

Policy title:	Health, Safety and Welfare Policy	Date of Issue:	01/02/18
Owner:	Lee Johnston, Health and Safety Officer	Issue Number:	18-1

1. Policy Statement

1.1. TRS Training Limited will take all necessary steps, so far as is reasonably practicable, to ensure that adequate provisions are made in order to ensure the health, safety and welfare at work of its employees, its learners and any authorised persons using TRS Training's premises.

2. Scope of the Policy

2.1. This policy applies to:

- All members of staff
- Our learners
- Apprentices in learning with us along with their employers
- Employers
- Subcontractors
- Partners
- Any authorised persons using our premises

2.2. It address the

- Health, safety and wellbeing arrangements
- Accident reporting process
- Fire safety processes

3. TRS Values

This policy underpins our commitment to our values, with particular reference to:

- RESPECT – All individuals and their unique talents
- SUPPORT – A strong ethos of care, guidance and support
- RESPOND – Listening to our customers, partners and stakeholders and being equipped to meet their changing needs
- PARTNERS – Developing sustainable partnerships where everyone involved benefits from the relationship
- QUALITY – Providing outstanding teaching, learning and customer service
- DEVELOPMENT – Supporting continuous professional development for all staff

4. Implementation Principles

- 4.1. Staff (including subcontractors) required to engage with work based students away from our main premises will be competent to assess any work environment they might reasonably be required to work in; being health and safety aware and vocationally competent having been employed, or provided with appropriate training, to be able to make reasoned judgment calls about the safety of their working area and the learner's / apprentice's workplace.
- 4.2. TRS Training Ltd. is responsible for ensuring that the health, safety and welfare of its learners, employees and visitors is protected in all activities at work. We will monitor learner health, safety and welfare as part of the learner progress reviews; staff Induction and Appraisal processes and act immediately should concerns arise.

- 4.3. All designated staff will carry out regular risk assessments of the area and activities under their management. These risk assessments should be carried out annually at least, and some risk assessments will require more regular completion. The risk assessments will be recorded in writing, with an agreed target date for any actions that have been identified. If there are any risks that cannot be eliminated all employees working in that area will be made aware of specific safe working practices. We will ensure that the premises are safe, and that all hazards are removed where possible. If it is not possible to remove a hazard clear signage will be displayed advising employees and any other visitors to the premises of the nature of the hazard and the precautions that should be taken.
- 4.4. All chemicals and other substances that are hazardous to health must be stored and used in accordance with the manufacturer's instructions. Such materials will have a COSHH (Control of substances Hazardous to Health Regulations 2002) label on them, and the guidance on this label must be followed in full.
- 4.5. We will ensure that all employees receive the appropriate training so that they are competent in all their work duties. If any employee acts in a manner that is likely to put others in danger appropriate disciplinary action will be taken.
- 4.6. We will undertake Health and safety vetting process to ensure the apprentice's workplace meets health, welfare and safety standards. Apprentices will participate in Health and Safety awareness training as part of their Induction, which will be documented to record the outcomes and confirm their knowledge.
- 4.7. Learning programmes will help learners to gain an understanding of the importance of health and safety, understand how hazards are identified and risks assessed to enable them to understand the principles of control measures.
- 4.8. Staff are issued with branded lanyards and staff ID cards, that include safeguarding contact details.
- 4.9. We will ensure that all staff, visitors and learners including apprentices receive the necessary PPE required by the job being undertaken and are trained in its use. Trainers will be supplied with a uniform that includes a warm fleece and a hi-visibility vest.
- 4.10. Staff who work away from Head Office will record all details of their whereabouts, including times, of their working hours in their online calendar. Failure to adhere to this requirement may result in disciplinary action. They will be also be required to complete lone worker risk assessments and carry their workphone and first aid kit and emergency response equipment at all times.

