



# Acacia Training Limited

## HEALTH AND SAFETY POLICY

### STATEMENT OF GENERAL POLICY

Health and safety at Work Act 1974

This is the Health and Safety Policy Statement of



Our Statement of General Policy is:

- to provide adequate control of the health and safety risks arising from our work activities;
- to consult with our employees on matters affecting their health and safety;
- to provide and maintain safe plant and equipment;
- to ensure safe handling and use of substances;
- to provide information, instruction and supervision for our employees;
- to ensure all employees are competent to do their tasks, and to give them adequate training;
- to prevent accidents and cases of work-related ill-health;
- to maintain safe and healthy working conditions; and
- to review and revise the policy at regular intervals.

Signed

Managing Director

A handwritten signature in black ink, enclosed in a blue rectangular box. The signature appears to be 'D. Hyatt'.



**13/09/2019**

**01/09/2020**

## **MANAGEMENT ORGANISATION AND ARRANGEMENTS**

### **Introduction**

This policy has been prepared and published under the requirements of Health & Safety at Work legislation. The purpose of the policy is to establish general standards for health and safety at work and to distribute responsibility for their achievement to all managers and other employees through the normal line management processes.

## **MANAGEMENT RESPONSIBILITIES**

### **Managing Director & Safeguarding Lead**

The Managing Director (Victoria Sylvester) has overall responsibility for the implementation of the Company's policy. In particular she is responsible for ensuring that the policy is widely communicated and that its effectiveness is monitored. As the safeguarding lead, all concerns and incidents are reported to Victoria who is responsible for ensuring learners are safe in the workplace and classroom environments.

### **Directors and Senior Managers**

These managers are wholly accountable to the Managing Director for the implementation and monitoring of the policy within the area of their specified responsibility.

### **Safety Officer**

The Safety Officer (Clare Hancock) is a nominated manager responsible for co-ordinating effective health and safety policies and controls across the organisation.

The Safety Officer is responsible for:

- the production and maintenance of the Company's policy and ensuring that Department Guidelines are consistent with policy;
- its application;
- monitoring and reporting on the effectiveness of the policy;
- the provision of general advice about the implication of the law;
- the identification of health and safety training needs. The safety officer also acts on behalf of the Managing Director, as the Company's formal link with the Health and Safety Executive, Environment Health Departments and other external agencies;



- the production and maintenance of any health and safety documents or codes of practice as necessary for any relevant area of the Company services where this is required.
- Risk assessments of learner workplaces and management of key risks associated with learners.

### Quality of Education Manager

The Quality of Education Manager (Amy Fowles) is responsible for ensuring the safety of learners and apprentices in our care and ensuring the “**attendance, accident and ill health of learners and apprentices procedure**” is adhered to by learner facing employees.

### Specific Workplace Responsibilities

#### Responsibilities

1. Overall and final responsibility for health and safety is that of

Victoria Sylvester, Managing Director

2. Day-to-day responsibility for ensuring the policy is put into practice is delegated to

Clare Hancock – Safety Officer (IOSH)

3. To ensure health and safety standards are maintained/improved, the following people have responsibility in the following areas

Name	Responsibility
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Victoria Sylvester, Managing Director	Employee Training, Safeguarding
Clare Hancock – Safety Office	Risk Assessment, Manual Handling, Workplace Regulations, Office Health and Safety, Work Equipment, learner H&S risk assessments Fire Safety, Electricity PAT Tests, VDU's, COSHH, RIDDOR,
Paul Bailey – HR Manager	First Aid, Insurance

4. All employees have to:

- Co-operate with supervisors and managers on health and safety matters
- Not interfere with anything provided to safeguard their health and safety
- Take reasonable care of their own health and safety
- Report all health and safety concerns to an appropriate person (as detailed in this policy statement).
- Ensure learners are working in a safe environment and report any concerns via the Safeguarding Policy



### **Health and Safety risks arising from our activities**

Risk assessments will be undertaken by

Victoria Sylvester – Managing Director and Clare Hancock –  
Safety Officer  
Enrolment Agents – Learner workplace risk assessments

The findings of the risk assessments will be reported to

Victoria Sylvester, Managing Director  
The Governing Board

Action required to remove/control risks will be approved by

Victoria Sylvester, Managing Director

Person responsible for ensuring the action required is implemented

Clare Hancock - Safety Officer

The below will check that the implemented actions have removed/reduced the risks

Victoria Sylvester, Managing Director

Assessments will be reviewed every



12 Months minimum



## **Consultation with Employees**

Employee representative(s) are

Health and Safety matters are taken up with employees directly. There is no need for an employee representative.  
The H&S Committee will actively raise matters

Consultation with employees is provided by

Staff & Team meetings.

