

Policy title:	Health and Safety Policy Statement		
Scope:	Group-wide		
Policy owner & job title:	Ian Gleave, Executive Director of Organisational Development		
Approver:	Executive Team		
Date:	01/04/2021	Review Due Date:	30/03/2022

POLICY SUMMARY

- By law **we are aspire** and its employees are required to adhere to the principles of the Health and Safety at Work etc. Act 1974.
- To ensure **we are aspire** adheres to the Act, the principles are described in the policy below.
- Our Health and Safety Policy statement covers all our workplaces and all the work we do.

Associated Policies & Procedures: The Health and Safety Management System and supporting documents which may be found on the Aspire Intranet.

1. POLICY STATEMENT

we are aspire, consisting of Aspire Housing, Achieve Training and Realise charity, is committed to actively managing the health, safety and wellbeing of all persons affected by what we do, be they employees, learners, contractors, volunteers, customers or members of the public. We will comply with all relevant law, codes and guidance. We will be ambitious and seek to achieve best practice wherever possible.

Our Group Chief Executive accepts ultimate responsibility for Health, Safety and Wellbeing supported by the Executive Director Responsible for Health and Safety, who is the Executive Director of Organisational Development.

We will manage our significant hazards and mitigate the consequences from them until they are as low as is reasonably practicable.

We are creative and ambitious, and we will work together to take responsibility for health and safety throughout our line management chain. We will train, support and supervise to give our colleagues the skills they need to work safely. We will share ideas and best practice and ask that our colleagues collaborate with us to achieve high standards of performance in health and safety.

we are aspire is committed to the continuous improvement of the health and safety management system and we will ensure that sufficient resources are allocated to maintain it so that it is up to date and effective.

we are aspire has a three-year Health and Safety Strategy which focuses on the improvement of our safety systems, processes and practices. The current strategy is dated 2020-2023. Implementation of the Health and Safety Strategy is supported by an annual Strategic Action Plan and reported to our Safety Strategy Group.

The strategy builds on the excellent development and growth of the safety management system, ensures that emerging risks are identified and provides assurance to Aspire Housing Board and Achieve Training Board.

Signed

A handwritten signature in black ink, appearing to read 'S. Butters', with a small flourish at the end.

Sinéad Butters
Group Chief Executive

11th March 2021

**Achieve Training HEALTH AND SAFETY STATEMENT OF INTENT
2021-2022
Supported by the Health and Safety Policy**

Achieve Training is the training arm of the Aspire Group. Achieve Training recognises and accepts its duties and obligations in complying with the Health and Safety at Work etc. Act 1974 and associated legislation as it applies to the business conducted by Achieve Training. Achieve Training as part of the Aspire Group, also recognises its civil duty of care to its employees, students, apprentices, and others who may be affected by our business activities.

Achieve Training, as part of the Aspire Group is committed to ensuring that, as far as is reasonably practicable, its procedures do not result in discrimination against any group or individual. Wherever possible, reasonable adjustments will be made to allow colleagues with disabilities to carry out any task alongside those without disabilities. Allowances will also be made for colleagues with cultural or religious dress requirements, in so far as either of the above does not put the individual, other colleagues, customers or members of the public at unacceptable risk of injury.

Achieve Training as part of the Aspire Group, will so far as is reasonably practicable ensure the health, safety and welfare of its employees and others using its premises whilst at work by ensuring: -

- The effective control of health and safety risks arising out of our work activities by the means of a risk assessment, these should be regularly reviewed and communicated to all affected staff.
- The provision of plant and equipment which is safe and free from defect or danger and regularly maintained.
- The provision of regularly reviewed safe systems of work.
- The provision of suitable and sufficient information, instruction, training and supervision for all colleagues, students and apprentices and contractors (where applicable).
- The provision and maintenance of a safe and healthy place of work ensuring safe access and egress.
- The provision of suitable and sufficient welfare facilities for all colleagues.
- The provision of an effective mechanism to consult with colleagues on matters effecting their health and safety and for colleagues to report hazards and risks.
- The safe handling, storage and use of substances.
- The review and revision of associated health and safety policies as necessary and at regular intervals.
- The safeguarding of all vulnerable people both internally and externally.
- That all colleagues are competent to carry out their tasks and to provide them with adequate training.

Achieve Training, as part of the Aspire Group aims to achieve a zero accident rate and although accepting this target is difficult to achieve, will strive to achieve a constant reduction in accident rates. All documents and procedures can be found in detail in the individual group member's health and safety policies.



