

The Learning Partnership has a duty to protect the health, safety and welfare of its employees and visitors to its office premises. This statutory duty will be achieved by promoting a safe working environment, safe working practices and by monitoring performance to eliminate or reduce risk.

The Policy

- The Senior Management Team has overall responsibility for all health and safety matters. It is the duty of all employees to work safely and to co-operate with the organisation to enable it to fulfil its statutory obligations
- Any health, safety or welfare concerns must be reported directly to the Senior Management Team. Urgent matters will be addressed immediately. Non-urgent matters will be dealt with as soon as practicable
- A risk assessment of possible risks in the working environment will be carried out annually or immediately following any change in working conditions or following an accident or incident. Action will be taken to address any risks found
- All staff, contractors and visitors must be made aware of the fire arrangement notices located in all rooms
- An appropriate person shall be nominated to be responsible for first aid. A first aid box is kept in the office
- Health and safety training needs will be identified by line managers as part of the development review process. The Learning Partnership is committed to the provision of health and safety training for its employees
- Other health and safety procedures will be determined according to need
- Compliance with the Health and Safety Policy will be monitored by the Senior Management Team and an annual safety audit will be performed by an independent consultant

Employee Responsibilities

Under the Health and Safety at Work Act, all employees are required to take care of their own health and safety and that of other persons who may be affected by their acts, or failure to act at work. Employees are also required to co-operate with the organisation so far as it is necessary to enable that requirement to be performed or complied with.

Risk Assessment

Assessments of possible risks in the working environment will be carried out at least once a year and immediately if any change in working conditions or employment occurs or following an accident or incident.

All risk assessments will comply with published guidelines of the HSE and adopt the 5 steps process for small business HSE NDG163 (rev4):

- Identify the hazards
- Who might be harmed
- Evaluate the risks
- Record your significant findings
- Regularly review your Risk Assessment

Risk assessments will be:

- Undertaken by the Partnership Health and Safety Officer and the Deputy CEO
- Actioned by the Senior Management Team where a hazard has been identified. Where there is an immediate risk action will be taken immediately
- Reported to the CEO who will evaluate the results of the Risk Assessments undertaken and the effectiveness of the management response. The Risk Register refers to health and safety risks and is also monitored regularly
- The results of risk assessment will be reported to the CEO, the Partnership Team Meeting and to the Board. (See also Risk Register.)

Staff Consultation

All employees will be directly consulted on health and safety through monthly staff meetings. Safety matters, risk assessments and any changes or improvements to systems, processes or policies will be reported for consultation.

Safe Plant and Equipment

The organisation recognises that it is responsible for ensuring that all plant and equipment that requires maintenance is identified, that the maintenance is done and that new or second-hand plant and equipment meets health and safety standards before it is purchased or leased. Purchase and maintenance of equipment including safety standards is the responsibility of the Senior Management Team. Any hazards associated with operating plant or equipment will be dealt with through the risk assessment policy.

Safe Handling and Use of Substances

The organisation recognises that it is responsible for assessing the risks from all substances hazardous to health under the Control of Substances Hazardous to Health Regulations 2002 (as amended).

COSHH assessments will be the responsibility of the Health and Safety Officer reporting to the Deputy CEO. The results of COSHH assessments will be made available to all staff through the monthly staff meetings. Safe handling and use of substances will be provided to staff through information bulletins.

Staff Communications

A Health and Safety law poster is displayed on the staff notice board in the open plan office and is accessible to all staff. Details of contact persons, including competent person are included. Details of fire and emergency arrangements and first aiders are displayed in every room for staff and external users.

All health and safety policies are available on the staff intranet. Any changes following consultation are notified directly to all staff. Monthly updates are provided to staff by the health and safety officer via email to advise on health and safety matters by collating information from HSE website and internal responsibilities i.e. first aid and fire warden. Information is circulated on external Health and Safety training courses that staff can participate in.

