



# HEALTH AND SAFETY POLICY

The Director has overall responsibility for implementing and monitoring this policy.

Date: **JANUARY 2022**

Review date: **JULY 2022** (to be reviewed regularly due to COVID-19)

## 1 Statement

JAG Training Ltd (“JAG”) takes health and safety issues seriously and is committed to protecting the health and safety of its staff and all those affected by its business activities and attending its premises. The Centre acknowledges its Duty of Care to ensure that not only its employees but others including learners, visitors, contractors and members of the general public (“others”), are not put at risk as a result of the carrying out of its business operations, so far as is reasonably practicable. JAG will ensure the health, safety and welfare of all persons who may be affected by our activities and the Centre will maintain safe and healthy working conditions and equipment for employees. The Centre will ensure compliance with all relevant legislation and will apply the principles of best practice in the discharge of this duty.

JAG will also provide a safe, healthy and supportive environment for learners, so far as it is reasonably practicable. The Centre will promote the Safe Learner Concept, to ensure learners understand the importance of Safety, that they develop the ability to identify hazards that may affect them and others and to develop an understanding of the control measures used to minimise associated risks.

This is particularly important since the onset of the Pandemic. In line with government guidance JAG moved to remote working in March 2020 and this remains in force. JAG confirms it has complied with the government’s guidance on managing the risk of COVID-19

- We have carried out a COVID-19 risk assessment and shared the results with all staff members and done everything practical to manage transmission risk
- We have cleaning, handwashing and hygiene procedures in line with guidance
- We have taken all reasonable steps to help people work from home
- We have taken all reasonable steps to maintain a 2m distance in the workplace
- Teaching and Learning delivery remains remote.

At the time of writing (January 2022), the 4<sup>th</sup> wave (Omicron) is posing a serious risk to health and the decision to have only one person in the office at a time remains extant.

## 2 JAG TRAINING responsibilities.

2.1 The Director is accountable for the implementation of the Health and Safety Policy but will delegate certain duties to managers and other key staff to ensure that:

- The policy is brought to the attention of all employees, learners, and others.
- Other health and safety information is communicated to relevant employers.
- Adequate first aid procedures exist including the provision of enough properly trained first aiders and that all employees and learners are aware of the arrangements.
- Accidents and incidents are reported using the established procedures and are appropriately investigated.
- Training needs are identified and appropriate arrangements are made for training.
- Requirements under the Control of Substances Hazardous to Health Regulations 2015 (COSHH) and Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013, (RIDDOR) are met.
- New employees and learners receive appropriate health and safety information including details of the Health and Safety Policy, fire drill, emergency evacuation and other Health and Safety procedures.

## 2.2 The Centre is responsible for:

- taking reasonable steps to safeguard the health and safety of all those affected by its business activities and of people visiting its premises
- under the Management of Health and Safety at Work Regulations 1999, identify what could cause injury or illness in the business (hazards), decide how likely it is that someone could be harmed and how seriously (the risk) and take action to eliminate the hazard, or control the risk including during emergency situations
- providing and maintaining safe working areas, equipment and systems and, if and where necessary, appropriate protective clothing
- providing adequate information, instruction, training and supervision to enable all staff to do their work safely, to avoid hazards and to contribute positively to their own health and safety at work. JAG will give all those affected by its operations the opportunity to ask questions and advise who best to contact where there are concerns
- ensuring any health and safety representatives receive appropriate training to carry out their duties effectively
- providing a health and safety induction and appropriate safety training to new employees and to learners
- promoting effective communication and consultation concerning health and safety matters and will consult with staff directly relating to health and safety
- regularly monitoring and reviewing the management of health and safety arrangements in team and management meetings, making any necessary changes and bringing those to the attention of all staff and others
- consulting with specialists where necessary, to advise on specific safety issues and/or hazards and the means of their control.
- Because of the pandemic, JAG will continue to update staff and others by providing instructions, arrangements about Centre operations and steps taken to minimise the risk of infection

## 2.3 Employee legal requirements

Section 7 of the Health and Safety at Work Act (HASAWA) 1974: All employees have a legal duty to take reasonable care of their own safety and that of others who may be affected by their actions or by their acts of omission.

Section 8 of the HASAWA - All employees have a legal duty, not to (intentionally or recklessly) interfere with or misuse anything provided in the interests of health, safety or welfare.

the Management of Health and Safety Regulations 1999: All employees have responsibilities under to report any possible hazards or defects to the Director, Centre Manager or Quality Manager.