Daniel Canavan, 1st August 2021

Named Officer	Responsibilities:
Dan Canavan	Executive Director, with overall responsibility for the Health and Safety of all Colleagues and students and apprentices, employed and in training at Achieve Training.
Cheryl Tunnicliffe	Head of Study Programmes, responsibility to maintain a safe and healthy work environment for colleagues, students, apprentices and visitors by ensuring that Risk assessments are completed and adhered to.
Tony Williams	Director of Maintenance. Has responsibility for the Homeworks colleagues and students and apprentices, to ensure that they can work in a suitable and safe environment in a manner that meets all HSE requirements.
Steve Rushton	Director of Partnerships, with the remit to ensure that all colleagues within the Partnerships and Skills Development teams can work in a suitable and safe environment, both on PM premises, supply chain and employer sites and in a manner that meets all HSE requirements.
Lisa McCaulder –	Lisa is responsible for formulating and issuing the Aspire Group health & safety policies and management systems.

Health and Safety Management at Achieve Training:

Auditing and Monitoring

Health and Safety audits will be carried out on all premises every three months. This audit will generate a report to management and will be presented at the company Health and Safety meetings. Safety inspections are on-going in the departments and are completed by the Occupationally Competent Person responsible.

Planning Health and Safety

Risk assessment, Manual Handling assessment, COSHH assessments and Safe Systems of Work are part of the culture of safety at Achieve Training. All assessments take into account the ages of the students and apprentices at the centre and will be completed by the Occupationally Qualified person in each department.

Each department in each centre holds all assessments relevant to departmental activities and are updated by the Occupationally Competent supervisor. These assessments are carried out for activities both within the centre and those that take place externally. If the company uses an outside agency to supervise activities, assessments from these agencies will be sought before the commencement of any such activities.

At all times assessments will take account of any contact with members of the public and strive to eliminate risks to others accordingly.

All visitors to the premises are required to report to reception or the general office at each centre and to sign the visitor's book. Contractors must report to reception or the centre manager before starting work on the premises and supply copies of their own insurance documentation and Risk Assessments where appropriate. This can also be done via group facilities before the visit.

Monitoring Risk Control

The regular auditing of departments and external Health and Safety issues ensures that Achieve Training will be active in monitoring Risk Control. However if the need arises colleagues will be promptly reactive to monitoring and submission of reports.

Health and Safety Issues - Information and Consultation

Health and Safety is addressed on a continual basis. The Director of Training Operations shall keep colleagues and students and apprentices updated on all relevant legislation and requirements. Health and Safety will be on the agenda of the Senior management meetings to ensure the sharing of information.

Colleagues and Students and apprentices are encouraged to discuss Health and Safety issues that are a concern with their Supervisor or line manager. The Director of Training Operations and the Centre Manager are also available to discuss any H&S concerns.

Any issues that are brought to the attention of management will be investigated and resolved as soon as practicable. This will either be, immediately by management or after consultation with department representatives, whichever is most appropriate.

Supervision

Achieve Training colleagues, who are responsible for the young people who attend, or train at the centres, or with Homeworks teams, are aware of the need for a heightened level of supervision. This is especially enforced during the induction period but supervisors are made aware that they must supervise intensely to ensure safety and the safety of students and apprentices. The concept of taking responsibility for one's own safety and that of fellow workers is promoted whilst appropriate levels of supervision and control are maintained.

Maintenance of the Building and Plant and Machinery

All departments should complete basic preventative maintenance checks where possible, recording completion of these activities on the paperwork provided. It is the role of department managers to ensure that planning, maintenance and systems are continually updated and relevant to the safety of all. The centre managers are responsible for organising all maintenance and repairs alongside the Group Premises Manager, building maintenance will be referred as required to groupfacilities@aspiregroup.org.uk.

Vetting and Monitoring Work Placements and Premises where External Training Delivery Takes Place

The ethos of Achieve Training is to ensure a safe working environment exists for all, and extends to all work establishments where work experience, training and apprenticeships are delivered. To this end, all new and established work placements will be visited and vetted to establish suitability and their on-going commitment to safety.

We will work with employers to assist their understanding of the needs for and how to manage risks associated with inexperienced apprentice learners and support them accordingly to ensure they apply their processes effectively while not deflecting from their primary duties as employers.

Each Centre Manager will be responsible for an 'Employer/Location Health, Safety and Welfare Assessment Record' being completed and authorised in each workplace before a young person commences work, and for all on-going monitoring, inductions and Safeguarding paperwork. All colleagues who complete the initial visit to a work placement will ascertain its suitability.

