

Adult Learning, Young People's Learning, and Apprenticeships

Health & Safety Policy

Approved by



**Dee John
Head of Service
Hampshire Achieves**

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Reviewer(s):	Sue Muldowney

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Health & Safety Policy

The contents of this policy are an integral part of the Hampshire Achieves (HA) Quality Assurance Framework.

1.0 Introduction

This policy sets out Hampshire Achieves (HA) local arrangements for health and safety, identifying arrangements that are in place to ensure we contribute to effective health and safety for all HA staff and learners on directly delivered adult learning, young people's learning, and Apprenticeship programmes.

As employees (staff and apprentices) of Hampshire County Council (HCC) we work in line with HCC's health and safety policy statement under the direction of the Children's Services Health and Safety Team. In addition, HA will work in partnership with all relevant stakeholders and sub-contracted learning providers through its appropriate departments and teams to promote and secure the concept of the "safe learner" in respect of health and safety on all programmes.

2.0 Scope

This policy refers to all programmes, supported and/or delivered by Hampshire County Council through Hampshire Achieves incorporating Adult Learning, Young People's Learning and Apprenticeships, including those funded or subsidised by the Education Skills Funding Agency (ESFA).

This policy establishes how we will:

- promote the policy;
- get commitment to the policy;
- train our employees in implementing the policy;
- cover apprentices in our care;
- have people who are responsible for health and safety;
- identify and manage health and safety concerns;
- have a procedure for accidents or ill health of apprentices;
- review the policy and how often.

2.1 Related policies

This policy statement is developed in the context of other related Corporate & Service policies, including:

- [HCC Corporate Health and Safety Policy](#)
- [HCC Corporate H&S Policy Statement](#)
- [Accident & Incident Reporting](#)
- [HA Safeguarding Policy](#)
- [Internet & e-safety](#)
- [New ways of working: Information and guidance](#)
- [Winchester HQ \(sharepoint.com\)](#)
- [Area Offices \(sharepoint.com\)](#)
- [Lone working \(sharepoint.com\)](#)

3.0 Health & Safety responsibilities

3.1 Responsible Manager

Person with overall responsibility for Health & safety within Hampshire Achieves	Name: Dee John	Position: Head of Service (Hampshire Achieves)
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The Responsible Manager with overall responsibility for Health and Safety will:

- Develop a safety culture throughout the Service including at designated learning venues
- Consult staff and promote information, training, and instruction so that staff are able to perform their various tasks safely and effectively
- Ensure a safe and healthy learning environment and where practicable, provide suitable welfare facilities
- Make operational decisions regarding health and safety
- Ensure teaching and support staff complete visual health and safety checks on rented/HCC rooms before use to ensure our learners have a safe learning environment
- Ensure significant hazards are assessed and risks are managed to prevent harm
- Ensure staff and learners are aware of their health and safety responsibilities
- Periodically update Partnership Forum/Sub-contracted Partners as appropriate
- Monitor and periodically review all policies and procedures.

3.2 Staff/Apprentices

All staff, including HCC apprentices, have a statutory obligation to co-operate with the arrangements set out here and to take care of their own health and safety and that of others affected by their activities. HA will seek to promote and get commitment to all aspects of Health and Safety through staff/apprentice inductions, initial and annual refresher training, and regular team meetings.

- Supporting the Councils/department/learning centre/school premises health and safety arrangements
- Ensuring their own work area remains safe at all times
- Not interfering with health and safety arrangements or misusing equipment
- Complying with all safety procedures, whether written or verbally advised, for their own protection and the protection of those who may be affected by their actions
- Reporting safety concerns to their staff representative or other appropriate person
- Reporting any incident that has led, or could have led to damage or injury
- Assisting in investigations due to accidents, dangerous occurrences or near misses
- Not acting or omitting to act in any way that may cause harm or ill-health to others

- As part of own CPD a commitment to undertake all mandatory H&S training, including identified annual updates; attend Service/inset days; attend any identified relevant bespoke CPD events.
- Take a register (if completing an electronic class register, tutors will need to have a list of learners attending each session), to muster/assembly point for a head count.
- Staff undertaking observations of teaching, learning and assessment are asked to report on the health, safety, and suitability of learning spaces. If an observer has any concerns about Safeguarding, Prevent or Health and Safety, they should report their findings to the relevant Designated Safeguarding Lead at Hampshire Achieves as soon as possible and must be within 24 hours of the observation taking place.

