

HEALTH AND SAFETY POLICY

Richmond Training Academy

Introduction

This policy covers all stakeholders, including employees, learners, Skills Coaches' freelancers and third parties participating or involved in the delivery of Training courses at Richmond Training Academy.

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

We are committed to providing an environment that is a safe and healthy place to work in, whilst ensuring that our colleagues and others are not put at any unnecessary or unacceptable risk by our activities. Richmond will strive:

- prevent accidents and ill health to our colleagues and others affected by our work, including learner, contractors, members of the public and business associates.
- establish a culture that supports the control of risk by promoting active personal involvement, safe behaviour, teamwork, and cooperation.
- ensure health and safety is central to all line management processes and decisions
- reduce health and safety risks through a continued development and assessment approach
- continuously and cost-effectively improve our health and safety arrangements and performance

Policy

Richmond Training Academy key policy principles include:

- commitment
- managers at all levels demonstrate leadership and commitment
- line management ownership and responsibilities
- accountability and responsibility will be embraced by line management and cascaded throughout their management structure.
- Knowledge and Skills
- All stakeholders will be competent to perform their work safely and will be required to apply good practice in health and safety.

Managing Risks

- Effective arrangements will be in place to ensure that risks are assessed and that arrangements are implemented which lead to safe and healthy activities, safe environments, and equipment.
- Business planning will address the control of health and safety risks and ensure that resources are allocated according to risk priorities
- The change will be managed to consider and control any health and safety implications that might arise.

Communication

Richmond Training Academy encourages all parties involved in the participation, management, and delivery of training to be fully aware of the contents of this policy. Arrangements with third parties will be effectively controlled and coordinated with a clear allocation of accountability and responsibility.

Continuous Improvement

- Safety performance, including compliance with statutory requirements and the implementation of this policy, will be measured, monitored, and reviewed
- Continuous improvement will be maintained through the anticipation of systems that ensure our health and safety performance is monitored and measured objectively and that timely preventative and corrective actions are taken where required.

Organisation and Responsibilities

1. The Directors of Richmond Training

- Demonstrates commitment to health and safety and leading by example
- ensures overall and final responsibility for all health, safety and welfare matters within Richmond Training Academy.
- directors will regularly monitor health and safety performance with managers ensuring they are sufficiently trained and competent in their area of responsibility
- ensuring systems are fully operational and in place to effectively assess the organisation's risks and that suitable measures are applied to control risks

2. Management Team

- ensure that all colleagues under their current direct control always implement safe working practices while carrying out activities for Richmond Training Academy
- ensure that all new employees under their control are competent in their respective vocational areas and are appropriately trained on an ongoing basis to maintain competency, ensuring that ongoing information, instruction, and training is given when required.

- shall monitor health and safety performance and improvement initiatives and programmes, to evaluate their effectiveness in achieving required standards.
- shall ensure that management is held accountable for health and safety matters to the extent of their jurisdiction.
- 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.
- 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.
- shall review the organisation's health and safety performance regularly and ensure that the Health and Safety Policy Statement reflects the current organisational priorities.
- ensure that appropriate health and safety assessments, vetting and statutory requirements are carried out for any properties under their control; this includes employer premises and other training provider locations where delivery is in partnership
- ensure that any equipment, facilities, and substances that are used for the company are suitable for the task and are in good working condition, including the regular maintenance and servicing of equipment
- ensure that the safety responsibilities of new employees are communicated to them as part of their induction
- plan for the Health, Safety and Welfare Policy to be displayed and made available to employees and participants.
- is responsible for ensuring that Richmond Training meets its statutory obligations regarding:
 - Accident Reporting and Investigation
 - Contractors
 - Registration of Premises
 - Learner safety
 - First aid arrangements
 - Fire Certification (where appropriate)
 - Fire Safety & Risk Assessment
 - Fire Procedure
 - Manual Handling
 - Display Screen Equipment
 - Electrical Testing
 - Risk Assessment

- Hazardous substances (COSHH)
- Asbestos
- Personal Protective Equipment (PPE)
- Lone Working
- Workplace Venue Vetting
- Health and Safety Training
- Office Safety
- Infection control
- Disease Outbreaks
- Noise
- Young People
- Driving on Company Business
- Threat of Terrorism

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

3. Office Manager

- is responsible for obtaining the necessary resources e.g., staff, funds, and materials to meet the health and safety requirements.
- shall review the organisation's health and safety performance regularly and ensure that the Health and Safety Policy Statement reflects the current organisational priorities.
- shall liaise with the 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
- is the appointed person who must ensure that Richmond Training premises are healthy and safe environments for Richmond Training employees and participants.