- The company should have a clear understanding of the expectations of Achieve Training and how Achieve Training will review and monitor Health and Safety. They should also read and sign the accompanying contract before a Learner, or training starts.
- If there are areas of concern and it is felt that a company is unsuitable a Learner should in no circumstances be sent there. If there are minor concerns that can be addressed then this should be done with the cooperation of the placement and timetabled into the action plan.
- Future Health and Safety monitoring will take place on a regular basis. Any concerns that cause immediate danger or may cause a threat to Health and Safety should be raised with the employer. Including a lack of cooperation, and paperwork such as risk assessment or insurance. If there is no satisfactory resolution the Learner should be removed immediately, only returning after a full assessment has been made to ensure compliance.
- It is the responsibility of colleagues making the visits to raise any concerns and if possible, action them, with the company and the Centre Manager.

Sole Traders:

A Visit Report will still be completed and Employers Liability Insurance requested.

IN ALL CASES IF A COLLEAGUE FEELS THAT A LEARNER IS IN ANY DANGER FROM A SHORTFALL IN H&S IN A PLACEMENT OR PREMISES THE LEARNER SHOULD IMMEDIATELY BE REMOVED AND BROUGHT BACK TO ACHIEVE TRAINING.

IF IN DOUBT, A LEARNER WILL NOT BE PLACED OR REMAIN IN PLACEMENT OR ON THE PREMISES UNTIL MATTERS ARE RESOLVED.

IF A PLACEMENT OR PREMISES IS DEEMED UNSUITABLE IT WILL NOT BE USED

Table to Illustrate Health and Safety Activity in External Placements

Type of company	Initial Requirements	Additional Requirements
Sole Trader	A current copy of Public Liability insurance	No further requirements, unless further training taking place with employees or apprentices/learners
External Company with own employees in training	A visit Report Form to be completed and a copy of Employers Liability Insurance to be obtained before Achieve Training colleagues commence training and visits	Monitoring to be completed on an annual basis if training is to exceed 18 months
External companies where training is to take place and this will involve own staff some of which are under 18.	A Visit Report Form to be completed and a copy of Employers Liability Insurance to be obtained before Achieve Training colleagues commence training and visits.	Monitoring to take place every 6 months
External companies who offer work to students and apprentices and this converts to apprenticeships	A Visit Report Form to be completed and a copy of Employers Liability Insurance to be obtained before learner commences work and Achieve Training colleagues commence training and visits.	Monitoring to take place every 3 months for High Risk companies such as engineering and construction and every six months for Low and Medium Risk companies such as office work and warehousing,
Companies who offer Work Experience	A Visit Report Form to be completed and a copy of Employers Liability Insurance to be obtained before learner commences work and Achieve Training colleagues commence training and visits.	Monitoring to take place every 3 months for High-Risk companies such as engineering and construction and every six months for Low and Medium Risk companies such as office work and warehousing,

As a matter of course updated copies of Employers Liability insurance will be requested as they expire and a new certificate is issued.

Objectives of Colleague Induction at Achieve Training

The primary objective of induction, is to introduce new colleagues to Achieve Training and ensure that they have the knowledge required to complete their job and an understanding of the priorities of Health and Safety in the company with regard to themselves, other colleagues, volunteers, members of the public and all students and apprentices under the supervision of Achieve Training either at the centre or in their designated workplace.

As well as the general introduction to the company the subject of Health and Safety is brought up as a priority. Colleagues will be introduced to the company policy on:

- Health and Safety Law
- Safeguarding
- Identification of Health and Safety Staff
- Employer/employee responsibilities.
- First Aid and accident reporting.
- Fire evacuation procedure.
- COSHH specific hazards
- Health care, manual handling etc.
- Lone Worker procedure
- Personal Protective Equipment
- Health and Safety training programme
- Smoking rules
- Use of mobile phones
- Internet usage at Enterprising Futures, to be completed by the IT department
- Supply Health and Safety Policy
- Vehicle details (insurance MOT details etc.) in relation to using vehicles at and for work, to be submitted initially to HR and ever after to the Canavan Centre reception

During this section of the induction, new colleagues will be informed of any Health and Safety qualification requirements. If they hold certification, such as being a recognised First Aider, copies will be required. Courses for all requirements are available on a regular basis and dates will be provided to colleagues, as attendance is agreed.

New colleagues will be made aware that, as they progress with their work and expand their remit, it may be necessary to upgrade their Health and Safety knowledge to enable them to carry out all tasks related to the Health and Safety of themselves and students and apprentices.

A full record of all qualifications relating to Health and Safety is held by the Department Managers and personnel records at head office, to ensure that colleagues are continually covered and access to this information is available at all times.

Objectives of Learner Induction:

The primary objective is to introduce students and apprentices to a place of work and give them all the information required to allow them to gain confidence, make choices and work in a way that is safe and secure for themselves and those who are working with them. They will know about the procedure for fire and emergency, and have a good knowledge about the Health and Safety culture of the centre and their chosen vocational area.