All employees (and others) are reminded of the need to report any accidents that occur at centre and whilst out in the workplace. Failure to do so may lead to difficulties when claiming industrial injury benefit. Any breach of these sections will be treated as a breach of the conditions of service, misconduct or gross misconduct and disciplinary action may be taken.

## 2.4 Apprenticeship delivery staff and administrators will ensure that:

- employers understand their obligations and responsibilities in relation to ensuring the health and safety and safeguarding of apprentices in their employ including adherence to relevant Centre and Covid-19 policies.
- apprentices are aware of their rights and responsibilities with regard to their safety and well-being and that they know who they should contact if they have any concerns.
- no apprenticeship is started until health and safety checks are satisfactorily completed and the relevant form submitted.
- liability insurance renewal dates and requested copies of new certificates are recorded
- evidence adherence to any agreed health and safety action plan is monitored
- there is an appropriate response to any issues raised in assessor reports based on learner reports, reviews or workplace visits.

## 2.5 Risk assessments, display screen equipment and manual handling

- Risk assessments are a careful examination of what in the workplace could cause harm. JAG will assess any risks and consider measures to best minimise them. Managers and designated staff must ensure that any necessary risk assessments take place and the resulting recommendations are implemented.
- Staff who use a computer for prolonged periods of time must take short breaks every few hours away from the computer screen but may request a workstation assessment and/or an eye test by an optician by contacting the Director.
- Guidance on manual handling (for example, lifting and carrying heavy objects) can be obtained from the Director and where necessary training will be provided, but JAG will try to minimise or avoid the need for manual handling where there is a risk of injury.

## Responsibilities of all staff. All staff must:

- take reasonable care for their own health and safety and that of others who may be affected by their acts or omissions
- co-operate with JAG management to enable compliance with health and safety duties and requirements
- comply with any health and safety instructions and rules, including instructions on the safe use of equipment
- keep the workplace tidy and hazard-free
- report all health and safety concerns to the Director or a manager promptly, including any potential risk, hazard or malfunction of equipment, however minor or trivial it may seem
- co-operate in any investigation of any incident or accident which either has led to injury or which could have led to injury..
- use equipment as directed by any instructions given by representatives of management or contained in any written operating manual or instructions for use and any relevant training
- report any fault with, damage to or concern about, any equipment (including health and safety equipment) or its use to the Director, who is responsible for maintenance and safety of equipment
- promptly report any accident at work involving personal injury, however trivial, to the Director so that details can be recorded in the Accident Book, and cooperate in any associated investigation
- familiarise themselves with the details of first aid facilities and trained first aiders

- familiarise themselves with the instructions about what to do if there is a fire ensuring they are aware of the location of fire extinguishers, fire exits and alternative ways of leaving the building in an emergency
- co-operate in fire drills and take them seriously (ensuring that any visitors to the building do the same), fire drills will be held at least once every 12 months
- ensure that fire exits, fire notices or emergency exit signs are not obstructed or hidden
- notify the Director immediately of any circumstances which might hinder or delay evacuation in a fire.
- on discovering a fire, immediately trigger the nearest fire alarm and call emergency services

### 3 Staff responsibilities relating to Coronavirus (COVID-19)

Given the outbreak of Coronavirus (COVID-19), it is important that all staff members follow these guidelines to ensure maximum safety and minimise the risk of infection. We will review these guidelines regularly to ensure they are kept up-to-date with government guidance.

- Staff members are required to maintain social distancing and stay 2 metres away from other individuals, while in the office, at work sites and when travelling to and from work. Where social distancing is not possible, JAG will implement staggered breaks or other measures to support infection control.
- We will take into account the impact of any measures on individuals with protected characteristics as defined by the Equality Act 2010 so that our measures do not adversely affect one group over another.
- Staff must follow all hygiene measures to include increased frequency of hand washing, and sanitising, wearing protective clothing, sanitising workstations and desks.
- For office staff, JAG will implement new desk arrangements to maintain distancing and will, as far as possible review current seating to ensure that workstations are assigned to an individual and are not shared.
- We expect staff to apply good hygiene practices generally, such mask wearing, not shaking hands or touching other people and to dispose of any waste, such as used tissues or hand wipes, responsibly.
- Staff are expected to cleanse surfaces regularly. JAG provides adequate cleaning equipment to enable the cleaning of surfaces including keyboards, computer screens and telephones, and we will ensure there are adequate disposal arrangements.
- We urge staff to minimise travel. Where staff must travel, we recommend avoiding public transport where possible. We also recommend that the number of people travelling together in any one vehicle is restricted.
- JAG allows takes the mental health of its staff seriously. While working remotely from home is currently the norm, we encourage staff to,
  - Connect with their fellow colleagues for informal chats or video calls,
  - Get regular exercise and sunlight outdoors,
  - Take regular breaks away from their workstation,
  - Ensure they are drinking sufficient water and eating properly.
- Delivery staff must not visit learners at their work place. Where this is unavoidable (invigilation), JAG will conduct a risk assessment in partnership with the employer to ensure all safety measures are in place. Face to face delivery will not resume until the government and awarding bodies have stated it is safe to do so and a full risk assessment is carried out.

