



**Together
Training**

**Health and
Safety Policy**

TOGETHER TRAINING LTD

General Statement of Health and Safety Policy

Together Training recognises and accepts its duty of care under the Health and Safety at Work Act (1974) to provide a safe and healthy working environment for all its employees, for apprentices and for other people who use its premises. Together Training and its employees will work together to promote safe working practices, prompt and accurate reporting procedures and to ensure that individuals are aware of their different responsibilities Under the Act.

The Board

The Board, including Managing Director, has overall responsibility for Health and Safety within Together Training. The Board will, as a responsible employer, make every endeavour to meet its legal obligations under the Health and Safety at Work Act and to specific regulations made under the Act. To ensure, in so far as is reasonably practicable, the health and safety of its employees and the general public. Together Training Board will receive reports from the Managing Director on the effectiveness of this policy.

Implementation of the policy

Communication

Communication of the policy to job applicants and employees/apprentices through induction, training and regular meetings.

Engagement with partners

In selecting our partners, we will consider their commitment to Health and Safety by: reviewing their policies and procedures.

Users of services

We will make our services accessible by providing support applicable to individual needs.

Monitory the policy

The Managing Director (MD), John McMahon, has overall responsibility for the implementation of this policy.

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This policy will be monitored to judge to what extent it is working and identify areas for improvement. Monitoring will relate to both employees/apprentices, and methods used will include questionnaires and Interviews and feedback forms.

The policy will be promoted and implemented by Managing Director monitoring the policy.

Methods of **communicating** the policy will include:

- Making available a copy of the policy to prospective applicants, current staff and learners
- Making use of team meetings to discuss the policy and defining areas where practice could be improved
- Providing Health and Safety guidance to staff

Health and safety in Practice.

In carrying out the policy, the organisation will carry out the following actions:

- Full training of staff on the content of the policy
- Making learners aware of the policy
- Dealing with any breaches of the policy

Together Training Leadership Group

The Managing Director and relevant members of the Together Training Leadership Group are responsible for oversight and management of Health and Safety for the training provider to include:

- a) Reporting to the Managing Director on health and safety matters
 - b) Overseeing the implementation and management of the Health and Safety Policy
 - c) Keeping the Managing Director informed of developments which may affect Together Training in respect of health and safety.
- Acting as the focal point for day to day references on health and safety and giving advice or indicating sources of advice
 - Monitoring standards of health and safety matters when required
 - Obtaining specialist advice on health and safety matters when required
 - Monitoring, producing statistics, investigating and taking action where appropriate and keeping records of accidents and hazardous situations
 - Reporting events to the Health and Safety Executive as required by the Reporting of Injuries, Diseases, and Dangerous Occurrence Regulations (RIDDOR)
 - Developing, implementing and reviewing health and safety arrangements in consultation with appropriate employee and management representatives
 - Monitoring compliance with the Management of Health and Safety at Work Regulations and other relevant legislation and associated codes of practice
 - Managing first aid provision within Together Training
 - Advising on appropriate training and development to ensure compliance with the Act
 - Advising on actions to be implemented for home-workers in periods of uncertainty or the Training Provider's mandatory closure when mandated by appropriate authorities
 - Ensuring any building works comply with building regulations, fire regulations and construction design management
 - Ensuring, so far as is reasonably practicable, that the work of all external contractors is conducted in a safe manner
 - Convening safety committee meetings as required by the Health and Safety at Work Act 1974

- Recommending the provision of adequate resources when compiling annual budgets to maintain the health and safety standards and recommending specific emergency expenditure
- Reviewing and effecting procedures to be followed in the event of serious and imminent danger
- Managing the provision and maintenance of firefighting equipment
- Ensuring statutory checks and testing is maintained, where possible, in the event of an unprecedented prolonged closure of the Training Provider.

- All staff and students are aware of, understand and implement the Health and Safety Policy and associated arrangements

- A safe place of work and safe systems are established and maintained
- Any health and safety problems are resolved, as far as they are able to do so, referring to the Health and

Safety Manager for advice and further assistance if necessary

- Appropriate health and safety records are kept and maintained
- Regular safety inspections are conducted with remedial actions undertaken in a timely manner
- Suitable and sufficient risk assessments are conducted and adequate control measures implemented
- All staff and students are given an appropriate health and safety induction
- Requirements for information, instruction, training and supervision are identified and provided to safeguard, so far as is reasonably practicable, the health, safety and welfare of all staff, students and others affected .All staff and students are encouraged to contribute positively to their own health, safety and welfare
- All learning takes place, so far as is reasonably practicable, in a safe, healthy and supportive environment
- Support staff working from home in the event of a mandatory Training Provider closure caused by an unprecedented event to include adjustment to allow employees to perform in the home working environment and to take account of their physical and mental well-being

