

POLICY STATEMENT:

Opportunity Learning Academy recognises and accepts its responsibilities and obligations both as an employer and as a training centre to provide a safe working and learning environment for its employees, and for other users of its premises including learners, visitors, contractors and members of the public.

This policy sets out the responsibilities and how they will be met by the Academy in greater detail in order to comply with statutory regulations and to ensure as far as is practicable, that a healthy and safe working environment is in place.

Opportunity Learning Academy recognises its responsibility to:

- To take all reasonable practicable steps to provide and maintain safe, healthy conditions for employees'/learners'/participants'/apprentices'/visitors' working and training environments and to comply with all relevant statutory requirements.
- To provide or make available suitable training or instruction to enable employees/learners/participants/apprentices to perform their duties in a safe and healthy manner and with due observance to safety instructions.
- To provide/ensure adequate supervision to enable employees, learners, participants or apprentices carry out their training/work in a safe and healthy manner and with due observance to safety instruction.
 - To make available all safety and protective clothing, equipment and devices as necessary and as approved by Opportunity Learning Academy
 - To undertake the periodic review and updating of Health and Safety arrangements within Opportunity Learning Academy and for any revisions found necessary to be brought to the attention of each employee/learner/participant/apprentice/employer.
 - To maintain our premises and work equipment to a standard that ensures that risks are effectively managed.
 - To ensure that responsibilities for Health and Safety are allocated, understood, monitored and fulfilled.

Opportunity Learning Academy is committed to achieving the highest possible health and safety standards. We expect all staff, learners, trainers and visitors to share this commitment and to understand that they have legal and moral obligations to enforce and adhere to this policy.

Every employee/learner/participant/apprentice has a duty whilst at work, undertaking training or practical work experience, to

- to take reasonable care of their own safety
- to take reasonable care of the safety of others who may be affected by what they do or fail to do
- to co-operate so that they can all comply with our legal duties
- to ensure they do not interfere with or misuse anything provided in the interests of health and safety.

HEALTH AND SAFETY ROLES AND RESPONSIBILITIES

Ensure that this Health & Safety Policy is implemented on a day-to-day basis and that sufficient resources are made available to achieve this

- Maintain adequate records in relation to staff and learner health & safety (e.g. Induction)

All Trainers:

- Take reasonable care for the health and safety of themselves and all others who may be affected by their actions and omissions while on training premises, client settings or any other location where Opportunity Learning Academy conduct their business.
- Report any accidents, incidents, unsafe conditions or practices and potential risks to an Academy representative e.g. trainer, line manager, duty manager, etc
- Personally always demonstrate good standards of health & safety practice
- Take particular care in all practical teaching areas
- Promote best practice through the quality of learning and understanding of health & safety
- Familiarise themselves with all health and safety information provided by Opportunity Learning Academy

Trainees:

- Follow and act upon any instructions that are given either verbally or in writing by an Opportunity Learning Academy member of staff in connection with health & safety.
- Bring to the attention of a member of Opportunity Learning Academy staff any difficulty in understanding health & safety information or instructions
- Always co-operate fully with Opportunity Learning Academy to ensure that statutory obligations are met
- Immediately report to Academy staff any hazard, potential hazard, breakdowns in practice or procedures, unsafe conditions or defects to equipment which may affect health and safety in the workplace or training centre
- Report any accidents or incidents, whether they are personally involved or not
- Ensure that wherever necessary/required the relevant personal protective equipment (PPE) is used in the interests of health and safety
- Report any personal difficulties associated with the use of any equipment provided
- Provide Opportunity Learning Academy with any medical information which may affect personal health and safety or welfare during a training session

Electrical Equipment

Portable electrical equipment is regularly used by Opportunity Learning Academy. It is subjected to periodic inspection to ensure its continued safety in use. If any person identifies a worn cable, defective plug or any issue with electrical equipment which does not work correctly, it is their duty to report the hazard to their trainer, duty manager, line manager, immediate supervisor or responsible person on-site.

Fire alarms

Fire alarms on site at Opportunity Learning Academy and its training centres are tested regularly by qualified people. If a fire is discovered on the premises:

- Sound the alarm
- Leave the building by the nearest exit and do not delay by collecting your belongings

- Go to the fire assembly point
- Ring the Fire Service

Do not re-enter the building until the 'all clear' is given

- Trained staff who feel competent may wish to tackle a fire using the equipment provided but do not attempt to fight any fire in isolation
- In the event of a person being injured and requiring first aid, a qualified first aider should be contacted
- Smoking is only permitted in designated areas outside the premises

Personal Protective Equipment (PPE)

- PPE is issued for protection where it is not possible to remove all the risks from a process or operation by other means.
- PPE does not remove all the risks and caution must still be exercised
- In general, it is a requirement to wear or use PPE when it is required by legislation or code of practice requires that PPE is worn in accordance with any training or instruction that has been given
- Take reasonable care of PPE to ensure it remains in good condition
- Report any defects to your immediate supervisor as soon as they are noticed
- Ensure that others who may be affected by activities are either isolated from contact or are issued with temporary PPE

Assessing Risk

Opportunity Learning Academy undertakes regular risk assessments to identify significant hazards that may arise in its training centre.

Trainers and assessors working on behalf of Opportunity Learning Academy are responsible for conducting risk assessments on curriculum activities to ensure the safety of all learners

Young people (under the age of 18) may be at greater risk due to various factors e.g. a lack of maturity and experience. Therefore, it is particularly important to undertake a risk assessment on activities to be undertaken by a young person. In addition, a young person must not be asked to undertake activities beyond their physical or mental ability

or where lack of experience and training would mean they are unlikely to recognise the risks.

Responsibility for health and safety

The learning and development manager is responsible for the health and safety in this organisation. However, everyone in the organisation has responsibilities in relation to health and safety, as set out in this policy.

Chemicals and other substances

All chemicals and other substances that are hazardous to health must be stored and used in accordance with the manufacturers' 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.

Risk assessments

All line managers or trainers are required to 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 should 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 must be made aware.

Manual handling

All employees who are involved in any lifting or carrying must attend training in relation to manual handling. This training must be renewed every year. The line manager is responsible for ensuring that all employees requiring this training attend the training course at the appropriate time.

Accidents

Although every effort will be made to ensure a safe environment it is accepted that accidents can occur.

Health and Safety Policy



If an accident does occur this must be reported immediately to *Michelle Friday* and must also be recorded in the accident book.

If any of the following occur they must be reported to the Health and Safety Executive under the RIDDOR procedures (see www.riddor.gov.uk)

- Fatal accidents
- Specified injuries
- Accidents resulting in a period of absence of more than seven days
- Injuries to the public where they must be taken to hospital.

In addition, some work-related diseases and dangerous occurrences must be reported to the Health and Safety Executive.

Following any accident the situation will be investigated to determine whether changes need to be made to equipment, training or systems to work so that a similar situation can be prevented in the future.

Policy/Process Review Date

This policy/process is reviewed every 12 months with the next review date being 30th April 2023