

H&S Policy & Procedure

Purpose

The purpose of this procedure is to:-

- Define the specific responsibilities of individuals (including all employees, employers and participants) for Health, Safety and Welfare as described within the Policy.

Organisation and Responsibilities

1. The directors of RICHMOND Training, and Managers.

1.1 Has overall and final responsibility for all health, safety and welfare matters within Richmond Training Academy.

1.2 The directors and managers will regularly monitor health and safety performance with the Managers and the Director with responsibility for Health and Safety.

2. Office Manager and Management Team

2.1 Is responsible to the Richmond Training directors for the effective implementation of the health, safety and welfare requirements necessary for the continuation of activities.

2.2 Is responsible for obtaining the necessary resources e.g. staff, funds and materials to meet the health and safety requirements.

2.3 Shall ensure that management are held accountable for health and safety matters to the extent of their jurisdiction.

2.4 Shall review the organisations health and safety performance regularly, and ensure that the Health and Safety Policy Statement reflects the current organisational priorities.

2.5 Shall appoint H&S officer to take specific responsibility for health and safety, to ensure that the organisation is discharging its health and safety responsibilities correctly. This must not detract from the collective health and safety responsibilities shared by all employees

These procedures are interim and should be read in conjunction with the Health, Safety and Welfare Policy, Health, Safety Procedure 19 and the General Arrangements. The General Arrangements and Procedure 19 are currently subject to review and upon completion will supplement and form part of these procedures

3. Management Team

3.1 Is responsible to the Management Team, through the Director, for the effective implementation of the organisation s Health, Safety and Welfare Policy within their areas of responsibility.

3.2 Shall monitor health and safety performance and improvement initiatives and programmes, to evaluate their effectiveness in achieving required standards.

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3.3 Shall actively involve all staff in improving health and safety and ensure they receive adequate training in health and safety to fulfil their responsibilities

3.4 Shall hold managers/supervisors responsible for the effective implementation of the organisation's Health, Safety and Welfare Policy within their location or department of control.

3.5 Shall individually and collectively provide health and safety leadership for the organisation and ensure that all their decisions and actions will reflect the health and safety intentions of the organisation as outlined in the Health, Safety and Welfare Policy Statement.

3.6 Shall review the organisation's health and safety performance regularly, and ensure that the Health and Safety Policy Statement reflects the current organisational priorities.

4. H&S Officer with responsibility for Health, Safety and Welfare

4.1 Is responsible for directing and coordinating the activities of the Health and Safety Advisers and for ensuring local health and safety advisers receive regular information and guidance in the fulfilment of their role.

4.2 Is responsible for ensuring corrective actions are implemented and preventive actions are in place to ensure continual improvement.

4.3 is the appointed person, in accordance with the Management of Health and Safety at Work Regulations 1999.

4.4 Is responsible for reviewing the Health, Safety and Welfare Policy and the organisation health and safety performance on an annual basis, and advise on updating as and when necessary by means of consultation with appropriate colleagues.

4.5 Shall advise Directors, Managers and employees on safety matters to assist them to fulfil their duties.

4.6 Shall advise and co-ordinate the organisation's programme of risk assessment, in accordance with the Management of Health & Safety at Work Regulations and other relevant statutory provisions, i.e. COSHH, Manual Handling Regulations, Display Screen Equipment Regulations etc.

4.7 Shall investigate and determine the cause of reportable accidents and dangerous occurrences and advise means of preventing recurrence.

4.8 Shall be responsible for ensuring the collection, collation and analysis of statistical information relating to health and safety issues.

4.9 Shall advise on requirements of personal protective equipment, to be worn by employees and on the safety aspects of other equipment to ensure compliance with the Provision and Use of Work Equipment Regulations.

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4.10 Shall keep up to date with changes in legislation, approved codes of practice, working practices in relation to the organisation activities and new safety equipment and literature.

4.11 Shall advise Directors, Managers and Health and Safety Advisers on legislative requirements as they affect the organisation activities.

4.12 Shall consult and communicate with HSE Inspectors and other health and safety professional bodies.

4.13 Shall manage and facilitate the Health, Safety and Welfare Quality Improvement Group using Quality Improvement Plan to monitor and track progress against the strengths and areas for improvement identified.

4.14 Shall support the Managers to produce the SAR in the area of health, safety and welfare.

4.15 Is responsible for presenting statistical information relating to health and safety to the Human Resources Committee of the Board through the Directors and Centre Manager.

4.16 Shall advise on the training requirements for Health and Safety Advisers and staff and liaise with the HR and Centre Manager to ensure appropriate training events are scheduled and promoted.

5. Office & Development Manager

5.1 Will report to the Director with responsibility for Health, Safety and Welfare on areas detailed below, which they are responsible for:-

5.2 Is the appointed person who must ensure that Richmond Training premises are healthy and safe environments for Richmond Training employees and participants.

5.3 Shall advise Directors, Managers and employees on health and safety matters, pertaining to premises, to assist them to fulfil their duties.

5.4 Shall manage a comprehensive facilities data base to ensure that the maintenance of all locations is timely and meets agreed standards.

5.5 Shall advise and co-ordinate the organisation s programme of premises risk assessment in accordance with the Management of Health & Safety at Work Regulations and other relevant statutory provisions. E.g asbestos management, electrical testing, fire fighting equipment.

5.6 Shall keep up to date with changes in legislation, approved codes of practice, working practices in relation to the organisation s premises and new safety equipment and literature.

