

# HEALTH & SAFETY POLICY

2023-24

DOCUMENT TITLE: L&F HEALTH & SAFETY POLICY 2023-24  
DOCUMENT NUMBER: L&F\_H&S Policy\_V2.1  
AUTHORS/CONTRIBUTORS: DESIGNATED SAFEGUARDING & PREVENT LEAD  
SENIOR MANAGEMENT TEAM  
IMDEPENDENT GOVERNANCE BOARD  
TEACHING LEARNING MENTORS  
LEARNERS  
EDITOR: BUSINESS EXCELLENCE MANAGER  
CHANGE AUTHORITY: BOARD OF DIRECTORS

**Name:** Juwairiyah Patel      **Signature:**       **Date:** 09/08/2023  
**Designation:** Director of Operations      **Review Date:** August 2026

**RECENT CHANGE HISTORY**

VERSION	DATE	REASON FOR CHANGE	CHANGE BY
1.4	09/02/2023	Quick Review	Gillian Dewsbury   Business Excellence Manager
2	09/08/2023	Full review and Update to consistent policy format	Gillian Dewsbury   Business Excellence Manager
2.1	09/11/2023	Review & update re: incident procedure	Gillian Dewsbury   Business Excellence Manager

**Please Note:** A formal, full review of this document will take place on a 3-yearly basis. However, in the interim, the document will be updated as necessary to remain current with any statutory legislation and/or significant Government guidance updates on the subject.

**CHANGE MECHANISM**

Any person seeking to alter this document must consult the author before making any change.

L&F Change Authority must endorse any alterations to the approved version of this document before any wider dissemination of the altered document version.

The person making the alteration must indicate every change between the previous (approved) document version and the altered document version.

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## 1. Statement of Intent

L&F Training (L&F) recognises and accepts its legal responsibilities for health and safety as detailed in the Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations. It is a policy that develops and ensures a safe, healthy, and supportive environment for all employees, learners, contractors and visitors, and it ensures that all reasonable steps are taken to achieve and maintain such an environment.

L&F is committed to achieving a measurable improvement in health and safety performance, with legal requirements establishing a minimum acceptable level. This policy will be reviewed and updated as the business undergoes any significant change and each time a new product or piece of equipment is introduced to the business, which may impact on Health and Safety procedures.

To ensure the effectiveness of this policy and the way in which it operates, this policy will be reviewed at least annually, with a full/comprehensive review every 3 years, in accordance with our quality assurance cycle, to ensure that any relevant amendments are made in a timely manner, where appropriate.

### **The objectives of the Health and Safety Policy are to:**

1. Implement and maintain an effective and properly resourced health and safety management system
2. Promote standards of health, safety and welfare that comply with the provisions and requirements of the Health and Safety at Work etc. Act
3. Annual self-assessment reports to ensure evaluation of health and safety and that quality improvements are implemented
4. Define health and safety responsibilities for staff, learners, visitors and contractors
5. Provide and maintain a safe, healthy and supportive working/learning environment
6. Provide all employees with the necessary information, training, instruction and supervision to work safely and to ensure competence in their delivery of health and safety training to students
7. Ensure effective communication and consultation with staff, learners and others affected by academy activities
8. Promote high standards of health and safety awareness and practices for learners.
9. Measure and review health and safety performance regularly at all premises from which L&F provides services and across all of L&F's departments, with the aim of continuous improvement
10. To identify where Health and Safety issues/concerns may put learners or staff at risk in relation to Safeguarding or Prevent (for example: abuse or radicalisation), so that extra steps can be taken to do all possible to maintain the safety of all.

Health and safety is a the responsibility of all and L&F Training's managers and senior managers are expected to lead by example in carrying out these responsibilities, accepting a collective role in communicating and promoting this policy. The Business Excellence Manager, Gillian Dewsbury, will be the designated Health and Safety Officer.

Support and appropriate Health and safety training will be provided to all staff to assist them in the implementation of this policy.

L&F Training will review health and safety performance annually and will ensure that health and safety matters are considered throughout standardisation meetings/staff meetings that are scheduled throughout the academic year.

