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- ✓ SLT
- ✓ Monitoring Board

HEALTH & SAFETY POLICY & PROCEDURE

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APPROVED BY: Louise Campton
Louise Campton

SIGNATURE: 
Louise campton (Mar 22, 2022 15:09 GMT)

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1 INTRODUCTION

The purpose of this policy is to set out the responsibilities of both Primary Goal, employees, and employers in relation to health and safety, and to that of the health and safety of learners. All Employers are made aware of this policy as part of the engagement process, and at the first meeting with their apprentices Work-based Coach. A copy of this policy can be found on the Primary Goal website: www.primarygoal.ac.uk/policies

2 PRINCIPLES

The Managing Director of Primary Goal is responsible for the health and safety in this organisation including employees and learners (including apprentices). Everyone in the organisation has responsibilities in relation to health and safety, as set out in this policy

3 PROCEDURE

Primary Goal Ltd (Primary Goal) understand that providing a healthy and safe environment for staff, apprentices and visitors is the responsibility of all and we are committed to constantly reviewing and improving our management systems to ensure we meet our statutory duties and the health and safety needs of all our stakeholders are met.

We are therefore responsible for ensuring the health and safety of all staff, apprentices, visitors and any other stakeholders that engage with our organisation and for minimising risks and removing any hazards wherever possible.

Primary Goal have put in place methods to identify hazards and provide assessment of risks to prevent the injury, ill-health or damage to property of everyone, including the public wherever they engage with Primary Goal. Our duty of care extends to:

- Provide a working environment where the risks to personnel have been adequately assessed and appropriate control measures put in place.
- Raise awareness of health and safety throughout our organisation, including with apprentices and staff by incorporating health and safety issues into our learner journey.
- Provide a safe place for our staff to carry out their work, including entry and exit to any premises in which we operate.
- To maintain all equipment and devices in safe working order including meeting our statutory duties in this area.
- To provide appropriate arrangements for the safe handling and transportation of articles and substances potentially hazardous to health.
- To provide adequate training and supervision to all staff to enable them to perform their work in a safe manner. This forms part of Primary Goal's Onboarding and Annual CPD plan and is mandatory for all staff. Staff will be monitored through annual appraisals and quarterly performance reviews. Where necessary additional training will be provided.
- To provide any necessary personal protective equipment as may be necessary for staff to carry out their tasks including training on their use.
- Maintain a log of all incidents and report these to the Board who will review any changes to our practices necessary to prevent repeat occurrences.

- Actively promote the Safe Learner concept by ensuring that through the quality of their learning experience, learners gain an understanding of the importance of health and safety, how hazards are identified, risks are assessed and the principles of control measures.

4 STAFF RESPONSIBILITIES WITHIN PRIMARY GOAL

Area of Responsibility	Person Responsible
Overall and final responsibility	CEO – Louise Campton
Day to day responsibility for ensuring policy is put into practice	HR & Safeguarding Manager – Michele Andrews
Carrying out risk assessments (Apprentices)	Work-based Coaches
Employee consultation	CEO – Louise Campton
Accident Reporting	HR & Safeguarding Manager – Michele Andrews
First Aid	HR & Safeguarding Manager – Michele Andrews
Work related ill-health	Work-based Coaches (apprentices) HR & Safeguarding Manager (staff)
Monitoring, accident & ill-health reporting	HR & Safeguarding Manager – Michele Andrews
Emergency procedures, fire & evacuation	HR & Safeguarding Manager – Michele Andrews
Equipment maintenance	Compliance & Support Manager – Tom Hunt
Instruction, supervision and training	HR & Safeguarding Manager – Michele Andrews

All correspondence relating to Health & Safety should be emailed to Michele.Andrews@primarygoal.ac.uk . In instances where email is not immediately available telephone reports can be made by calling 02475 267600.

5 RESPONSIBILITIES OF EMPLOYERS, EMPLOYEES AND APPRENTICES

All Employers are responsible for providing a safe environment for their employees including apprentices. The employee is responsible for ensuring that his/her actions do not cause danger to themselves or to anyone else including apprentices. The primary responsibilities of the different parties include the following.

- **Employers of Apprentices**

All accidents and cases of work related ill health are to be recorded on OneFile by the Work-based Coaches and accidents reported to the HR & Safeguarding Manager. This includes accidents and near misses involving apprentices, as well as work related illness and absence of apprentices, which are to be reported by their Employers to the Work-based Coaches as set out in Section 4.

- **Not to tamper with any equipment**

Employees and apprentices should not carry out any alterations to equipment which might compromise health and safety. Employees and apprentices who do tamper with equipment are likely to face disciplinary action, which could result in dismissal.