3.3 Learners

We ask all learners including apprentices to:

- Behave in a way that will ensure the health and safety of all those in the classroom and ensures that our caring, safe and inclusive ethos is actively maintained.
- To fully cooperate and comply with their employer or Work Experience Placement employer's health and safety requirements, instructions and training.

4.0 Health & Safety Arrangements for all learners (including apprentices) **Accident/Incident Reporting & Investigation**

Our aim is to minimise the risk of fire, injury to people or damage to property, within reasonable limits. Programme tutors will explain the Health & Safety and Emergency Evacuation Procedures to all learners and apprentices at the first session; all learners are asked to adhere to these. The following guidance is also provided within the learner handbooks.

Fire and Emergency Evacuation:

In all learning venues/HCC buildings if the fire alarm sounds, then you are expected to leave the premises via the nearest designated exit. You should report to the designated assembly point, outside the building.

First Aid:

If you feel unwell, have an accident, injury, or near miss whilst in class/on site please contact the nearest member of staff. They will contact a first aider or call the Emergency Services, if required. All incidents and accidents need to be reported as soon as possible after the event on the appropriate Accident or Incident Form.

Medication:

If you are on routine medication or use medical equipment (e.g., inhaler, epi-pen, insulin etc.), it is your responsibility to bring any medication you require to all activities and to inform your tutor, where appropriate.

Smoking:

Smoking (include the use of e-cigarettes) is not permitted in any County Council buildings, or in any buildings used for County Council funded provision e.g., venues used for funded learning activities. Smokers will have to go outside to smoke, either to a designated location on the site away from entrances or, if the building does not have a suitable on-site location for smoking, into public open spaces such as the pavement. Where smokers have to go into public areas, they need to show consideration when smoking and disposing of smoking-related waste.

Alcohol, Drugs and Offensive Weapons:

Being under the influence of alcohol, illegal drugs or other substances is not permitted in any County Council buildings, or in any buildings used for County Council funded provision e.g., venues used for funded learning activities.

5.0 Safeguarding

Hampshire County Council is committed to ensuring children, young people and adults are protected from harm and that their welfare is at the forefront of the Council's work. Hampshire Achieves aims to provide safe learning environments, and to promote well-being, safety and security for all learners and all staff.

6.0 Sub-contracted Hampshire Learns Provision

All sub-contracted learning providers are required to meet legislation and statutory regulations as mentioned in the Framework terms and conditions especially regulations in respect of Health and Safety; Equality and Diversity; Safeguarding: Prevent; Data Protection and Employment Law, and sections 8 and 12 of the Service Specification to ensure the Learns provision complies with law and any statutory regulations in respect of Health and Safety.

All sub-contracted learning providers will have their own health and safety policies, and these should include practical steps that will achieve the objectives outlined in the scope of this policy by providing and maintaining high standards of health and safety for learners and staff, as far as is reasonably practicable.

Providers' staff undertaking observations of teaching, learning and assessment are asked to report on the health, safety, and suitability of learning spaces. If an observer has any concerns about Safeguarding, Prevent or Health and Safety, they should report their findings to their relevant Designated Safeguarding Lead as soon as possible, and must be within 24 hours of the observation taking place.

Adherence to relevant Health and Safety regulations will be discussed and recorded at contract management meetings and monitored and reported on observations of teaching learning and assessment, and quality audits.

7.0 Monitoring, Review & Audit

The contents of policy will be monitored regularly by Hampshire Achieves Performance Management Group (PMG). Policies and procedures will be kept updated in accordance with any mid-year changes in the law, regulations, or changes to the Services' provision, with updates approved by PMG. All policy and procedures will be reviewed by Senior Managers to determine their effectiveness,

and where any changes are required, these will be applied and ratified. A summary of all changes will be kept as part of the PMG meeting notes. In addition, a cycle of internal policy compliance/audits defined by Senior Managers will provide the assurance of the overall effectiveness of the Services ethos, policies, and procedures, and will confirm operational effectiveness, and compliance with our own quality assurance framework and any relevant laws or regulations.