## **Safe plant and equipment**

Clare Hancock - Safety Officer

will be responsible for identifying all equipment/plant needing maintenance

Clare Hancock - Safety Officer

will be responsible for ensuring effective maintenance policies are drawn up

Clare Hancock - Safety Officer

will be responsible for ensuring that all identified maintenance is implemented

Any problems found with plant/equipment should be reported to

Clare Hancock - Safety Officer



Clare Hancock - Safety Officer

will be responsible for identifying all substances which need a COSHH assessment

Clare Hancock - Safety Officer

will be responsible for undertaking COSHH assessments

Clare Hancock - Safety Officer

will be responsible for ensuring that all actions identified in the assessments are implemented

Clare Hancock - Safety Officer

will be responsible for ensuring that all relevant employees are informed about the COSHH assessments

Clare Hancock - Safety Officer

will check that new substances can be used safely before they are purchased

Assessments will be reviewed every

12 Months minimum





### **Information, instruction and supervision**

The Health and Safety Law Poster is displayed

Notice board in kitchen at HQ (Acacia)

Health and safety advice is available from

Clare Hancock - Safety Officer  
Paul Bailey, HR Manager

Supervision of young workers/trainees will be arranged/undertaken/monitored by

Paul Bailey, HR Manager

### **Competency for tasks and training**

Induction training will be provided for all employees by

Line Managers and Supervisors/Team Leaders

Job specific training will be provided by

Line Managers and Supervisors/Team Leaders

Specific jobs requiring special training are



Lone Working  
VDU use  
Equipment carried in company vehicles

Training records are kept by

Paul Bailey, HR Manager

Training will be identified, arranged and monitored by

Clare Hancock, Partnership Manager

**Accidents, first aid and work-related ill-health**

Health surveillance is required for employees doing the following jobs

None

Health surveillance will be arranged by

Not Applicable

Health surveillance records will be kept by/at

Not Applicable



The first aid box & AED is kept at

Kitchens, main reception areas

The appointed person is

Gary Peake, Trainer

All accidents and cases of work-related ill health are to be recorded in the accident book. The book is kept by

Clare Hancock - Safety Officer  
Paul Bailey – HR Manager

Clare Hancock - Safety Officer  
Paul Bailey, HR Manager

is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority.

**Monitoring**

To check our working conditions, and ensure our safe working practices are being followed, we will

1. Conduct a Health and Safety audit monthly
2. Hold at least one quarterly meeting with staff where health and safety matters will be discussed.
3. Follow up any accident, or near miss accident, to see if our procedures need reviewing.



4. Listen to any complaint or comment which suggests that the Acacia may be deficient in any aspect of its health and safety procedures/processes.
5. Maintain H&S related records
6. Maintain contractual requirements in regards to H&S

Clare Hancock, Safety Officer

is responsible for investigating accidents

Paul Bailey, HR Manager

is responsible for investigating work-related causes of sickness absences

Victoria Sylvester, Managing Director

is responsible for acting on investigation findings to prevent a recurrence.

### **Emergency procedures – fire and evacuation**

Amy Oliver, Fire Marshall

is responsible for ensuring the fire risk assessment is undertaken and implemented

Escape routes are checked by/everyday

Amy Oliver, Fire Marshall

Fire extinguishers are maintained and checked by



Specialist contractors, every year. (January)

Alarms are tested by

Amy Oliver, Fire Marshall

Emergency evacuation will be tested every

6 months.

## **HEALTH AND SAFETY MANAGEMENT PROCESS**

Acacia Training Limited believes that consideration of the health, safety and welfare of staff, learners and apprentices is an integral part of the management process. The provision of the Health and Safety at Work etc Act, associated Codes of Practice and other relevant Directives will be adopted as required standards within the Company. Responsibility for health and safety matters shall be explicitly stated in management job descriptions.

The Company requires managers to approach health and safety in a systematic way, by identifying hazards and problems, planning improvements, taking executive action and monitoring results so that the majority of health and safety needs will be met from locally held budgets as part of day-to-day management, although many health and safety problems can be rectified at little additional cost.