## 4 Learners

Learners have a responsibility to co-operate with Centre staff in regard to health and safety and refrain from any conduct which puts at risk themselves or any other person. They must understand fully and act upon the Centre's Health and Safety Policy as advised in the Apprentice Handbook. Learners to receive Health and Safety information at Induction and at appropriate intervals during their course, so they can set a personal example by following all rules and regulations.

All learners are reminded of the need to report to their Tutor/Assessor any accidents that occur at in the workplace. Failure to do so may lead to difficulties claiming benefits under any industrial injuries scheme. Learners should also be aware of the level of risk they undertake in the workplace.

**4.1.1 Lower-risk activities** are those that do not involve machinery, hazardous substances, flammable materials, etc. They can be carried out at home and in the workplace.

- Using a variety of computer based applications including Word, Excel, PowerPoint.
- Collage using paper, fabrics plastic, wood, metal, etc., and water-based glue.
- Digital animation, film-making, photography
- 2-D and 3-D printing using domestic printers
- Drawing and painting using pens, pencils, crayons, watercolours or acrylic paints
- Using manual hand tools, such as screwdrivers, hammers, manual staple guns.
- Using domestic scissors, pinking shears and craft knives.
- Researching on the Internet using reputable sites.

**4.1.2 Medium-risk activities** may involve some risk to the learner and others around them,

- Working at a piece of equipment for a long time, especially if it is badly laid out and the learner is sitting poorly. Assessors can advise on safe laptop / equipment use
- Using damaged electrical equipment. The learner should check for faults (exposed wires, overuse of extension leads, etc.) and switch off everything when not in use.
- Using potentially harmful substances which may include spray paints, adhesives and other materials that can ignite. They must not be used around naked flames including gas cookers and lighters. Learners to follow manufacturer's instructions at all times

**4.1.3 Higher-risk activities** which should not be carried out without the correct training, supervision and / or risk assessment

- Working at height, including using ladders and standing on chairs or desks.
- Moving, handling and positioning people and objects
- Dealing with aggressive or abusive customers/clients
- Anything involving heat, flames or the risk of fire/explosion
- Using hazardous substances which includes anything that is an irritant, corrosive, explosive, flammable, harmful to health or toxic.
- Anything that is counter to social distancing advice. Learners are reminded of the need to wear masks when indoors and to maintain good personal/ hand hygiene.

**4.2 Assessors will:**

- Meet with the apprentice online at least once a month.
- Check progress on any health and safety action plan.
- Report on any relevant health and safety, Covid-19 or safeguarding issues/incidents since the last visit/review
- Take health and safety and Covid-19 seriously at all review meetings and discuss with managers as well as learners

## **5 Apprenticeships Workplace health and safety check**

An appropriately qualified person is to carry out a health and safety check of the workplace and complete the HASS form agreeing an action plan for any improvements/ changes if necessary.

Where the apprentice has any special needs including any disability and/or medical/mental health condition these must be taken into account in assessing any risks.

The employer must provide a copy of current employer's liability insurance certificate.

Workplace to be subject to an annual health and safety visit (or sooner if there is a significant change to the workplace).

## **6 Others**

All visitors have to take reasonable care of themselves and of others who may be affected by their acts or omissions. They must observe all safety instructions given by the person in charge.

We urge all visitors to our office to wear a face covering (other than where exemptions apply) and maintain a safe distance from our staff.

## **7 Quality Monitoring**

Quality questionnaires completed by learners, employers and employees to be collated annually.

Programme reviews to include work experience where appropriate.

As we continue to deal with the ongoing fallout from the coronavirus pandemic, we will keep employers, learners and staff informed of any changes as soon as we become aware of them.

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