5. Accident reporting

- 5.1. In order to avoid misunderstanding, the company deem an accident and near-miss to be defined as:-
 - Accident: - "any unplanned event that results in personnel injury or damage to property, plant or equipment. For the purposes of this policy, an accident at work is any unplanned event which results in an employee suffering injury in the course of his/her work whilst carrying out an authorised work activity, and an accident to a person which arises in a place or as result of an activity where TRS Training Ltd. has responsibility to ensure the safety of others.
 - Near-miss: - "an unplanned event which does not cause injury or damage, but could have done so." Examples include: items falling near to personnel, incidents involving vehicles and electrical short-circuits.
- 5.2. TRS Training Limited has a duty in law to ensure that any accident involving personal injury occurring within its area of responsibility is formally reported and that here is policy in place to ensure the circumstances and cause of the accident are investigated. Line managers take on this responsibility as part of their normal supervisory role.
- 5.3. It is the responsibility of all of the above mentioned parties to ensure that the correct procedures are followed when any employee, visitor or contractor experiences an accident, near-miss or dangerous occurrence on the company's premises, irrespective of the resulting injury or damage. All incidents should be reported according to the approved procedures.
- 5.4. Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) there is a requirement for TRS Training Ltd. to report to the Health and Safety Executive specified accidents or ill

health arising from work. If someone has died or has been injured because of a work-related accident this may have to be reported. Not all accidents need to be reported, a RIDDOR report is required only when the accident is work-related and it results in an injury of a type which is reportable.

- 5.5. RIDDOR requires TRS Training to report accidents if they happen 'out of or in connection with work'. The fact that there is an accident at work premises does not, in itself, mean that the accident is work-related – the work activity itself must contribute to the accident. An accident is 'work-related' if any of the following played a significant role:
- the way the work was carried out
 - any machinery, plant, substances or equipment used for the work or
 - the condition of the site or premises where the accident happened
- 5.6. The following injuries are reportable under RIDDOR when they result from a work-related accident:
- The death of any person (Regulation 6)
 - Specified Injuries to workers (Regulation 4)
 - Injuries to workers which result in their incapacitation for more than 7 days (Regulation 4)
 - Injuries to non-workers which result in them being taken directly to hospital for treatment, or specified injuries to non-workers which occur on hospital premises. (Regulation 5).
- 5.7. The death of any person: all deaths to workers and non-workers, with the exception of suicides, must be reported if they arise from a work-related accident, including an act of physical violence to a worker. Specified injuries to workers: The list of 'specified injuries' in RIDDOR 2013 replaces the previous list of 'major injuries' in RIDDOR 1995. Specified injuries are:
- fractures, other than to fingers, thumbs and toes
 - amputations
 - any injury likely to lead to permanent loss of sight or reduction in sight
 - any crush injury to the head or torso causing damage to the brain or internal organs
 - serious burns (including scalding) which: covers more than 10% of the body or causes significant damage to the eyes, respiratory system or other vital organs
 - any scalping requiring hospital treatment
 - any loss of consciousness caused by head injury or asphyxia
 - any other injury arising from working in an enclosed space which: leads to hypothermia or heat-induced illness and requires resuscitation or admittance to hospital for more than 24 hours.
- 5.8. Over-seven-day incapacitation of a worker accidents must be reported where they result in an employee or self-employed person being away from work, or unable to perform their normal work duties, for more than seven consecutive days as the result of their injury. This seven day period does not include the day of the accident, but does include weekends and rest days. The report must be made within 15 days of the accident.
- 5.9. Over-three-day incapacitation accidents must be recorded, but not reported where they result in a worker being incapacitated for more than three consecutive days.
- 5.10. Non-fatal accidents to non-workers (eg members of the public): accidents to members of the public or others who are not at work must be reported if they result in an injury and the person is taken directly from the scene of the accident to hospital for treatment to that injury. Examinations and diagnostic tests do not constitute 'treatment' in such circumstances.
- 5.11. There is no need to report incidents where people are taken to hospital purely as a precaution when no injury is apparent.
- 5.12. Occupational diseases: employers and self-employed people must report diagnoses of certain occupational diseases, where these are likely to have been caused or made worse by their work: These diseases include:
- carpal tunnel syndrome;
 - severe cramp of the hand or forearm;
 - occupational dermatitis;
 - hand-arm vibration syndrome;
 - occupational asthma;

- tendonitis or tenosynovitis of the hand or forearm;
- any occupational cancer;
- any disease attributed to an occupational exposure to a biological agent.