For major additional expenditure, cases of need will be submitted by Directors & Senior Managers to the Managing Director.

If unpredictable health and safety issues arise during the year, the Managing Director must assess the degree of risk, in deciding the necessary resources and actions to commit to addressing these issues.

## **HEALTH, SAFETY AND WELFARE GUIDELINES**



It is the policy of Acacia Training Limited to require departmental managers to produce appropriate departmental health and safety policies or guidelines. These should embody the minimum standards for health and safety for the department and the work organised within it.

It shall be the responsibility of the manager to bring to the attention of all members of his or her staff and where appropriate learners & apprentices, the provisions of the guidelines, and to consult with appropriate Health and Safety Representatives about the updating of these guidelines. Suggested model contents of a guideline are:

- a clear statement of the role of the department;
- regulations governing the work of the department;
- clear reference to safe methods of working, for example nursing procedures, manufacturers' manuals;
- information about immediate matters of health and safety concern, such as fire drills, fire exits, first aid;
- training standards;
- the role and identity of the Health and Safety Representative;
- names of specialist advisers who can be approached about the work of the department;
- the manager responsible for organisation and control of work;
- accident reporting procedures;
- departmental safety rules;
- fire procedures;
- policies agreed by the Company.

## **IDENTIFICATION OF HEALTH AND SAFETY HAZARDS**

### **ANNUAL AUDIT AND REGULAR RISK ASSESSMENTS**

It is the policy of Acacia Training Limited to require a thorough examination of health and safety performance against established standards in each department, **at least** annually. The technique to be adopted for such examinations will be the 'Safety Audit'. The Audit requires review of:

- standards laid down in the policy;
- departmental guidelines;
- relevant regulations;
- environmental factors;
- staff, learner and apprentice attitudes;



- staff, learner and apprentice instructions;
- teaching delivered to learners
- methods of work;
- contingency plans;
- Risk assessments of learner and apprentice workplaces conducted by qualified staff;
- recording and provision of information about accidents and hazards and the assessment of risk.

The information obtained by the Audit will be used to form the basis of the plan for the department for the following year.

The responsibility for ensuring that audit activity is carried out as part of this policy rests with the Managing Director and will be carried out by the Safety Officer. Although the Audit remains a management responsibility, managers are required as part of this policy to seek the involvement of the appropriate Health and Safety Representative in the conduct of the Audit.

It is the management's responsibility to ensure that any deficiencies highlighted in the Audit are dealt with as speedily as possible.

In addition to carrying out Safety Audits, it is the responsibility of the department manager to have checked, at least quarterly, all portable equipment, including electrical appliances, in their area, and to ensure that all problems are immediately dealt with.

Managers have a continual responsibility for the elimination of hazards in order to maintain a safe working environment and will also be expected to carry out regular **risk assessments** in line with the Health and Safety Executive Guidelines; that is follow the 5 steps:

1. Identify the hazards
2. Decide who might be harmed and how
3. Evaluate the Risks and decide on precautions
4. Record the findings and implement the precautions
5. Review the assessment and update when necessary



## **SAFETY REPRESENTATIVES**

Acacia Training Limited will support Safety Representatives in carrying out their role and give all reasonable assistance. Safety Representatives will be encouraged to discuss specific health and safety issues with the relevant Head of Department. They may also formally report hazardous or unsafe circumstances to the Head of Department and will be formally notified of the remedial action taken or be given a reason why the action cannot be taken.

## **TRAINING**

Health and Safety training shall be incorporated within training programmes, as part of the development of a systematic training plan. Health and Safety training needs will, therefore, be identified and planned for in the same manner as other training needs.

Four areas of need shall be given special priority:

- training for managers, to equip them with an understanding of the manager's responsibilities under this policy, and the role and purpose of safety representatives;
- training for safety representatives to enable them to discharge their function;
- training for all members of staff to acquaint them with the main provisions of the law and its practical implication, the main features of this policy and key safety rules; this includes training relevant to learners and apprentices
- induction and in-service training for staff, learners and apprentices at all levels to acquaint them fully with new requirements and hazards.

## **RECORDS, STATISTICS AND MONITORING**

The Company will operate systems for recording, analysis and presentation of information about accidents, hazard situations and untoward occurrences. Advice on systems will be provided by the Safety Officer, in conjunction, where appropriate with specialist advisory bodies for example local Environmental Health Departments, and the responsibility for the operation of these systems rests with managers and supervisors at all levels. Information obtained from the analysis of accident statistics must be acted upon and, where necessary, bids for additional expenditure made to the Managing Director.





