

Health & Safety Policy

Responsible person: - Dianne Taylor – Director

Written in-line with the Health and Safety Act 1974

Audience

This policy is for staff, learners, visitors and external trade or other professionals who may be visiting Arrow Care Training Ltd

Our Commitment

We are committed to taking our responsibility seriously and will follow the HSE guidelines to ensure our Staff and visitors are safe at all times by having robust systems in place. Our aim is to be a Low-Risk company in the management of Health & Safety. Monitoring of systems and documentation will be in-line and comply with ISO 45001 standards. As part of our commitment to Health and Safety we will ensure that all equipment and resources will be tested as identified on the risk assessments and actions taken if they fall below the accepted standard.

This policy is available to staff, employers, learners, parents/guardians, others who may do work on behalf of Arrow Care Training and the public via our website, electronically via email, hardcopy by contacting our office on 0114 2475777. It is available in different font sizes and can be printed on different coloured paper. A summary is also available in the learner handbook. Staff are trained in how to use the policy as part of their induction and role

Introduction

Arrow Care Training Ltd understands it has a duty of care under the Health & Safety Act 1974. This includes having a policy that reflects our company. We understand we could do a simple version of this policy due to the number of staff employed, however it is our intention to ensure employees and visitors have a good understanding of the depth we believe is necessary to minimise the risk of accidents, incidents or near misses happening to anyone

How we monitor Health and Safety

- All staff will check visitors' identity prior to allowing them to enter the communal building via the intercom
- All visitors will be asked to sign in and out when visiting the office block
- Visitors will only be allowed on the premises when supervised by a member of staff. Children need to be supervised by a responsible adult when visiting our premises
- All electrical equipment and resources will be checked on a regular basis to ensure it is 'fit for purpose'
- All staff will have an induction which includes Health and Safety Training with regular updates for Continuous Professional Development. Staff are trained on how to use this policy as well as how to use the risk assessments that are in place



- All learners are given the 'Keep Safe' booklet, this can be in hardcopy, electronic or large print/font size. This booklet supports the training sessions delivered by tutors
- All learners, employers and employees are made aware of the 'Citizen Aid' app and are encouraged to download it to their mobile phone
- All learners will have a Health and Safety induction at the start of their programme and relevant training during their learning. This is identified in the Apprenticeship Standards and Diplomas where this is part of the Apprenticeship
- All learners will be monitored for Health and Safety on every formal review and any accidents, incidents or near misses documented and the main provider informed. Risk assessment would be reviewed and altered accordingly
- A Pre-Vet is carried out at each employer's establishments prior to their employees commencing their Apprenticeship programme. This is reviewed annually. A copy of the employer's liability is also kept on file and updated when renewed
- All learners must sign in/out of the class register at all times. It is the responsibility of the tutors to keep a register of learners who attend/don't attend. Non-attendance will be followed-up with their employer
- Health and Safety will be an agenda item on each meeting
- Staff working out of hours will be asked to contact a manager to ensure they have arrived home safely
- All staff are aware of the emergency password should they feel under duress whilst lone working. They know to ring the office/out of hours if they are under duress or in a threatening or unsafe situation. The receiver would then contact the emergency services giving their last known whereabouts from their on-line diary

All personal

Under section 7 of the Health & Safety at Work act 1974 the following duties are imposed on all employees:

- To take reasonable care for themselves and others that may be affected by their acts or omissions
- To co-operate with the employer or others to enable them to carry out their duty and statutory requirements.

Other duties imposed by the Management of Health & Safety at Work Regulations include:

- Every employee shall use any equipment, material or substance provided to them in accordance with any training or instruction.
- Every employee shall inform their employer of any risk situation or shortcoming in the employee's protection arrangements.

All employees have the responsibility to co-operate with supervisors and managers to achieve a healthy and safe workplace.

- All accidents, incidents or near misses must be reported to the Health and Safety responsible person. Staff must then complete the Accident/Incident book and file the report under UK GDPR guidance
- Any RIDDOR incidents need to be reported to the responsible person, the main provider and the Health and Safety Executive (HSE) Identified reportable incidents can be found on the HSE website. 'Specific Injuries' previously known as 'Major Injuries' can be found in RIDDOR 2013 regulation 4
- Any person who becomes ill whilst on our premises will be cared for by the First Aider until alternative arrangements can be found This could include calling Emergency Services if necessary, calling the persons next of kin, taking the person home or to Accident and Emergency if this would be in their best interests. If the person was a young person, their parent/guardian would be contacted. If the person required self-medication, e.g., an inhaler, staff may pass this to the patient but **not** administer any medication. Any illness and actions would always be documented for future reference
- Should a learner become ill whilst attending a training course at the employer's premises, the tutor would deal with the learner and ask another learner to locate the person in charge and ask them to attend. This person would then follow their own policy/procedure

Visitors and learners are not permitted to operate equipment other than for the purpose of training.

Commitment has been gained from the Directors, staff, main contractor and the awarding organisation through yearly audits

Signed off by –

Name Dianne Taylor

Signature DTaylor

Date 10.1.22