Dangerous occurrences: dangerous occurrences are certain, specified near-miss events. Not all such events require reporting. There are 27 categories of dangerous occurrences that are relevant to most workplaces, for example: the collapse, overturning or failure of load-bearing parts of lifts and lifting equipment; plant or equipment coming into contact with overhead power lines; the accidental release of any substance which could cause injury to any person

5.13. Each employee is required to:

- Report to their line manager / supervisor as soon as possible, any accident causing injury at work or any suspected injury, however slight it may seem. If it is not possible to report it immediately e.g. the person is taken to hospital or goes directly home, the individual involved must advise another employee of the circumstances of the accident and any resulting injury.
- Report to their line manager /supervisor any incident/accident or near miss where only by good fortune serious injury was avoided.
- Enter all details of any injury and the circumstances of the accident in the Accident Book. If the injured person is unable to make an entry in the Accident Book they may ask someone to do this on their behalf.
- Telephone their line manager/supervisor to report that they are unable to work as a result of sickness, which they may feel is due to an industrial injury, the cause of the injury and full details of accident must be provided. Failure to notify a line manager / supervisor of absence due to industrial injury as soon as it is practicable to do so may result in loss of benefits. As the absence may be classed as normal sickness.
- Remind fellow employees who report to you that they have had an accident and sustained injury that all the details must be reported to their supervisor as soon as possible.

5.14. All accidents must be recorded in the company's accident books. These accident books will be reviewed regularly by senior management to ascertain the nature of incidents which have occurred in the workplace. This review will be in addition to an individual investigation of the circumstances surrounding each incident.

5.15. All near-misses must be reported to the TRS Health and Safety Officer as soon as possible so that action can be taken to investigate the causes and to prevent recurrence.

5.16. Line managers / supervisors will investigate any accident reported by an employee or a member of the public where the accident occurs within their area of responsibility.

5.17. Where possible line managers / supervisors will:

- If possible, ensure that any injuries sustained are treated by a first aider and take any steps necessary to make the premises safe.
- Where an employee suffers serious injury and is taken to hospital, liaise with the TRS Health and Safety Officer on steps to inform the next of kin, relative or partner.
- Advise the TRS Health and Safety Officer of any injury to a member of staff or a member of the public and ensure accidents reported by members of the public are entered in the Accident Book, and relevant follow up action taken.

5.18. In the event of a fatality or major injury accident, staff involved should notify the TRS Health and Safety Officer as soon as possible. The Health and Safety Officer will report the accident immediately to the Health and Safety Executive and will provide:

- Details of the injured person and injury sustained and the circumstances of the accident
- Details of the hospital to which the injured person has been sent.
- Confirmation that the accident site and any items that will form part of the evidence in an investigation are still available for inspection and take action to safeguard the accident scene and taking care not to destroy any important evidence relating to a serious accident or incident until the accident investigation is completed.
- A report of their investigation with any recommendations you consider necessary to prevent a recurrence