## **REPORTS TO THE HEALTH AND SAFETY EXECUTIVE**

The responsibility for meeting the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1985 (RIDDOR) to the Health and Safety Executive, shall rest with the Managing Director as delegated to the Safety Officer.

## **SPECIALIST ADVISORY BODIES**

Certain bodies and the individual members of those bodies, have always had a Health and Safety role, most notably, the Health & Safety executive, or local Environmental Health Departments. If further specialist advice is required, this may be obtained by Managers from expert individuals or bodies outside the Company.

## **THE OCCUPATIONAL HEALTH SERVICE**

It is the policy of the Company to obtain independent Occupational Health advice when required. Such services can include counselling on health and associated matters, investigation of hazards and accidents, environment studies, health interviews and employment medicals.

## **FIRST AID**

It is the policy of the Company to make provision for First Aid and the training of 'First Aiders' in accordance with the First Aid Regulations (1982). The Safety Officer is responsible for ensuring the Regulations are implemented and for identifying training needs.

## **FIRE**

The Managing Director is responsible for ensuring that the staff receive adequate fire training, and that nominated fire officers are designated in all Acacia Training Limited premises. The Managing Director delegates these responsibilities to the listed staff.

In addition, the Company will nominate a Fire Officer (this may be the Safety Officer or someone external to the Company) who will:

- report and advise on the standard of fire safety in the Company's premises and the standard of fire training of its staff;
- undertake overall responsibility for fire training;
- assist in the investigation of all fires in the Company's premises and to submit reports of such incidents.

## **CONDEMNATION AND DISPOSAL OF EQUIPMENT**

Procedures for the condemnation and disposal of equipment are determined by the Managing Director. Managers introducing new equipment should have such equipment checked initially by the Safety Officer.

## **FOOD HYGIENE**



Those Managers who have responsibility for food acquisition, storage, processing and serving, and staff induction and hygiene training, are responsible for ensuring that these functions are undertaken to the necessary legal standards. Any suspected outbreak of food poisoning or other unexplained and possibly food related incidents must be reported to the Safety Officer.

### **LIFTING AND HANDLING**

Managers are responsible for informing staff, learner and apprentices of safe lifting techniques. The Safety Officer will identify specific training needs and ensure training in lifting and handling is provided to staff who require it.

### **NON-SMOKING ON COMPANY PREMISES**

Acacia Training Limited policy is that there will be no smoking in its buildings. The overall aim is to reduce smoking and so save lives, reduce risk of fire, prevent unnecessary illness and chronic disability. The rules relating to smoking on Company premises are available from Head Office. These rules also extend to e-cigarettes/vaping.

### **CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH**

The Control of Substances Hazardous to Health Regulations (COSHH) require the Company to identify those substances which are in use and which are hazardous to health (as legally defined) and to assess the risk of those substances. The Company must also provide and use controls to prevent exposure to substances hazardous to health; maintain controls by monitoring exposure, or by health surveillance of employees; and provide information, instruction and training for employees on all these matters. The Safety Officer is responsible for implementing these Regulations.

### **COMPUTER INSTALLATIONS AND VISUAL DISPLAY UNITS**

All new computer installations must adhere to the British Standard Specifications and comply with the Health and Safety (Display Screen Equipment) Regulations 1992. All new employees operating such equipment are expected to read the Health and Safety Executive guidance entitled 'Working with Display Screen Equipment'. New employees who regularly use VDUs will be required to undergo sight screening.

### **CONTROL OF WORKING TIME**

Acacia Training Limited is committed to the principles of the Working Time Regulations. No member of staff or learners & apprentices is expected to work more than 48 hours per week (including overtime) unless there are exceptional circumstances. Similarly, all other requirements of the regulations e.g. in relation to breaks, night workers etc. will be complied with.

### **HEALTH AND SAFETY AND THE INDIVIDUAL EMPLOYEE**



The Health and Safety at Work Act requires each employee 'to take reasonable care for the Health and Safety of themselves and of any other person to whom may be affected by their acts and omissions' and co-operate with management to enable them to carry out their responsibilities under the Act. Employees have equal responsibility with the Company for Health and Safety at Work.

