

Health and Safety Policy

Policy statement

Fuel Learning is committed to providing and maintaining a healthy and safe learning and working environment for all learners, staff, and any other people who may be affected by its activities. The overall responsibility for ensuring implementation of this policy lies with the Managing Director.

This statement applies to all premises and activities within the control of Fuel Learning. Fuel Learning has made detailed arrangements for implementing this policy, outlined below.

In order to provide and maintain a healthy and safe learning and working environment, Fuel Learning has the following key objectives:

- As a minimum, to comply with the requirements of relevant legislation
- To identify hazards (potential for harm), assess risks (likelihood of harm being realised) and manage those risks
- To ensure that learners, employees, and others, are adequately informed of the identified risks and where appropriate receive instruction, training and supervision
- To consult with learners, employees, clients, partners and their representatives on health and safety matters
- To make arrangements for co-ordination and co-operation with employers where Fuel Learning's staff share premises, facilities or activities with persons working in other organisations or other persons are working in Fuel Learning's controlled activities
- To safeguard the environment from the effects of Fuel Learning's activities
- To monitor and review the effectiveness of Fuel Learning's arrangements, and where appropriate to implement improvements
- To ensure that the demands of the activities do not exceed the capabilities of learners or staff to carry out the work without risk to themselves or others

Whilst Fuel Learning accepts the main responsibility for implementation of this policy, individuals have an important role in co-operating with those responsible to ensure a healthy and safe working environment. Individuals are required to abide by the rules and requirements made under the authority of this policy.

Responsibilities

Managing Director:

The Managing Director has overall responsibility for:

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- Health and Safety in the workplace
- Ensuring adequate resources are available to allow the implementation of this policy
- Annual review of this policy

Health and Safety Officer:

The Health and Safety Officer (HSO), Chris Bennett, has day to day responsibility to ensure this policy is implemented. This includes:

- Undertaking regular and appropriate training to ensure they are abreast of current issues and updates
- Addressing any immediate issues
- Ensuring Health and Safety and Near Miss Records are kept
- Ensuring all staff, volunteers, associates and governors are trained appropriately and receive updates at least on an annual basis
- Making recommendations for changes to this policy and associated procedures taking into account legislative changes to the Board of Directors
- Undertaking Health and Safety Risk Assessments both for Fuel Learning and for the employers we work with
- Considering environmental impacts

Facilitators and Quality Team Assessors:

- Ensure that every learner has completed the induction tasks in relation to Health and Safety within the required timescales and has an understanding of our policy
- Ensure that learners are aware of how and who to contact in the event of any concerns

Account Directors:

- Ensure that our contracts for service specify the respective responsibilities of us and our employers
- Undertake robust due diligence on new employers and review this on an annual basis. This includes Health and Safety Assessment and evidence of relevant policies, insurance documents etc.
- Ensure they are aware of our relevant policies and who to contact in the event of any concerns

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Line Managers:

- Staff in managerial or supervisory positions who supervise the work activities of learners, employees, contractors and visitors, either individually or in groups, must ensure that safe systems of work are being followed.

All staff:

- Individuals have, at all times, a duty to conduct themselves and to do their work in a safe manner so as not to endanger themselves and others around them
- To co-operate with Fuel Learning in complying with Policy requirements that relate to their activities and actions in case of emergencies
- Create an environment that promotes wellbeing and ensures personal safety.
- Act promptly in accordance with this policy and inform the Health and Safety Officer of any accidents, near misses or any potential risks

Health and Safety Arrangements

Fire Procedure

On discovering a fire:

- Operate the nearest fire alarm call point
- Leave the building by the quickest safe escape route
- Go to the designated assembly point, the car park on your left as you exit the building
- Never attempt to fight a fire using the fire extinguishers or other appliances unless the fire is small, you can do so without risk to yourself or others and you have been trained in the use of extinguishers.

On hearing a fire alarm:

- Prepare to leave the building immediately;
- Close windows and shut doors as you leave the room;
- Do not take anything with you
- Go to the designated assembly point, the car park on your left as you exit the building.

Display Screen Equipment

Health and Safety (Display Screen Equipment) Regulations 1992, and similar requires an assessment to be made. Practical guidance on the Regulations is given

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in the HSE booklet L26; Display screen equipment work. This is the responsibility of Chris Bennett to initiate.

Fuel Learning is required to:

- analyse workstations and assess and reduce risks
- ensure workstations meet minimum requirements
- plan screen work so that people have breaks or changes of activity
- provide eye and eyesight tests for screen users who request them, and provide spectacles if special ones are needed; and,
- provide health and safety training and information for screen users.

Accidents and Accident Prevention

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 refers: it is the duty of all members of staff to have particular regard for the safety of themselves and others at all times and to promote an attitude of safety consciousness by adopting and demonstrating safe procedures.

There are a number of simple rules of 'good housekeeping' which, if observed, can significantly reduce the potential for accidents in Fuel Learning:

- keep corridors, stairways and entrances/exits free of obstructions
- prevent the accumulation of combustible materials e.g. cardboard boxes, paper, etc.
- clean the tops of cupboards etc. of 'stored' items
- ensure that supports for equipment are capable of bearing the load and are properly erected
- ensure that items of portable electrical equipment have been tested within the specified periods and that they are used only with the approved leads and plugs
- take damaged/broken furniture out of use and arrange for it to be repaired/replaced.

