



HEALTH, SAFETY AND WELFARE POLICY

HEALTH, SAFETY AND WELFARE POLICY STATEMENT

This policy sets out the Health and Safety arrangements for C2C Training Limited (C2C). Our objective is to carry out our functions in a manner which promotes and ensures the Health, Safety and Welfare of our employees, learners and the general public.

C2C Training Limited understands that we have a duty of care to all employees, employers and learners that engage in our business activity in line with the following key legislation:

- ✓ Health and Safety at Work Act 1974
- ✓ Health and Safety Regulations 2012
- ✓ Workplace (Health, Safety and Welfare) Regulations 1992

C2C Training Limited will ensure they provide a safe and healthy work environment by:

- 1.1 Assessing and implementing controls for any Health and Safety hazards and risks within the work environment – C2C workshops and Apprenticeship work placements.
- 1.2 Observing safe working practices, procedures and rules.
- 1.3 Conducting a Health and Safety induction with all new employees and learners to include information on any potential hazards and the control measures in place to minimise risk.
- 1.4 Reviewing and conducting risk assessments and health and safety inspections for each training venue used for training delivery including Employers with Apprentices.
- 1.5 Actively encouraging the reporting of any Health and Safety concerns.
- 1.6 Investigate and monitor any Health and Safety reports.
- 1.7 Ensuring all delivery employees are adequately trained in Health and Safety practices.
- 1.8 Developing a set of safe behaviours, so that employees and learners take an active part in Health and Safety and acquire practical and transferable skills.
- 1.9 Safely storing of learner and employee files/equipment.
- 1.10 Integrating Health and Safety into learning sessions where applicable.
- 1.11 Annually reviewing the Health and Safety policy in addition to all other company policies.

ROLES AND RESPONSIBILITIES

DIRECTORS

The responsibility for the provision of a safe place of work ultimately lies with the Directors of C2C Training Ltd, who will be specifically responsible for:

- 2.1 Operational management of Health and Safety including reviewing and updating relevant policies in line with legislation.
- 2.2 Safe and healthy working environment for employees and learners.
- 2.3 Ensuring that employees and learners are given adequate instruction, information, supervision and training so they can implement the Health and Safety policy and perform their work safely and efficiently.
- 2.4 Make available to every employee, adequate and appropriate equipment to ensure Health and Safety procedures are adhered to.

- 2.5 Ensuring all incidents and accidents are properly recorded, reported and investigated following the requirements of RIDDOR for instances concerning employees and learners.
- 2.6 Completing and regularly reviewing risk assessments to identify hazards and appropriate control measures for reducing risk to health and safety.
- 2.7 Ensure the welfare of employee and learners is consistently considered and the Company strives to follow the HSE standards that aim to manage work-related stress factors including demands, support, relationships, roles and operational changes.

OPERATIONS MANAGER

Operations Managers will:

- 3.1 Ensure as part of the Company Induction new employees receive adequate instruction and training to cover (but not limited to): emergency procedures of the Company and building, first aid arrangements, welfare facilities, use of equipment and providing safety equipment where required.
- 3.2 Ensure all employees under their direct control implement safe working practices.
- 3.3 Ensure equipment is adequately maintained through audits, PAT testing and repairs are carried out in a timely manner to conform to legislation.
- 3.4 Be the designated First Aider and Fire Marshall.
- 3.5 Maintain first aid equipment within the centre.
- 3.6 Ensure that a high standard of housekeeping is maintained within the centre.
- 3.7 Regularly review the learning and working environment in training centres to ensure safe working practices are being adhered to.

TUTORS

Employees undertaking roles delivering training (at the Centre or at Employer premises) will:

- 4.1 Ensure learner inductions include adequate instruction and information relating to Health and Safety in the workplace.
- 4.2 Ensure training rooms are fit for purpose.
- 4.3 Ensure that they, and their learners, are fully aware of the fire evacuation procedures, first aid procedures and all other Health and Safety procedures relating to the training environment.
- 4.4 Provide instruction, advice and guidance to employers and learners relating to Health and Safety in the workplace
- 4.5 Wear appropriate PPE at all times and ensure learners follow the same guidelines.
- 4.6 Undertake regular Health and Safety refresher training to maintain a relevant knowledge of current Health and Safety legislation.
- 4.7 Act as a first port of call for learner safety matters and report any concerns to the Director – Ian Shiers.
- 4.8 Collect the views of learners and employees in relation to Health, Safety and Welfare, where possible, through the quality monitoring and learner feedback processes.

ALL EMPLOYEES

All employees must:

- 5.1 Comply with the Company's Health and Safety policy and related procedures.
- 5.2 Take reasonable care of their own Health and Safety and outline any individual needs that they may have to their line manager.
- 5.3 Use the correct tools and equipment for the job and ensure they are kept in good condition.
- 5.4 Wear appropriate PPE at all times and ensure learners follow the same guidelines.
- 5.5 Understand the emergency procedures of the Company and the building.
- 5.6 Work in accordance with the information and training that has been provided.
- 5.7 Report any shortcomings in the existing safety arrangements to the Operations Manager in the first instance.
- 5.8 Maintain all areas within the Company premises and training rooms in a safe, tidy and clean manner.