The refusal of any employee to meet their obligations will be regarded as a matter to be dealt with under the Disciplinary Procedure. In normal circumstances counselling of the employee should be sufficient. With a continuing problem, or where an employee leaves themselves or other employees open to risk or injury, it may be necessary to implement the formal stages of the Disciplinary Procedure.

### **PEOPLE WORKING ON COMPANY PREMISES NOT EMPLOYED BY THE COMPANY**

Persons working in Acacia Training Limited premises who are employed by other organisations are expected to follow Company Health and Safety Policies with regard to the safety of Company employees, their own personal safety (and that of other parties such as the general public if appropriate) and their method of work. This responsibility will be included in contracts or working arrangements.

### **VISITORS AND MEMBERS OF THE PUBLIC**

The Company wishes to ensure that as far as is reasonably practicable, the Health, Safety and Welfare of visitors to Company establishments will be of the highest standard.

Any member of staff who notices persons acting in a way which would endanger other staff, should normally inform their Head of Department. If the danger is immediate, common sense must be used to give warning, call for assistance or give aid as necessary. It is equally important not to over-react to a situation.

### **CONTRACTORS**

The Company wishes to ensure that as far as is reasonably practicable, the Health, Safety and Welfare of Contractors working in the Company's establishments will be of the highest standards. In addition, Contractors and their employees have an obligation so far as is reasonably practicable to ensure all equipment, materials and premises under their control are safe and without risks to health.

Contractors must also observe the Company's Fire Safety Procedures. These obligations will be drawn to the attention of the Contractors in the contract document issued to them. In addition, a Company Manager will be identified in the contract as having authority to stop the work of Contractors who are placing themselves, other staff, or visitors at risk. Any member of staff who judges there is a risk where contractors are working, should inform their Manager immediately.

In tendering, Contractors will be asked to confirm they have a written Health, Safety and Welfare Policy. The Company's Manager letting the Contract will be responsible for monitoring the Health and Safety performance of the Contractor and the Contractor's performance will be a factor in deciding whether or not to invite the Contractor to tender again.



## Policy Amendment – 01/07/2020

### Covid-19

#### Aim of the policy

To ensure that the risks of COVID-19 presented to learners, staff and visitors are kept at a minimum level.

#### Policy objectives

- To conduct all activities safely and in accordance with government legislation.
- To provide a safe environment for all.
- To ensure a methodical approach to the identification of risks and the allocation of resources to control them.
- To be open on all communication in regards to health, safety and welfare.

#### Policy Statement

Acacia Training Limited recognises and accepts full responsibility as an employer and provider of services and will provide a safe and healthy workplace and learning environment for all staff, learners and visitors.

We will adopt health and safety arrangements under COVID-19 in line with Health and safety legislation and in consideration of government guidelines.

Good Health and safety management will be an integral part of the way in which the business operates and will be considered across all work activities.

#### Acacia Training will:

Apply and communicate sensible risk management and safe working practices, these will include:

- Regular assessment of hazards and associated risks.
- Implementing preventative and protective control measures against those risks to an acceptable level.
- Monitoring of the effectiveness of these measures to be carried out by the directors and senior leadership team.
- Provision of information, instruction, training and protective equipment to all staff.
- Review of risk assessments, policies, procedures and practices at regular intervals and when additional information is provided by government changes.
- Implement measures to ensure social distancing is observed across the site and in all other buildings.
- Maintain an appropriate hygiene and cleaning regime to be followed by all for the duration of COVID-19.
- Ensure that staff are informed and instructed to ensure competence and awareness of Health & Safety precautions required during COVID-19.



- To educate learners about COVID-19 and encourage and re-assure them about the measures in place to protect everyone.
- Communicate regularly and effectively with staff and learners about the business's response to COVID-19.
- Put in place any flexible working arrangements needed to support during COVID-19 including home working, flexible start and end times.
- Put in place measures to check on staff well-being.
- Draw up contingency plans for – Someone falling ill or demonstrating symptoms on site and the deep cleaning of the business in the event of an outbreak of COVID-19 on site.
- Provide appropriate PPE as required to all staff.

Staff must take personal responsibility to ensure that they have fully read and adhere to the following to protect their own safety and knowledge.

- The most up to date copy of the Acacia Training Limited risk assessment – this is available to all staff and will be communicated out.
- Complete a COVID-19 related training resource inclusive of infection control.
- Health and Safety policy.