The following summarises all inclusions in the induction:

- Students and apprentices will be given information about any payments they are entitled to. They will be supported how to gain any allowance, and advice and guidance on any entitlements.
- Students and apprentices will be told about working hours and the safety aspects of clocking in and out of the building with regard to fire and Achieve Training colleagues knowing of their whereabouts.
- Students and apprentices will be made aware of:
 - Holiday entitlement
 - Canteen arrangements
 - The structure of the company
 - Personal problem support
 - Education and training
 - Rules and disciplinary procedures
 - Health and Safety Law
 - Timekeeping and lateness
 - Sickness and absence
 - Smoking regulations
 - Safeguarding, Bullying and Equal Opportunities and Social Media and E Safety policies
 - Internet usage at Achieve Training
 - The use of mobile phones
- Students and apprentices will be told of the structure of the company and they will be aware of who is responsible in each department.
- Students and apprentices will be given information on company Fire Drills. They will have an awareness of the alarm, how to exit the building, where to assemble, who to report to and where the fire extinguishers are located.
- The induction process is used to introduce health hazards and dangers such as dermatitis, using scaffolding and ladders in the painting department and the hazards associated with welding etc. in the engineering department.
- Students and apprentices will know :
 - Who the H&S Manager is
 - What PPE is available and what will be issued to them personally
 - They will know who to go to for safety clothing and replacements.
 - They will have been introduced to the concept of safe manual handling.
 - Have been instructed on how a Risk Assessment is completed and looked at the meaning of hazardous substances.
 - Have an understanding of what to do if there is an accident, who the First Aid colleagues are and how to report accidents

All students and apprentices including those on work experience will be expected to sign for health and safety training and knowledge as they receive it.

The Management of Risk Assessments and Safe Systems of Work

All activities at Achieve Training should be Risk Assessed and where appropriate Safe Systems of Work produced to compliment the assessments. Any assessments should take into account the likelihood of young people being involved in the activity and presented accordingly.

Risk Assessments

These should be completed by the tutors/trainers (competent person/manager) in each training department/centre. A new Risk Assessment should be completed for every new activity that is introduced to the department at the earliest opportunity. They should be checked during every quarterly audit to ensure rigour; this check should be recorded on the quarterly audit documentation.

Homeworks Risk Assessments are on file electronically for ease of access. These should be checked quarterly and recorded on the quarterly audit. All new activities should be Risk Assessed at the earliest opportunity and assessments held by individual supervisors in their health and safety file in their work van.

Where trainees are involved in external activities or with sub-contractors, Risk Assessments will be requested from the provider/organiser before the activity commences.

All Risk Assessments will be inspected by the tutors/trainers (competent person/manager) and re-signed to ensure compliance at least once a year.

Manual Handling Assessments

These are often integral to an activity that is being Risk Assessed, and where appropriate separate Manual Handling Assessments should be completed by a competent person. These should cover specific activities with associated lifting risks. The in house trainers are available to give advice guidance and training to all students and apprentices and by request for bespoke training for colleagues.

COSHH Assessments

All substances that are used in any task carried out in the workshops, Homeworks vans or in the day to day running of the training centre should be Risk Assessed by the tutor/trainer (competent person/manager). These will not be incorporated into Risk Assessments but should be recorded separately on the appropriate COSHH Assessment sheet and where appropriate accompanied by a relevant DATA sheet.

All of the above named Assessments should be kept on file in the relevant department/centre or working van to be available at all times for inspection or for training purposes with the students and apprentices.

ALL ASSESSMENTS SHOULD TAKE INTO ACCOUNT ANY ACTIVITY WHERE MEMBERS OF THE PUBLIC COULD BE AFFECTED BY OUR ACTIVITIES.

‘Near Miss’ Policy

Definition of a Near Miss – ‘Any event which, in slightly different circumstances, may have resulted in injury or ill health to people, and/or damage to, or loss of, property, equipment or the environment.’

If we can identify the things that nearly happen OR might have happened we should be able to save someone from an injury.

THIS CAN ONLY BE ACHIEVED IF ‘NEAR MISSES’ ARE REPORTED AND RECORDED. IT IS EACH INDIVIDUALS RESPONSIBILITY TO REPORT ‘NEAR MISSES’ WITH THE SAME RIGOUR AS ACCIDENTS.

The policy on the ‘Near Miss’ process should be used as a tool to ensure a high standard of Health and Safety protection. It is designed to be a tool that results in proactive measures put in place to ensure there are no repetitive incidents and no further, more serious occurrences to persons or equipment.

It has been established that before any significant incident or accident occurs there are usually several preceding occurrences that have little or no significance or damage. Therefore by acting on these occurrences it is possible to reduce the possibility of a major incident.

This reporting procedure can also identify any weaknesses in a process or action and can result in overall improvement to Health and Safety and system improvements.