## **2. Responsibilities for Health and Safety**

### **a) Overall and final responsibility for Health and Safety**

Juwairiyah Patel - Director of Operations

### **b) Day-to-day responsibility for ensuring this policy is put into practice**

Gillian Dewsbury, Designated Health & Safety Officer; Business Excellence Manager

### **c) To ensure health and safety standards are maintained/improved, the following people have responsibility in the following areas**

#### **i. Risk Assessments, Consulting employees**

- Gillian Dewsbury, Designated Health & Safety Officer
- Denise White, Apprenticeship Manager

#### **ii. First Aid and work related ill health reporting**

- Denise White, Apprenticeship Manager
- Gillian Dewsbury, Designated Health & Safety Officer
- All Teaching and Learning Mentors (for learner first aid/ill health reporting)

#### **iii. Monitoring and investigating Accident Reports**

- Gillian Dewsbury, Designated Health & Safety Officer
- Denise White, Apprenticeship Manager
- Juwairiyah Patel, Director of Operations

#### **iv. Health and Safety related Training**

- Denise White, Apprenticeship Manager
- Gillian Dewsbury, Designated Health & Safety Officer

### **d) All Employees and Learners should:**

- co-operate with supervisors and managers on health and safety matters;
- take reasonable care of their own health and safety; and
- report all health and safety concerns to an appropriate person (as detailed above).

### 3. Arrangements for Health and Safety

#### a) Risk Assessments

- L&F will complete relevant risk assessments (for both venues and activities) to identify any risks and take any actions needed to manage or mitigate the risks.
- L&F will review risk assessments on an at least annual basis, or in the interim if working conditions, personnel or situations change.

#### b) Training

- L&F will give all staff, learners and consultants/sub-contractors health and safety induction training and other health and safety training as appropriate to their role and needs (e.g. Stress Management; Manual handling; Display Screen Equipment training etc.).
- Personal Protective Equipment (PPE) - where PPE is needed, L&F will supply this and ensure personal supplied with PPE receive appropriate training on use.
- For staff based remotely, suitable support and training will be provided as appropriate (e.g. Lone working health and safety training)

#### c) Consultation

- L&F will consult staff regularly on health and safety matters, by encouraging their thoughts and ideas during both face to face and online meetings and ensuring there is an 'open door' policy, in the event they have any questions, thoughts, ideas or concerns in relation to Health and Safety and any other matters.

#### d) Evacuation

- L&F ensures that escape routes are well signed and that all staff, learners and visitors are informed of emergency procedures, evacuation points etc., when on site.
- Fire Alarm tests and evacuation plan tests take place occasionally and procedures and plans are updated as needed based on feedback.
- Some of L&F's venues are located in Landlord properties and in these, L&F follow the Landlord evacuation plans and promote and follow their emergency procedures and plans.

## 4. Incident Procedure

Specific risks of incidents will be recorded on L&F Training’s Risk Assessments, alongside the recommended actions and activities to mitigate the risks.

The following is to provide a generic procedure for dealing with incidents (an incident, in this context, is taken to mean an event that puts staff and possibly learners at risk of their health and safety).

Scenario	Actions to take	Report to
TLM teaching a group of learners, is faced with an irate/ physically threatening learner	<ul style="list-style-type: none"> <li>• TLM to hit panic button, to summon assistance (if room is equipped with this)</li> <li>• TLM to use mobile, or leave room, to seek assistance if this is possible.</li> <li>• TLM to distract the irate learner (keeping furniture between themselves and learner), whilst another learner raises alarm.</li> <li>• After incident has been dealt with TLM to report to their manager, ICO and DSL for advice and support for themselves and their learners</li> </ul>	Site Office Manager or Incident Control Officer (ICO) and the designated Safeguarding Lead (DSL)
Fire or Bomb alert	<ul style="list-style-type: none"> <li>• Follow the buildings Emergency procedures in relation to Fire and Bomb alerts and evacuations</li> </ul>	Site ICO and Manager

## 5. Accident Procedure

The following flowchart shows the steps to follow in the event of an accident on site (an accident is deemed to be a cut, slip, trip or fall or another type of accident causing injury or near miss of injury):