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

- 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.
- is responsible for ensuring corrective actions are implemented and preventive actions are in place to ensure continual improvement.
- is the appointed person, under the Management of Health and Safety at Work Regulations 1999.

- 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, through consultation with appropriate colleagues.
- shall advise Directors, Managers, and employees on safety matters to assist them to fulfil their duties.
- shall advise and co-ordinate the organisation's programme of risk assessment, under the Management of Health & Safety at Work Regulations and other relevant statutory provisions, i.e., COSHH, Manual Handling Regulations, Display Screen Equipment Regulations etc.
- shall investigate and determine the cause of reportable accidents and dangerous occurrences and advise means of preventing recurrence.
- shall be responsible for ensuring the collection, collation and analysis of statistical information relating to health and safety issues.
- 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.
- shall keep up to date with changes in legislation, approved codes of practice, working practices about the organisation activities and new safety equipment and literature.
- shall consult and communicate with HSE Inspectors and other health and safety professional bodies.

5. Delivery Staff

All our delivery staff will:

- ensure that they lead by example and that all learners always follow company safety policies while under their control
- ensure that all learners under their control are aware of the risk assessments in place for each activity and always follow them
- ensure that all learners wear mandatory Personal Protective Equipment (PPE), as directed by the risk assessments, in all teaching sessions delivered and that any learners with items missing are challenged and requested to comply with the procedures set out
- ensure that all learners have been provided with their entitled information regarding health and safety
- report any learner accidents, incidents and near misses to their manager immediately
- carry out regular safety talks to learners based on the courses being taken and relevant risks in activities
- discuss and review any concerns at team meetings and standardisation sessions

8. Local Health and Safety Advisers

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

- shall liaise with managers and bring to their attention any problems raised by employees and learners concerning health, safety, and welfare.
- 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 regularly.
- shall attend team meetings to generate a joint approach with management to improve the overall working environment.
- 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).
- 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.
- shall monitor accident records for both employees and learners, at our own premises and employers' premises, produce accident statistics regularly and be active in implementing accident and incident reduction strategies.
- shall cascade appropriate information and training to other members of staff.

Responsibilities of Specific Duties

1. First Aiders

All first aiders will:

- Be responsible for providing prompt first aid treatment to any person on Richmond Training Academy premises as and when required
- Take responsibility for the completion of the accident/incident /near miss report and any other necessary documentation
- Carry out and log regular checks on first aid kits within their departments and order any replacement items found to be out of date or missing
- Notify all accidents, incidents and near misses to the management team as soon as possible after the occurrence

2. Fire Wardens

Fire Wardens will:

- Be responsible for the safe evacuation of colleagues from any premises to which they are listed as a fire warden
- Notify the fire brigade of any emergency requiring their attendance and liaise with them on their arrival where required
- Report back to the management team with any faults or actions arising because of any fire evacuation or fire drill

3. Colleagues

All colleagues will:

- Comply with statutory legislation, the company health and safety policy and all other work-related procedures always
- Take reasonable care of themselves and anyone else who may be affected by their work
- Use the correct tools and equipment for the job and ensure that they are kept in good condition
- Understand the emergency procedures for the building they are working from
- Work following information and training that has been provided to ensure their own safety and that of other colleagues
- Make use of safety aids and appliances equipment and PPE where necessary providing adequate training on their use beforehand
- Refrain from intentionally misusing or recklessly interfering with anything that has been provided for health and safety reasons
- Report any hazardous defects in their workplace and equipment to their line manager while making the area as safe as possible
- Not undertake any task for which authorisation and/or training has not been given
- Attend any health and safety training required for the role
- Co-operate in keeping welfare facilities clean and tidy
- Know where the first aid box is kept and who the first aiders are
- Ensure that corridors, office floors and doorways are kept clear and free from obstruction
- Report any accident, incident or near misses, however small to their line manager at the earliest opportunity

Health and Safety Performance Monitoring

Richmond Training Academy works following objectives to programme plan/action plan policies and procedures these will then be reviewed by directors to ensure compliance and maintaining standards.

Our overall performance against the health and safety programme plan/action plan and any key performance indicators will be collated and reported periodically to the directors. They will be responsible for ensuring there are adequate arrangements for monitoring health and safety standards, arrangements and compliance within their department which will include:

- Monitoring risk assessment processes
- Routine inspections
- Periodic reporting on significant initiatives, issues, or incidents as part of the management reporting process
- Analysis of accident/incident data and suspected work-related ill health

- Audits will be carried out by management as part of the monitoring arrangements for health and safety, and policies will be reviewed in line with our health and safety audits and review processes

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Signed by a senior responsible person: Victoria Graham (Quality Manager)