Achieve Training uses an online reporting system to record ‘Near Misses’ to ensure all issues are acted upon promptly by managers

External Activities Procedure:

Achieve Training in house managed activities will be Risk Assessed and managed with the same principles that are adhered to in departments and throughout the centre.

Externally Managed Activities will undergo thorough initial assessment inspection and then annual monitoring of Health and Safety Provision

‘In House’ Managed Activities

- Each planned destination will be visited by a Achieve Training Representative at least annually for inspection. If there are any significant changes this will also generate a visit.
- During the visit the Risk Assessments, COSHH Assessments and Manual Handling Assessments will be updated and re-signed to show monitoring dates.
- A file containing all these assessments will be available at all times with tutors while the activity is taking place.
- For any activity which involves Students and apprentices being transported to the venue for the activity a Transport Risk Assessment will be raised.

Externally Managed Activities

- The activity provider will be visited by a Achieve Training representative and asked to provide Risk Assessments for each activity and its associated areas.

- Activity providers will be asked to supply information regarding their commitments and policies for Safeguarding
- The Achieve Training representative will check to ensure all activities are Risk Assessed, Manual Handling Assessed and COSHH Assessed. They must be signed by a representative of the activity provider.
- The Achieve Training representative will check to ensure that the supervision ratio of staff to Students and apprentices is acceptable and complies with requirements.

In all cases Achieve Training will ensure that all attendees have a signed consent form, under 18's consent form to be signed by a parent or guardian, this will be done during the induction process.

Accident Investigation Procedure

If an accident is reported and detailed in the accident book an investigation is carried out to ascertain the circumstances and any lessons to be learned. All colleagues should be aware of the steps listed below to investigate an accident and ensure that where possible scenes are preserved and information recorded.

This should be done when the casualty has been attended to by a first aider and all care taken to ensure that injuries are dealt with in the appropriate manner.

If required by RIDDOR the incident will be reported to the HSE under the requirements of RIDDOR and to other authorities as required by their guidance. This will be done as soon as it is practical to do so.

IN HOUSE

- The aim of the investigation is to find what circumstances caused the injury.
- When alerted the Director of Training Operations will visit the scene of the accident and note the area where the incident took place. It may be prudent at this time to take photographic evidence. Any machinery should be examined and any anomalies noted. The whole area should be investigated to check on any underlying problems that may have contributed to the accident. The investigator should record as much as possible about what is seen.
- Any person present in the area should be questioned about events, conditions and what they and others were doing at the time. It is important to obtain witness testimony to ensure that facts and events are recorded correctly. This should include talking to Students and apprentices as well as departmental colleagues. It is prudent to ensure that statements are signed by the witness.
- Questions should be included that give the whole picture and establish if anything new, different or unsafe was occurring.
- Risk assessments and Safe Systems of work relating to the activity should be produced to refer to as the investigation is carried out. This should ascertain if any risks were known and if adequate steps been taken to control them.

- If the accident occurs externally within the Homeworks Project the same procedure will be followed, however the report may have to rely on witness statements if the area has been cleared.

The following steps should be used as guidance (taken from 'Investigating Accidents and Incidents'):

1. Where and when did the adverse event happen?
2. Who was injured/suffered ill health, or was otherwise involved in the adverse event?
3. If a Learner or apprentice was the injured party, was the training and supervision adequate to allow the Learner or apprentice to complete the activity?
4. How did the adverse event happen? Note any equipment involved.
5. What activities were being carried out at the time?
6. Was there anything unusual or different about the working conditions?
7. Were there adequate safe working procedures and were they followed?
8. What injuries or ill health effects, if any, were caused?
9. If there was an injury, how did it occur and what caused it?
10. Was the risk known? If so, why wasn't it controlled? If not why not?
11. Did the organisation and arrangement of the work influence the adverse event?
12. Was maintenance and cleaning sufficient? If not explain why not.
13. Were the people involved competent and suitable?
14. Did the workplace layout influence the adverse event?
15. Did the nature or shape of the materials influence the adverse event?
16. Did difficulties using the plant and equipment influence the adverse event?
17. Was the safety equipment provided, sufficient?
18. Did other conditions influence the adverse event?
19. What were the immediate, underlying and root causes?

When the above steps have been taken and information recorded, the Director of Training Operations will analyse the information using guidance from 'Investigating Accidents and Incidents'

With the information gathered suitable risk control measures should be identified and put in place as soon as is practical to do so. This information should be reported in a Risk Control action plan.

Accident reports and summaries will be reported to all nominated staff, manager and the Achieve Training Exec Team on a quarterly and annual basis.

In work placements:

Within the contractual agreement between Achieve Training and any work placement used, it is agreed that the placement will report any accidents to Achieve Training as soon as it is practical to do so.