- 5.19. We shall inform the ESFA of the death of any Apprentice which is a result of work undertaken whilst in employment and who is undertaking a related Learning Programme. This shall be done by informing the ESFA's representative by telephone or email immediately upon us becoming aware of the event.
- 5.20. We will report all RIDDOR reportable incidents in line with the Regulations, and shall investigate or assess the circumstances of all Apprentice incidents within the scope of RIDDOR and follow HSE guidance 'Investigating accidents and incidents: A workbook for employers, unions, safety representatives and safety professionals' (HSG245) ISBN 0717628272. We will only use persons competent to investigate/assess Apprentice incidents with a view to identifying the causes of any incident and lessons to be learned.
- 5.21. We will monitor, and act on, any other harm to Apprentices to the extent that we could reasonably be expected to do so and/or where the harm could affect the quality of the learning experience. Harm includes (but is not limited to) incidents that cause absence from learning, any loss to the Apprentice of any physical or mental faculty or any disfigurement and incidents of bullying and harassment.
- 5.22. We will co-operate with the ESFA and Department for Work and Pensions for the purposes of the Industrial Injuries Disablement Benefit (IIDB) in respect to those Apprentices to which it applies.
- 5.23. We (and our sub-contractors and employers) can demonstrate that we have robust record-keeping procedures in respect of health, safety and safeguarding through checks on record keeping undertaken.

6. Roles and responsibilities:

- 6.1. The Board will monitor the effectiveness of the Policy and ensure that any necessary changes are made and maintained in line with development and legislation:
 - Be advised of the requirements of appropriate legislation using external sources where relevant.
 - Ensure that delegated duties for implementing health and safety requirements are carried out.
 - Instigate and maintain liaison with other management and external advisers and encourage the distribution of relevant information throughout TRS Training Ltd.
 - Arrange for funds and facilities to meet the requirements of the Safety Policy.
 - Ensure that safety is a prime consideration in all forward planning.
 - Provide adequate Public and Employer's Liability insurance cover and any other insurance necessary to meet statutory requirements.
 - Ensure that any employee failing to satisfactorily discharge the health and safety responsibilities allocated to him or her is reprimanded or disciplinary action is taken.
 - Ensure that risk assessments are undertaken for each task and that written assessments are done for significant risk areas.
 - Set a personal example as regards commitment to health safety and welfare.
- 6.2. The Operations Manager will ensure that management and employees throughout TRS Training Ltd. satisfactorily discharge the health and safety responsibilities allocated to them:
 - Ensure that tasks, courses and activities are carried out to the required standard, with minimum risk to employees, learners, equipment and materials or others who may be affected.
 - Consult the designated Health and Safety Officer before changing any existing working procedures, modifying installations or changes in equipment.
 - In conjunction with colleagues and the designated Health & Safety Officer monitor the effectiveness of the safe working procedures, safety systems and practices.
 - Ensure that the policies or procedures are amended accordingly and the appropriate personnel have been notified of such amendments and fully understand them.
 - Be advised of the broad requirements of the relevant legislation and statutory duties.
 - Take measures to ensure, so far as is reasonably practicable, in respect of each new project that adequate financial provision is made and adequate time is allowed for each project to be completed without risk of injury to employees, learners or others who may be affected.
 - Oversee that risk assessments are undertaken for each task and that written assessments are done for significant risk areas.
 - Ensure that any partners the company works with have appropriate safety arrangements so that TRS Training Ltd.'s learners attending other centres have the same Health and Safety arrangements as on site learners.
 - Set a personal example as regards commitment to health, safety and welfare.

6.3. Managers will develop and implement, so far as is reasonably practicable, health and safety within their area of work in accordance with the overall objectives of this Policy:

- Ensure that suitable and sufficient assessments and risks to health and safety are carried out and corrective action carried out to so far as is reasonably practicable reduce or eliminate the associated risks.
- Ensure that all employees have read and understand the Health & Safety Policy.
- Ensure that machinery is adequately guarded, that all equipment is in good working order and that it is operated safely in accordance with the appropriate safe working procedure.
- Ensure that toxic, highly flammable and hazardous substances are correctly used, stored and labelled and that necessary precautions have been explained to users.
- Be advised of health and safety legislation, amendments, approved codes of practice and other safety requirements, ensuring that relevant information is passed on to the personnel who may be affected.
- Ensure that appropriate personal protective equipment is provided, is readily available and used in accordance with the relevant risk assessment or safe working procedure.
- Ensure that all incidents, accidents and near misses are reported to the Health and Safety Officer using the appropriate form.
- Provide information and training to staff, visitors and learners under their jurisdiction in safe and healthy working practices.
- Ensure that risk assessments are undertaken for each task and that written assessments are done for significant risk areas.
- Co-operate with the designated Health and Safety Officer and follow recommendations as far as is reasonably practicable.
- Set a personal example as regards commitment to health, safety and welfare.