GENERAL ARRANGEMENTS FOR HEALTH, SAFETY AND WELFARE

FIRE AND OTHER EMERGENCIES/FIRE DRILLS/EVACUATION PROCEDURES

- 6.1 The Company has in place suitable evacuation procedures in the event of a fire or incident. These are to be regularly reviewed in line with the Health, Safety and Welfare policy.
- 6.2 The Operations Manager acts as the Fire Marshall for the centre and takes responsibility for co-ordinating evacuations in the event of a fire or drill.
- 6.3 The fire alarm is tested regularly by the landlord/building managers, with a drill taking place every Wednesday morning at 10.00am.
- 6.4 Supply and maintenance of fire extinguishers is also regulated by landlord.
- 6.5 Within our employer sites, the fire evacuation procedure is displayed within the central reception.

HEALTH AND SAFETY ARRANGEMENTS FOR LEARNERS AND EMPLOYERS

For training delivered in the C2C Centre(s), learners will be:

- 7.1 Given instruction on the premises layout, health & safety requirements, emergency and first aid procedures and policies during induction.
- 7.2 Informed of the nearest First Aider.

For training delivered onsite at employer premises, learners will be:

- 7.3 Given instruction and training on Health, Safety and Welfare practices in line with relevant Health and Safety legislation.
- 7.4 Have an allocated supervisor at their place of work, that will responsibly oversee their activities to reduce the risk of workplace accidents.
- 7.5 Encouraged to develop their Health and Safety awareness as part of their training programmes and through progress reviews.

EMPLOYER MONITORING

Training providers have a legal, contractual and moral duty to ensure that employers who have engaged either employed or non-employed status learners, provide a work environment that will enable them to work in a safe and healthy manner.

To fulfil this duty C2C will:

- 7.6 Complete Health and Safety Workplace Assessments with all new employer companies prior to signing up learners on a training programme. Assessments are completed by either qualified or vocationally experienced employee; currently this is the Company Director – Ian Shiers, who is IOSH qualified.
- 7.7 Provide employers with advice regarding Health and Safety in the Workplace in line with current legislation.
- 7.8 Encourage employers to maintain good working practices in relation to Health, Safety and Welfare in the workplace.
- 7.9 Report any workplace incidents or concerns immediately to the employer and log this internally.

The views of learners and employers in relation to Health and Safety will be covered, where possible, through the reviews, quality monitoring and feedback processes.

ACCIDENT REPORTING/FIRST AID ARRANGEMENTS

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) places duties on employers to comply with reporting work-related accidents and incidents to the HSE.

To comply with this C2C will ensure:

- 8.1 All accidents and incidents are recorded within the Company accident book and internal log.
- 8.2 Near misses are reported in writing (E-mail) to the Directors, who will investigate as soon as possible and take action to reduce the risk(s) as necessary.
- 8.3 Serious accidents/incidents are reported to the funding body and RIDDOR as required.
- 8.4 A trained First Aider is available at the Centre to co-ordinate treatment or medical attention as necessary.
- 8.5 First Aid supplies are maintained within the Centre by the Operations Manager.

LONE WORKERS

Lone workers are categorised as employee working within a training centre separately from others (e.g. isolated training room) or those who are mobile working away from their training centre.

It is our policy to give instruction and training to such employee which minimises or eliminates the risk of danger or harm.

DRIVING AT WORK

Some employees will naturally undertake driving as part of their role with C2C. This section is aimed at employees that use their vehicle as part of their job role and/or travel from their home to

somewhere which is not their usual place of work. It does not apply to travelling between the employee's home and their usual place of work.

More than a quarter of all road traffic incidents involve somebody who is driving as part of their work. Our aim at C2C is to effectively manage the risk to our employees by ensuring that employees who use their vehicle to carry out their job role understand the risks and take every necessary precaution.

Employee are required to ensure:

- 9.1 Any vehicles used for work are fit for purpose and the work activity, are properly maintained, have any safety equipment properly fitted and maintained, have seatbelts and head restraints fitted and used correctly and have ergonomic considerations taken into account.
- 9.2 Work-related journeys are properly planned and scheduled, taking account of adequate time, breaks, driver fatigue and weather conditions.
- 9.3 Hold business use car cover insurance, as a minimum requirement.

GUIDELINES FOR VDU USERS

As part of their duties for C2C some employees will inevitably spend long periods of time using Visual Display Screens (also known as VDU's). To minimise the risk of RSI, eyestrain or other associated ailments C2C will:

- 10.1 Make any reasonable adjustments to VDU's and/or work areas to facilitate comfortable use.
- 10.2 Ensure equipment is maintained and checked in accordance with manufacturers guidelines and legislation.
- 10.3 Encourage employees to take regular breaks from on-screen tasks.

MANUAL HANDLING

Manual handling is defined as the "transporting of a load by one or more employees and includes lifting, putting down, pushing, carrying or moving of a load, which due to its characteristics or of unfavourable ergonomic conditions involves risks, particularly of back injury to employees".

It is C2C's policy to minimise the need for manual handling of loads and so therefore should be avoided as far is as reasonably practicable. Where a heavy or large load is to be lifted, individuals are advised to:

- 11.1 Take care to lift and handle objects safely using the correct techniques.
- 11.2 Gain assistance when handling heavy, large or awkward objects.
- 11.3 Ensure all objects and materials are stored safely so as not to cause risk to themselves or others.

COVID 19

C2C will adhere to all current legislation in regards to managing the spread of COVID19, including but limited to the distribution of face coverings for all learners and employees, sanitised work stations, good ventilation and social distancing. *Full details covered in the C2C Covid19 Risk Assessment.*