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All Employees

All employees, whether permanent or temporary, are expected to:

- Be conversant with the fire, evacuation and first-aid emergency procedures and apply them as required
- Know the specific control measures to be adopted in their own area of work and ensure they are applied
- Be conversant with and comply with the Health and Safety Policy and associated arrangements d) Follow any safe systems of work in place
- Check that all required risk assessments are in place and readily available before undertaking any work-related activities, whether on the Training Provider premises or elsewhere
- Ensure that all portable electrical equipment in use carries a valid test sticker
- Bring to the attention of the appropriate line manager concerns over matters affecting health and safety
- Observe standards of dress and hygiene consistent with health and safety

- Exercise good standards of housekeeping and cleanliness consistent with health and safety
- Use and not wilfully abuse, neglect or interfere with things provided for their own safety and/or the safety of others
- Co-operate with other staff in promoting improved safety measures in the College and comply with instructions given by their line manager in relation to health and safety

In addition to the responsibilities listed for all staff, teachers are expected

to: a) Ensure that all students through the quality of their learning experience:

- Gain an understanding of the importance of health and safety
- Understand how hazards are identified, risks are assessed and the principles of control measures
- Develop a set of safe behaviours, so that they play an active part in the process and acquire practical, transferable skills from their experience
- Exercise effective supervision of their students
- Ensure learners follow evacuation procedures when required
- Be aware of the Training Provider's first aid procedures in relation to students
- Ensure activity/area specific risk assessments and control measures are understood and applied by all students
- Deliver a health and safety induction to all students, commensurate with risk, and conduct checks on the learner's understanding
- Give clear instructions and warnings to students as often as is necessary (notices, posters and handouts are not enough)
- Ensure students, where necessary, correctly use protective equipment, clothing, guards, safe systems of work etc
- Co-operate with SLG/SMT, as far as reasonably practicable, to enable a suitable remote working environment in the event of a mandatory Training Provider closure caused by an unprecedented event resulting in home working

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Students

All students are expected to:

- Exercise personal responsibility for the safety of themselves and their colleagues
- Observe standards of dress consistent with safety and hygiene
- Follow the instructions of staff in relation to safety and particularly in the use of tools, machines and apparatus
- Obey all the safety rules of Together Training and in particular the instructions of staff given in an emergency or an unprecedented Training Provider closure period which results in remote access to teaching, learning and other support services
- Use and not wilfully abuse, neglect or interfere with things provided for their safety
- Comply with the Health and Safety Policy and associated arrangements, in particular those relating to smoking, alcohol and drugs

Health and Safety training

shall be incorporated within induction for each employee and taught class.

Three 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.
- Briefing for new learners on aspects relevant to them.
- 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

Statement of Arrangements for Carrying out the Health and Safety Policy

Together Training will conduct its health and safety activities in accordance with the Health and Safety Policy and associated arrangements. The chain of responsibility for Health and Safety matters within Together Training will be through the normal management structure and as outlined in this policy.

All health and safety procedures will be reviewed annually or sooner if prompted by external factors such as legislative changes, new or revised Approved Codes of Practice or guidance or internal factors such as audit findings, accidents, work related ill health, organisational changes etc.

Policy and procedural documents and forms (new or revised) will be made available to all staff via Sharespace as soon as they are adopted. It is the responsibility of all managers to be aware of the Together Training Health and Safety policy and procedural documents and to ensure that their staff (permanent or temporary) are able to access relevant health and safety documents.

This Health and Safety Policy should be read in conjunction with other Together Training policies and procedures as appropriate.

STATEMENT OF ARRANGMENTS FOR BUSINESS CONTINUITY DURING COVID-19 PANDEMIC

The chain of responsibility for Health and Safety matters within the Training Provider during a compulsory shutdown as mandated by the Government will be through the normal management structure and as reviewed and outlined in this policy.

Roles and responsibilities have been edited accordingly and appropriate measures implemented to allow for statutory maintenance and building checks, home-working and remote learning.

This policy will be reviewed at intervals of 1 year to ensure it remains up to date and compliant with the law. The policy was last updated March 2021 and is due for review March 2022. The policy may also be reviewed if legislation changes or if monitoring information suggests that policy or practices should be altered

Approved by	Date
Board	March 2021

For further information, please visit
togethertraining.co.uk

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