5.7 Shall advise Directors, Managers and Health and Safety Advisers on legislative requirements as they affect the organisation s premises.

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5.8 Shall consult and communicate with HSE Inspectors and other health and safety professional bodies

6. Managers

6.1 Shall be responsible for the effective implementation of the organisation's Health, Safety and Welfare policy within their areas of responsibility.

6.2 Shall keep themselves informed of accidents and dangerous occurrences within their area of control, initiating remedial action to prevent recurrence of the incident.

6.3 Shall ensure that local Health and Safety Advisers are supported in their role, are provided with training appropriate to the occupational areas they deal with, are provided with sufficient time to fully meet their responsibilities and are encouraged to attend national meetings and training events.

6.4 Shall ensure that those persons directly reporting to them are adequately informed, instructed, trained and supervised to enable them to fulfil their responsibilities towards health, safety and welfare.

7. Managers

7.1 Shall make arrangements for the Health, Safety and Welfare Policy to be displayed and made available to employees and participants.

7.2 Shall be responsible for ensuring that Richmond Training meets its statutory obligations with regard to:

- Accident Reporting and Investigation
- Contractors
- Registration of Premises
- First aid facilities.
- Fire Certification (where appropriate)
- Fire Risk Assessment
- Manual Handling
- Display Screen Equipment
- Electrical Testing
- Risk Assessment
- Hazardous substances
- Noise
- Young People

{Guidance on the above can be found in Richmond Training's Health and Safety Guidance Notes}

Assessment of risks to learners health, safety and welfare will take account of their lack of experience, absence or awareness of existing or potential risks and physical ability.

7.3 Shall keep themselves informed of accidents and dangerous occurrences within their area of control, initiating remedial action to prevent recurrence of the incident and providing statistical returns as requested.

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7.4 Shall ensure all equipment under their control is adequately maintained, and that safety devices are fitted, in accordance with the Provision and Use of Work Equipment Regulations.

7.5 Shall conduct ongoing inspections of their area of control, ensuring that safe systems of work are in place and are being followed.

7.6 Shall ensure that regular safety audits are conducted as prescribed, post results and generate any corrective action for defects noted, where required.

7.7 Shall appoint a Safety Adviser in accordance with the Management of Health and Safety at Work Regulations.

7.8 Shall ensure that Health and Safety Adviser are supported in their role, are provided with training appropriate to the occupational areas they deal with, are provided with sufficient time to fully meet their responsibilities and are encouraged to attend regional meetings and training events.

7.9 Shall ensure that those persons directly reporting to them are adequately informed, instructed, trained and supervised to enable them to fulfil their responsibilities towards health, safety and welfare.

7.10 Shall ensure that material, substances and articles are used, handled, stored and transported without risks to safety, health or welfare.

7.11 Shall ensure that employees and participants are aware of what to do in the event of an accident, fire or other incidents.

7.12 Shall ensure correct use of all safety devices and any personal protective equipment provided for use by employees.

7.13 Shall promote the health, safety and welfare of all persons whether or not they report directly to them.

7.14 Shall ensure that employees and learners are adequately informed, instructed, trained and supervised to safely carry out work on which they are engaged.

Shall inform the Director (Paula Pedlow) with responsibility for Health and Safety of any reportable accident immediately, who will ensure that appropriate arrangements for investigation and reporting are implemented.

8. Local Health and Safety Advisers

8.1 Shall promote the health, safety and welfare of all employees and learners for the areas for which they have been appointed.

8.2 Shall liaise with managers and bring to their attention any problems raised by employees and learners with respect to health, safety and welfare.

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8.3 Shall consult with the organisation Health and Safety Adviser(s) on aspects relating to health and safety legislation and attend Health and Safety Advisers Meetings on a regular basis.

8.4 Shall attend team meetings to generate a joint approach with management to improve the overall working environment.

8.5 Shall conduct appropriate safety audits, at regular intervals, for their designated areas, informing managers and employees of their findings. (It is suggested that the appropriate manager/ coordinator accompany the adviser while conducting the inspection, with the adviser's agreement).

8.6 Shall carry out appropriate risk assessments for the areas under their control, with the co-operation and support of all staff. The resulting control measures must be brought to the attention of all employees and learners who may be affected by them.

8.7 Shall monitor accident records for both employees and learners, at our own premises and employers premises, produce accident statistics on a regular basis and be active in implementing accident and incident reduction strategies.

8.8 Shall cascade appropriate information and training to other members of staff.

9. Individuals including employers and participants, but also any individual not covered by the specific roles described in sections

9.1 Shall familiarise themselves with the organisation's Health, Safety and Welfare Policy and co-operate with its implementation.

9.2 Shall observe the organisation's health and safety rules at all times whilst performing their work.

9.3 Shall not misuse or interfere with anything provided in the interest of health and safety.

9.4 Shall wear and make proper use of any personal protective equipment, which may have been provided, and report any defects immediately

9.5 Shall take reasonable care for the health and safety of themselves and others whilst at work.

9.6 Shall report any defects in equipment or systems that may affect health and safety, to their immediate line manager.

9.7 Shall report all incidents, no matter how minor or trivial, to the designated person, to ensure a thorough investigation can take place to identify the root cause, and enable the implementation of any corrective action necessary to prevent recurrence.

9.8 Learners will be expected to co-operate and participate with the implementation and achievement of safe learner programmes, designed to ensure learner safety in centre.