6.4. The Health, Safety & Welfare Officer has a company-wide role to manage and co-ordinate the development of a safe working environment for staff, learners and visitors whilst in attendance at TRS Training or involved in company business away from TRS Training premises.

- Promotion of safety within the company in line with the Safety Policy
- Co-ordinate the updating of the Safety Policy in the event of a new safety initiative including legislative, technological and developmental.
- Advise the Board on all matters affecting health and safety to ensure the company meets its statutory and legal duties and obligations.
- Undertake inspection of all areas within the company.
- Maintain and update a central library of safety literature relevant to the company's needs.
- Report directly to the Director on matters likely to affect the health and safety of the staff, learners or visitors.
- Organise/develop short safety seminars on relevant topics to keep staff awareness relevant and up to date
- Liaise with the representatives of statutory bodies, staff and employers and the Board in respect of safety matters affecting the company.
- Maintain the accident book for TRS Training Ltd.
- Investigate accidents and provide reports containing causes and recommendations for action
- Review accidents to ascertain accident patterns or trends that can be eliminated or reduced.
- Oversee that risk assessments are undertaken for each task and that written assessments are done for significant risk areas.
- Set a personal example as regards commitment to health, safety and welfare.

6.5. Under the Health and Safety at Work Act 1974, all employees have a general duty to "take reasonable care for the health and safety of themselves and of other persons who may be affected by what they do, or fail to do, at work" and not to misuse or abuse items provided in the interests of health and safety:

- Comply with this safety policy
- Comply with all hazard/warning signs and notices displayed on the premises.
- Read and observe any official notices and instructions displayed in your work area.
- Make proper use of all safety equipment and facilities provided to control working conditions/environment.
- Keep work areas clean and in a tidy condition.
- Dispose of all rubbish and waste materials within the working area, using the facilities provided.
- Clear up any spillage of liquids as soon as is practicable

-
- Conform with all emergency procedures pertinent to your work activity.
 - Ensure fire escape routes, firefighting equipment and fire doors are used appropriately and maintained in the correct order
 - Report any use of firefighting equipment to the Health and Safety Officer.
 - Seek first aid attention from a First Aider for all injuries sustained, and ensure that appropriate records are entered onto an Accident Report Form.
 - Report all incidents, accidents and near misses to the Health and Safety Officer.
 - Report to their manager any condition which could affect the safety of themselves or others.
 - Carry out work in a way that does not endanger their health or that of others.
 - Set a personal example as regards commitment to health, safety and welfare.

6.6. TRS Training Ltd believes that apprentices are entitled to learning in a safe, healthy and supportive environment. To ensure this we will complete a health and safety inspection of the apprentice's working environment and monitor the maintenance of minimum standards at times throughout the programme. However the apprentice also has a responsibility to work with us by:

- Adhering to their employer's safety rules
- Participating in health and safety training and updates throughout their apprenticeship programme
- Notifying their assessor if they have any concerns regarding their health, safety or welfare at work
- Notifying their assessor if they are involved in an accident or near miss or if they develop any form of medical condition which may be related to their job

7. Policy Monitoring and reporting arrangements

- 7.1. Health, safety and welfare data, incident reports and other related information will be analysed by the Board at quarterly meetings and action points identified and implemented where required.
- 7.2. The board will monitor the sufficiency and effectiveness of the policy and receive reports on staff development activities. Revision of the policy will take place every 3 years, or earlier if significant changes to our services occur.