Investigation by a representative from Enterprising Futures will be initiated immediately, following the above steps and in conjunction with a representative from the placement. Checks will be made to ensure that reporting to the appropriate body has been completed. The same guidance and protocol will be used as for 'in house' investigation. Achieve Training will work with the placements H&S representative and support as appropriate. If the visit is not immediate then the scene of the accident may have been restored and information will have to be gained by questioning and liaison.

Feedback and resulting Risk Control action will need to be recorded before the placement should be deemed safe for use again by a Learner.

Accident Monitoring:

All recorded accidents will be monitored on a quarterly basis with a report being sent to all Centre managers and departmental managers as well as the Exec. Team. Any trends will be identified and departments will be asked to upgrade Risk Assessments if there are any significant findings related to their activities. At the end of July each year an overall report will be produced and used to assess Health and Safety performance within the company and externally in the work placements used.

First Aid Procedure

Due to the diverse activities and operations at Achieve Training all activities will have their own actions and procedures. The company's priority is to ensure prompt First Aid is available to any colleague or Learner who requires it. First Aid access signs are displayed throughout the departments and centres.

Within Centres – REFER TO EMERGENCY PROCEDURES BELOW

In all centres a number of colleagues hold First Aid qualifications, Departmental tutors and Homeworks Trade Trainers and Trade Operatives are qualified First Aiders and they will attend to any injury and treat as required. This means either:

On site treatment:

- Assess the injured person and any action to be taken, ensure that the scene is safe and no further danger to anyone present
- Treat the injured person in appropriate OR if the injury is deemed serious do not move unless there is a high risk of further injury to the injured party and the First aider.
- Take the injured party to hospital
- FOR **SERIOUS INJURIES** THAT REQUIRE PROFESSIONAL ASSISTANCE DIAL 999 and give as much information as possible. Ensure someone is waiting in a conspicuous place to meet the ambulance.
- Assess the injured person and any action to be taken, ensure the scene is safe and no further danger to anyone present.
- The injured person should not be left unattended.
- Call for in-house assistance if required
- If deemed appropriate, even for a minor injury the parents or guardians of the injured person will be contacted. All hospital visits will result with contact being made with parents or guardians.
- The First Aider will at their earliest convenience, in relation to the injury, report the incident to the Health and Safety Manager

Within the Homeworks Programme:

All Homeworks Trade Trainers and Trade Operatives are qualified First Aiders and they will assess the need to complete the actions listed above. The students and apprentices are supervised at all times and the supervisor will –

Assess the injured person and any action to be taken, if possible minor injuries should be treated on site, however -

- **FOR SERIOUS INJURIES** THAT REQUIRE PROFESSIONAL ASSISTANCE DIAL 999 and give as much information as possible and make sure someone is waiting in a conspicuous place to meet the ambulance
- Achieve Training colleagues at the centre will take the responsibility of notifying parents or guardians as appropriate.
- The supervisor will at their earliest convenience, in relation to the injury, report the incident to the Health and safety Manager.

In all cases of injury to either colleagues or Students and apprentices, the injured party is the priority. Assessment of the injury should result in prompt treatment either by a First Aider OR by taking the injured party to a Walk In centre OR an Emergency Room OR by calling an ambulance.

If the incident is a **MINOR INJURY** it should be treated on site by the First Aider and then recorded via the online recording system

Apprentices Sickness:

If an apprentice is due in centre but notifies Achieve Training that they will not be attending due to sickness, it is the responsibility of the Tutor to notify the employer of their absence.

If the Apprentice is taken ill whilst in Centre the Apprentice will be referred to a Registered First Aider. The First Aider will assess the needs of the Apprentice and will take appropriate medical advice. Where deemed necessary the Apprentice will be referred to a GP, Walk in Centre or A&E as appropriate to the illness.

The Apprentice will be sent home if the illness is affecting their ability to participate in learning and the employer notified and a note made on the students and apprentices file.

Where the employer notifies Achieve Training of a long term sickness issue and/or when the tutor becomes aware of a sickness issue (whichever is the sooner) the Tutor will discuss a break in learning for the Apprentice and complete and submit the relevant paperwork as necessary.

FIRE and EMERGENCY EVACUATION PLAN

1. At all times you must ensure that you are aware of fire alarms points, fire exits, escape routes and the best route to the assembly point. You should pass this information to all Students and apprentices to reinforce the information given at induction.
2. Any visitors to your department should be informed of fire procedures and it is your responsibility to pass on this information and ensure that visitors or contractors sign in and

out of the building. This information is displayed for visitors to read on the reception desk. In those centres where there is no formal reception it remains the responsibility of the colleagues receiving the visitors

3. If there are people with disabilities in your group you will be expected to produce a Personal Evacuation Plan (PEP) with the H&S Manager.

