and in accordance with the safeguarding policy and procedures.

**Company safeguarding and health and safety Representatives:**

<b>Hairdressing</b> Vivien Phelps Tutor / Assessor	<b>Childcare</b> Michelle Brown Tutor / Assessor	<b>Business Admin</b> Paula Blohm Tutor /Assessor	<b>Recruitment</b> Stephen Pat B/Development Co-ordinator
<b>Administration</b> Barbara White Snr Claims Administrator	<b>Quality</b> Warren Conway Health & Safety Officer	<b>Safeguarding Officer</b> Brian Quinn	<b>Safeguarding Officer</b> Tammy Vickery

Jean Haram Director \_\_\_\_\_  
(Appointed Director for health and safety)

Date \_\_\_\_\_

Brian Quinn Director \_\_\_\_\_  
(Director responsible for safeguarding)

Date \_\_\_\_\_

Paula Hayes Director \_\_\_\_\_

Date \_\_\_\_\_

Janet Smart QI Manager \_\_\_\_\_  
(Appointed Competent Person)

Date \_\_\_\_\_

Warren Conway H&S Officer \_\_\_\_\_  
(Appointed Competent Person)

Date \_\_\_\_\_