A Safe Working Environment

Each employee is required to use the tools supplied to ensure a safe working environment, including:

- Personal Alarm

- first aid kit for all staff using and claiming for the use of their own vehicle
- the office mobile phone (where appropriate)
- the use of the incident book and accident book

Staff should ensure that all face to face meetings are safe and, in normal circumstances, within public buildings

- ensure that you can quickly exit the room/place (sit nearest the door if at all possible)
- be aware of any potential issues that may cause conflict – alert a colleague / line manager if there is a particular concern
- if you feel ‘unsafe’ – finish the meeting immediately
- report any incidents immediately through the incident book

Use of Computers

Staff are required to think about the way they use their VDU ensuring they have a safe working environment. Concerns should be reported to line managers.

Under the Display Screen Equipment Regulations the organisation will review VDU / computer workstations to:

- make sure that workstations meet safety requirements
- plan work so there are breaks or changes in the type of work done
- arrange for an eye test if you need one
- provide health and safety training and information

Staff have the right to an eyesight test paid for by the organisation if they use, or are about to use, a VDU a lot during work hours. Staff must arrange a test with their line managers’ approval. The organisation will pay for a basic pair of glasses provided they are needed especially for work with a VDU. A signed letter from their optician will be required to validate this requirement before payment is made.

Staff Training

The organisation is committed to identifying the safety training needs on an ongoing basis. Staff will be involved in the identification of hazards in the office and advised of the particular hazards pertaining to their work. Staff will be trained to respond to such hazards in order to prevent accidents/injury to themselves, their colleagues and clients. All staff undertake induction training which includes health and safety policies, procedures and systems.

All staff are trained in emergency procedures and where appropriate including fire safety, first aid procedures and where appropriate lone working.

Reporting of Incidents

Staff are required to report all incidents to their line manager or the Health & Safety Officer and record the details in the incident book, whether resulting in injury or not.

The following details are required:

- Date, time and location of the incident
- Witness counts of incident
- Incident specifics i.e. reported to police, CCTV images
- New incident risk factors and corrective actions

All incidents will be investigated by a member of management and a written report prepared. Corrective action will be taken where necessary to avoid a reoccurrence.

Reporting of Accidents

If an accident occurs at work, you must notify the Learning Partnership Administrator immediately who will in turn inform the Senior Management Team as soon as possible.

All accidents must be entered into the Accidents Book. Accidents must be investigated to establish the facts, which may result in practices and procedures being changed to prevent similar occurrences.

If staff are involved in an accident whilst visiting other premises, they must make themselves aware of that organisations policies and follow their procedures. Staff must also inform the Executive Committee who will follow up the report.

Accidents involving persons who are not members of staff but are visiting or working on the premises must also be reported.

All accidents meeting the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) criteria below will be reported to the Incident Contact Centre:

- Work related deaths
- Major injuries
- Over three day injuries
- Dangerous occurrences (near miss accidents)

Definitions

Accident - an unforeseen event that may result in physical or mental harm/damage to an individual or individuals. It may or may not require medical intervention. (Examples: a cut to the finger whilst opening a filing cabinet resulting in the need for a plaster, a shelf falling down onto someone's foot.)

Incident – any action of another person or people, or any circumstance that places an employee at risk to their personal safety. (I.e.: verbal abuse, intimidatory behaviour).

All staff should inform the Learning Partnership Administrator immediately of sudden illness brought on whilst at work. If appropriate, arrangements will be made to help an employee return home or visit an appropriate healthcare centre.

First Aiders

The first aid box and accident book are located in the main office.

Learning Partnership qualified Emergency First Aiders are:

- Nick Bray
- Ewa Depka

First Aid Support is available from Industrial Calibration, Telephone No. 01234 857171.

Industrial Calibration Emergency First Aiders are:

- Adam Herd
- Alex Pullinger
- Richard Seager

Fire Precautions

All staff and visitors are made aware of the fire arrangement notices posted at entrances to all rooms. These give details of action to be taken on hearing the alarm and the location of assembly points.

Fire alarms are tested weekly by the shared Fire Officer for the premises.

Firefighting equipment is tested regularly by the external organisations contracted by the landlord.

The Health and Safety Officer and the Deputy CEO review fire precautions and firefighting equipment to ensure the Partnership complies with fire regulations as part of the risk assessment.

Fire Warden

- Christopher Cooper

Monitoring & Review

The health and safety policy will be reviewed by the Board annually. Its implementation is the responsibility of the Senior Management Team.

Approval

Signature:			S Kendall - Chair
Board Approved:	October 2015	Review Date:	July 2016