ON HEARING THE ALARM YOU MUST LEAVE THE BUILDING IMMEDIATELY, EVEN IF YOU THINK IT IS A FALSE ALARM. THE ONLY EXCEPTION IS THE ALARM TEST (this varies from centre to centre and you will be made aware of the time by your line manager)

4. On discovering a fire you should sound the closest alarm and telephone the emergency services, 999 reporting the fire. (The emergency services will expect more than one call for a genuine fire, if in doubt – call). You should only tackle a fire yourself if escaping the building depends on clearing a pathway (refer to the designated Fire Marshals and their training and guidance).
5. If the fire alarm sounds you must leave the building and take any visitors or Students and apprentices with you, accompanying them to the assembly point and checking the register and visitors book. Report safe evacuation to the designated officer.
6. Each department has a designated Fire Marshall and/or appointed person who is aware of conditions that warrant a sweep of the department, welfare facilities etc.
7. Your priority is to evacuate the building and you should only give time to turning off gas supply if the situation allows. DO NOT stop to turn off anything else. If possible windows should be shut as you leave the building.
8. As you are leaving the building warn other people that may not be aware.

YOU MUST REMAIN AT THE ASSEMBLY POINT UNTIL GIVEN THE ALL CLEAR BY THE EMERGENCY SERVICES.

Health and Safety appointed persons must ensure that any obstructions impairing the egress of the building are moved immediately, fire extinguishers should be replaced if used or tampered with. Fire doors should be shut at all times not propped open for any reason.

IN EMERGENCY THE FOLLOWING PEOPLE SHOULD BE CONTACTED FROM A MOBILE PHONE AT THE ASSEMBLY POINT

Cheryl Tunnicliffe - 07513 047871

Daniel Canavan -07818410292

Working at Height

Primarily the protocol when working at height at Achieve Training is that a Risk Assessment should be carried out for the activity and students and apprentices should be supervised at all times.

ASSESSMENTS, ORGANISATION AND SUPERVISION SHOULD ONLY BE CARRIED OUT BY A COMPETANT PERSON

The Working at Height Regulations 2005

- All work at height should be properly planned and organised.
- Those involved in work at height are competent.
- The risks from work at height are assessed and appropriate equipment is selected and used.
- The risks from fragile surfaces are properly controlled.
- The risks from falling objects are properly controlled.
- Equipment for work at height is properly inspected and maintained. Is it suitable for the work being completed?

Training:

Students and apprentices need to be trained to work safely at height and this training should be recorded. Students and apprentices should:

- Be trained to recognize risks.
- Be trained to understand appropriate systems of work.
- Be trained to become competent in the skills to carry out the above.
- Should a Learner declare that she is pregnant a Pregnancy Risk Assessment will be completed and working at height will be suspended

CONSIDER THE FOLLOWING:

- **Towers** should be erected and inspected by a competent person, there should be double guard rails, toe boards and interim platforms fitted.
- **Ladders** should only be used for access and for low risk work of short duration and this only when the Risk Assessment justifies. They should be used at the correct angle and always secured. Three physical points of contact should be maintained at all times. Any young person under the age of 16 should not use ladders under any circumstances.
- **Podiums** should be used in preference to step ladders, used at approved heights only.

VISITORS AND CONTRACTORS AT Achieve Training

To ensure a safe working environment for both staff and Students and apprentices and to adhere to Safeguarding codes, there are procedures that must be followed by all visitors and contractors as they arrive at Achieve Training.

All visitors should enter through the front door or designated entrance. They must sign in the visitor's book when they arrive and when they leave the premises, they will be asked to stay in the company of their host for the duration of their stay and indicate if they require assistance in the event of an emergency evacuation. Visitors will be asked to read an information sheet regarding fire and accident procedures (refer to Fire and Emergency evacuation plan).

Achieve Training implements this procedure to ensure the safety of all persons employed at, training or visiting any of its centres.

When contractors are invited to complete work at Achieve Training they will be advised to visit by appointment, they will need to sign the visitor's book to confirm they are on the premises. It is a requirement that they should present evidence of their Public and Employers Liability, and any relevant Risk Assessments before any major work commences, preferably this should be done when they are contracted to carry out the work. It is the responsibility of the manager or department employing the contractors to ensure that they are aware of the requirements before work commences.

Drugs and Alcohol Policy (Also refer to the Group Drugs and Alcohol Policy)

Achieve Training has a zero tolerance policy regarding drugs and alcohol in regard to work. This applies to colleagues, apprentices and students and apprentices. There is a drugs policy on place that can be located on the Achieve Training Website -

<https://pmtraining.org.uk/app/uploads/sites/2/2016/09/Drugs-Policy-PM-Learners-July-2018.pdf>

Under no circumstances may any alcohol or drugs be brought onto company premises, or any premises you may visit during your working day.