- **Not to use any equipment without receiving appropriate training**
No employee or apprentice should use any equipment without having the appropriate training. The employee is responsible for attending any training that is arranged and completing any assessments that are required.
- **To take reasonable care of their own health and safety**
Employees and apprentices are expected to act responsibly and to take care of their own health and safety. This includes wearing any necessary protective clothing and not acting in a dangerous manner. All employees and apprentices must take care that their actions do not endanger any other employees, apprentices or visitors to the company.
- **To use equipment appropriately**
Employees and apprentices should use equipment for the purpose for which it is provided, and no other purpose. If any equipment is damaged or unfit for purpose in any way the employee or apprentice is required to inform Primary Goal immediately.
- **To follow appropriate systems of work**
All employees and apprentices should follow the systems of work that have been specified by Primary Goal or their respective employer. There should be no deviation from these systems without prior permission from their employer

6 PERSONAL PROTECTIVE EQUIPMENT

Primary Goal is responsible for supplying employees with any personal protective equipment (PPE) that is required. Employers are responsible for providing it for apprentices they employ.

If an employee or apprentice does not have the appropriate PPE for a specific task, then the employee should inform Primary Goal immediately and not perform that task until the PPE is available.

The employee or apprentice is responsible for taking care of the PPE that has been issued. If any PPE is damaged Primary Goal should be informed immediately.

All employees are required to return all PPE that has been issued on leaving the organisation.

7 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. This applies to Primary Goal premises and any premises where apprentices are employed.

8 RISK ASSESSMENT

All line managers 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.

Primary Goal accepts its responsibilities during the Covid-19 pandemic. We aim to protect our workforce and encourage them to minimise the risk of spread of infection. A separate Coronarvirus (COV-19) operating policy is in place and is intended to introduce consistent measures when working from home in line with the Government's recommendations on social distancing and will be updated when the workforce returns to the workplace. These are exceptional circumstances and we will comply with the latest Government advice on coronavirus at all times.

Risk assessments of apprentices' employment premises is the responsibility of the Work-based Coach during their visits. Any identified risks 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 and apprentices working in that area must be made aware. In the case of apprentices their employer must also be made aware and of mitigating arrangements.

9 MANUAL HANDLING

All employees who are involved in any lifting or carrying must attend training from Primary Goal in relation to manual handling. This training must be renewed every two years. The line manager is responsible for ensuring that all employees requiring this training attend the training course at the appropriate time. All employees who are involved in manual handling must complete the Manual Handling Form.

Moving loads using physical force is called manual handling. It causes nearly a third of all reportable accidents. Manual handling activities should be avoided where possible and risk assessments done wherever they have to be carried out. Any manual handling should be made safer by adopting suitable controls.

Manual handling is the use of the body to lift, carry, push or pull a load.

What Injuries are caused by manual handling?

Manual handling can cause injury in the short term through accidents, or longer-term damage from bad handling techniques. Short term injuries include bruises, cuts, hernias, sprained and inflamed tendons, sprained ligaments, ruptured discs, trapped nerves, and crushed fingers and feet and broken bones. Longer term damage often leads to persistent back injuries.

When planning manual handling activities you need to consider four factors:

- The nature of the task itself;
- The weight and type of load being moved;
- The ability of the individual person carrying out the task;
- The environment in which the activity is being carried out

Preventing Injury

- **AVOID** – The most effective way of preventing injuries is to remove the hazard— i.e. remove the need to carry out any manual handling. For example, you may be able to use an automated aid such as a trolley or lift. Any alternative means of moving objects must also be assessed and controlled to ensure that they do not cause any new significant hazards.
- **ASSESS** – Any manual handling tasks that cannot be avoided must be properly assessed to ensure that remaining risk factors are all reduced by using adequate controls.
- **REDUCE** – Can loads be made smaller, can lifting distances or heights be reduced, should come tasks be done by two people, what action can you take to lessen manual handling tasks?

10 ACCIDENTS

- Although every effort will be made to ensure a safe environment it is accepted that accidents can occur.
- If an accident does occur involving an employee or apprentice this must be reported immediately to the HR & Safeguarding Manager. It 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
 - Major injuries
 - Accidents resulting in a period of absence of more than seven days
 - Injuries to the public where they have to be taken to hospital.
- If any of the above accidents involve apprentices, the Education and Skills Funding Agency should also be notified using the following contact details:
- Education and Skills Funding Agency 0370 000 2288
Operations Service Centre Email: sde.servicedesk@education.gov.uk
- 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.

11 STATEMENT OF POLICY

This is the **Statement** of General Policy and arrangement for **Primary Goal Ltd**
Overall and **final responsibility** for Health & Safety is that of **CEO, Louise Campton**
Day to day responsibility for ensuring this policy is put into practice is delegated to **HR & Safeguarding Manager Michele Andrews**

12 REVIEW

Primary Goal will review this Policy annually. The review will be undertaken by the Management Team, with a nominated member of the Governance Board or Management Team responsible for leading the review. The final version of the Policy will be approved by the CEO following final review by the Governance Board.