In the event of an accident of any nature it should be reported in accordance with Fuel Learning's Accident Reporting Procedure.

Accident and Incident Reporting Procedure:

It is important that Fuel Learning is notified of all instances where accidents (injuries, diseases and dangerous occurrences) occur and additionally notified of incidents (an incident is classed as an unlawful act that may result in personal harm or most likely damage to property or equipment). It is only by such reporting that instances come to

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the attention of Fuel Learning, and give Fuel Learning the opportunity to take appropriate action to prevent re-occurrence.

Any accident involving personal injury should be reported to the HSO as soon as is practically possible. In all such cases an Accident Report form should be completed. Accident forms are available from the HSO and in 'Essential Documents' in SharePoint.

In cases of minor injury, the person who had the accident should make the report and complete the form themselves. Where this is not possible, because of the seriousness of the injury, or because the victim has been taken off site for any reason (e.g. to hospital), the accident should be reported by any person who has knowledge of it.

It is also important that Fuel Learning is notified of near misses, i.e. where an accident or incident is narrowly avoided, or where there is a risk of a future occurrence. This will enable Fuel Learning to assess the risk and take appropriate preventative action.

All accident and near miss reports will be brought to the attention of the HSO who will assess whether or not any action is needed. Details of any action, or a statement that none is needed, will be recorded on the form. The HSO will keep a copy of all accident and near miss forms.

The HSO will be responsible for notifying any statutory bodies as appropriate e.g. The Health & Safety Executive.

First Aid

The Health and Safety (First-Aid) Regulations 1981 require employers to provide adequate and appropriate equipment, facilities and personnel to enable first aid to be given to employees if they are injured or become ill at work.

The names, locations and telephone extensions of the qualified First Aiders are displayed on notice boards around Fuel Learning's offices.

All accidents to staff, visitors, contractors and members of the public whilst on Fuel Learning's premises must be reported in accordance with Fuel Learning's Accident Reporting procedure.

Electricity and Electrical Equipment

The Electricity at Work Regulations 1989 imposes a 'duty of care' upon Fuel Learning as an employer. It also imposes a duty upon the employees to co-operate

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with the employer to enable that duty to be complied with. To that end, Fuel Learning has developed the following recommendations

Do not connect into the electrical supply or use any electrical equipment which has:

- Cut or damaged electrical cable leads.
- Damaged electrical plugs or sockets.
- Loose or defective cable securing or terminal screws.
- Damage of any kind to the cover or casing.

If you are in doubt as to the safety of any electrical equipment do not use it. Please inform the appropriate Manager concerned and safeguard the equipment to ensure that it cannot be used by anyone else until it has been checked by a competent (trained) person.

Working at Home

There may be some occasions when members of staff are authorised to undertake some specific work at home within their contracted hours of employment.

In such instances the home technically becomes “the place of work” and thus falls within the Health and Safety at Work Act and subsequent related legislation. In consequence both Fuel Learning and the member of staff have a responsibility to take reasonable care for the health and safety of the person working at home and other persons who may be affected by his/her acts or omissions e.g. other members of the his/her family.

Individual risk assessments must be completed for each employee with regards to working environment, workspace positioning and equipment.

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Health and Safety for Learners Policy

Fuel Learning is committed to providing a safe and healthy learning and working environment for all learners, staff and others who may be affected by our activities.

As a learner you are entitled to:

- Learning that takes place in a safe, healthy and supportive environment
- Competent supervision and support for your health and safety
- Information on your employers and/or training providers health and safety policies and procedures
- A health and safety induction when starting your programme
- Personal protective equipment and clothing as required, free of charge
- Information on any restrictions or prohibitions that may apply to processes, equipment, areas, vehicles etc.
- Report any dangerous situations or occurrences and refuse to do anything you feel would put you in danger

As a learner you are responsible for:

- Following health and safety rules or procedures
- Not doing anything that would put you or others at risk
- Reporting any defects or dangerous situations which may be a risk to you or others
- Co-operating with others to ensure a healthy and safe working/learning environment

As a provider of government funded training, we have a duty to safeguard our learners. Fuel Learning will:

- Appoint a member of staff to be responsible for Health and Safety at an appropriate level
- Ensure that all staff, associates and volunteers who work for Fuel Learning are aware of the need to remain alert to any health and safety risks
- Ensure all staff are appropriately trained; attend regular refresher training; receive additional information, as appropriate, to ensure there is continual learning and development in relation to health and safety

We will take active steps to ensure the employers we work with:

- Understand both our and their responsibilities around health and safety
- Are aware of our Health and Safety Policy and reporting procedures in relation to their employees/our learners.

We will do this through:

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- Ensuring that our contracts for service specify respective responsibilities
- Undertaking robust due diligence on the employers we work with
- Supplying them with an employer handbook which contains relevant policies
- Ongoing open channels of communication around relevant issues

Learners will be fully supported in raising their levels of awareness and understanding to an appropriate level in relation to:

- Managing their own safety, health and wellbeing
- Reporting any issues or concerns