Any colleague who, in the opinion of their manager, is not fit for work due to the effect of alcohol or drugs will be automatically suspended. Colleagues will not be paid for the period of such suspension.

There is a clear link between misuse of alcohol and drugs and reduced safety and efficiency. The purpose of this policy therefore is to ensure that colleagues use of drugs or alcohol, does not affect the health and safety of the individuals themselves, their fellow colleagues or others with whom they come into contact with in the course of their work.

The policy of Achieve Training is that the working environment including all vehicles should be free from the influence of drugs or alcohol. This will help to assure the health and safety of all colleagues, apprentices and learners as well as others who they come into contact with. Also this will help to maintain the efficient and effective operation of our businesses and ensure our customers receive from us the service quality they require.

The following rules will be strictly enforced and no colleague, apprentice or learner shall;

- Report or try to report for work when unfit due to alcohol or drugs (whether illegal or not) or to substance abuse. Whether a colleague is fit for work is a matter for the reasonable opinion of their Line Manager.
- Be in possession of alcohol or illegal drugs or substance in the workplace, or company vehicles.
- Consume alcohol, take or administer illegal drugs or abuse any substance whilst at work.

Disciplinary Action

Disciplinary procedures, as detailed in the Group disciplinary policy, will be followed for colleagues who disregard the policy. Colleagues should be aware that there are circumstances where it may be deemed necessary to involve the Police, where there is evidence that an action is illegal, and the law has been broken.

Computer Workstation Policy

The Achieve Training policy concerning Computer Workstations is in place to ensure that information is provided to ensure the Health and Safety of all colleagues whose work entails using Display Screen Equipment (DSE) as part of their day to day duties.

Colleagues who use classrooms with computer access for students and apprentices should check regularly on the suitability of each work station. During the first six months of the working year all staff will be asked to complete a DSE checklist to enable assessments to be completed within each department.

Colleagues are asked to consider the following at all times. Any issues that may occur should be reported to a line manager to ensure remedial action is taken;

- Is the display screen, situated, to ensure ease of reading? Minor adjustments to the position or brightness of controls and ensuring text size is appropriate may be needed.
- Is the keyboard positioned correctly to alleviate any strain on hands and wrists?
- Does the mouse work efficiently in the space allowed?
- Is the furniture comfortable? Considerations to the height of the chair and to the support offered to the back should be given.
- If colleagues regularly use a portable computer, consideration should be given to Manual Handling issues.

All colleagues are advised to take regular breaks or change activity to minimise fatigue, eye strain, upper limb problems and back ache. This advice also applies to the use of portable computers.

Achieve Training will fund an eye test if requested, colleagues should notify their Line Manager if a test is needed and they will be advised to visit an optician of their choice. If colleagues are advised that they need glasses, Achieve Training will provide a contribution of up to £50 towards the cost of the test and optical aids on production of a receipt.

Lone Worker Policy

Lone Worker – A lone worker is anyone who works in isolation from their colleagues without close or direct supervision.

There are departments within Achieve Training where the job role dictates that colleagues will work away from their home centre and this policy is designed to raise their awareness and manager's awareness of the working practices that should be followed.

Please note that where Achieve Training colleagues are working in premises not controlled by Achieve Training, their safety is the responsibility of the main occupier of those premises. It is the responsibility of the main occupier to provide comprehensible information on health and safety for others who are working on or visiting their premises. .

Management Responsibilities – (Individual colleagues should refer to the Roles and responsibilities section of the Health and Safety policy to clarify management responsibility)

- A log should be maintained of the location of colleagues considered to be lone workers.
- Contact should be maintained with colleagues that work alone, both internally and externally.
- A system should be implemented to identify those colleagues who do not report or return at the expected time.
- Managers should make sure that a system is in place to take action to contact/ locate colleagues that have failed to make contact or return at the expected time.
- Raise the appropriate level of alert if colleagues do not make contact or return.

Colleagues Responsibilities

Colleagues have a personal responsibility not to take short cuts or employ dangerous practices and should consider the safety of themselves and any other persons they may be working with. They should ensure that their whereabouts is known and that they can be contacted by their manager.

- Colleagues should comply with any precautionary measures including guidelines laid down by managers such as a 'buddy system'.
- Report to their managers any unsafe or potentially unsafe situations and report any violence, aggression or threats.
- Colleagues should take reasonable care of their own safety and not expose themselves to unnecessary risk.

All of the above provide guidance for lone working. However different departments may manage lone working in different ways to suit the tasks being completed, whilst following the requirements of the policy.