Statement of General Policy	Responsibility of Name/Title	Action/Arrangements
To prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work activities	HR & Safeguarding Manager	Relevant risk assessments completed and actions arising out of those assessments implemented. (Risk assessments reviewed every year, or earlier if working habits or conditions change.)
To provide adequate training to ensure employees are competent to do their work.	HR & Safeguarding Manager	Employees and Consultants are given necessary health and safety onboarding and provided with appropriate training and personal protective equipment. We will ensure that suitable arrangements are in place to cover employees engaged in working remotely from the main company site.
To engage and consult with employees on day-to-day health and safety conditions and provide advice and supervision on occupational health.	Management team	Staff routinely consulted on health and safety matters as they arise but also formally consulted at regular health and safety performance review meetings or sooner if required.
To implement emergency procedures – building evacuation in case of fire or another significant incident.	HR & Training Manager	Escape routes well always signed and kept clear. Evacuation plans are tested from time to time and updated as necessary
To maintain safe and healthy working conditions, provide and maintain plant, equipment and	HR & Training Manager	Toilets, washing facilities and drinking water provided. System in place for routine inspections and testing of equipment and

machinery, and ensure safe storage/use of substances.		machinery and for ensuring that action is promptly taken to address any defects
Health & Safety poster is displayed:	IMPROVE Training portal	
Accident book is located:	On SharePoint (HR Health & Safety)	
Signed: (Employer)	Michele Andrews	March 2022
Subject to review, monitoring and revision by every:	12 months	Or sooner if work activity changes

13 APPENDIX A – MANUAL HANDLING ASSESSMENT FORM

Assessment Activity

Describe the manual handling activity here:-

Does it involve:-

	Yes	No
Holding away from the body		
Twisting, stopping or reaching		
Large vertical movement		
Long distance		
Strenuous effort		
Repetition		
Are there rest breaks		

Can you:-

	Yes	No
Use a lifting aid		
Improve the workplace layout		
Reduce the amount of twisting etc		
Avoid lifting from the floor		
Reduce carrying distance		
Avoid repetition		
Vary the work		
Push rather than pull		
Provide rest periods		

The size, weight and stability of the load and frequency of handling are key risk factors:-

Description of load	Weight of load

1. Reduce the size and weight of the loads to make handling easier. Ask your suppliers if they can provide items in smaller quantities.
2. Make loads easier to grasp by providing straps under the load, or handles. Increase the stability of the loads which may move suddenly and unpredictably by using baffles in container of liquids, or additional packing / stiffening around awkwardly shaped items in packing boxes.
3. Wear suitable personal protective equipment such as non-slip gloves, safety footwear or overalls.
4. Make sure that any carrying equipment is designed to the maximum working load's weight.

How do you make sure staff are aware of the weight of the load carried for this particular activity?

How do you ensure the load is stable & easy to carry?

What personal protective clothing is provided?

The environment where the manual handling task is carried out, including the space available, the floor condition, lighting, changes in levels and weather conditions are important.

Before you lift any load:-

- Check the surrounding area. Ensure the flooring is level and free from slip/trip hazards, there is adequate lighting and the temperature/humidity is suitable
- Remove any obstructions and ensure that there is enough space

Describe the immediate area that the activity takes place in:

List the checks on the immediate environment that staff make prior to undertaking this manual handling activity:

Safety Point	Why?	What do you do?
The ability to carry out manual handling safely varies between individuals. Do not allow staff to carry out manual	Employees who are unfit are more likely to suffer from a back injury when carrying out manual handling tasks. Some staff may have medical	How do you make sure that individuals are able to carry out the manual handling activities required by their role?

<p>handling tasks unless they have been adequately trained.</p> <p>Ensure employees know they must inform you of their capabilities. For example, if they have a health problem or are pregnant they will be at higher risk of injury</p>	<p>conditions such as long standing back ache, arthritic knees and hips etc., or be unfit making them unable to perform manual handling techniques correctly.</p>	<div data-bbox="1002 129 1425 331" style="border: 1px solid black; height: 90px; width: 100%;"></div> <p>How do staff report health or capability issues to you?</p> <div data-bbox="1002 450 1425 685" style="border: 1px solid black; height: 105px; width: 100%;"></div>
<p>You must train staff on the safe systems you have developed for carrying out all significant manual handling activities in your workplace.</p>	<p>The instruction and training should be related to the specific tasks in the employees' job and should include supervised practice in the workplace.</p>	<p>What training on manual handling tasks do you provide?</p> <div data-bbox="1002 842 1425 999" style="border: 1px solid black; height: 70px; width: 100%;"></div>
<p>All staff including Senior Managers should attend practical manual handling training even if they do not do 'hands on' work themselves.</p>	<p>This is because they are responsible for the manual handling systems and proper supervision of staff practice</p>	<p>What training do senior and supervising staff receive?</p> <div data-bbox="1002 1115 1425 1272" style="border: 1px solid black; height: 70px; width: 100%;"></div> <p>Where do you keep records of manual handling training?</p> <div data-bbox="1002 1391 1425 1547" style="border: 1px solid black; height: 70px; width: 100%;"></div>




8. Health & Safety Policy March 2022v1.0

Final Audit Report

2022-03-22

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