

## Health and Safety Policy (including online policy)

HTFT Partnership Limited recognises its obligations under the Health and Safety at Work Act 1974 and related legislation. HTFT will, in the conduct of its activities and so far as is reasonably practicable:

Protect the health and safety of its employees and others that may be affected by its activities.

Limit adverse effects on the physical environment in which those activities are carried out.

HTFT Partnership Limited recognises that the skills and energies of its employees are amongst its greatest assets and it has a responsibility to provide for their welfare and equally for its learners, contractors, vendors and visitors. So far as is reasonably practicable, HTFT Partnership Limited will:

- Provide and maintain safe working environments and practices that do not constitute risks to health, safety and welfare.
- Formulate standards and policies that comply with relevant statutory requirements in respect of health, safety, welfare and the environment, as they affect employees, learners, contractors and the public.
- Actively promote a positive health and safety culture through the development of good practice
- Safeguard employees, learners and all others from foreseeable hazards with regard to health, safety or the environment, in current processes, practices and working systems.
- Ensure that, when new substances, plant, machinery, equipment, processes or premises are introduced, adequate guidance, instruction and supervision are provided for safe methods of work to be developed.
- Train employees to be aware of their own responsibilities in respect of health, safety, welfare and environmental matters, and to ensure they actively participate in good practice that leads to the prevention of accidents and occupational and non-occupational injuries and diseases.
- Without detracting from the contractor's own legal responsibility, HTFT Partnership Limited will ensure that contractors are informed of relevant associated risks, have been made aware of safety procedures and are monitored for compliance.
- Use where reasonably practicable advice and guidance to promote good health and to avoid occupational and non-occupational injuries and disease.
- Establish procedures for monitoring compliance with the safety standards and co-operate with authorities and technical organisations, to ensure policies are kept up to date.
- Establish safety forums to maintain effective control of health and safety measures.
- Ensure these objectives are fulfilled through auditing activities, either internally, through competent assessors, or by external consultants.
- To review and revise this policy and as necessary at regular intervals.

### Management/HTFT Partnership Responsibilities

#### Health and Safety Officer

The Safety Officer is a nominated manager responsible for co-ordinating effective health and safety policies and controls across the organisation.

The Safety Officer is responsible for:

- the production and maintenance of HTFT's policy and ensuring that Department Guidelines are consistent with policy;
- its application;
- monitoring and reporting on the effectiveness of the policy;
- the provision of general advice about the implication of the law;
- the identification of health and safety training needs. The safety officer also acts on behalf of the Chief Executive, as HTFT's formal link with the Health and Safety Executive, Environment Health Departments and other external agencies;
- the production and maintenance of Health and Safety Codes of Practice for each aspect of the services within HTFT.

Our employers/clients will be required to sign the Contract of Services and be directed to the subsections pertaining to our health and safety regime. Upon the signing of the contract, our employers will be provided a copy of this policy and be made aware of their health and safety duties.

HTFT Partnership shall promptly notify the employer of any health and safety hazards which may arise or of which it becomes aware in connection with the performance of its obligations under the contract agreement. Our employers shall promptly notify HTFT Partnership of any health and safety hazards which may exist or arise at their premises and which may affect HTFT in the performance of its obligations

## Health, Safety and Welfare Guidelines

It is the policy of HTFT to require departmental managers to produce appropriate health and safety policies or guidelines. These should embody the minimum standards for health and safety for the department and the work organised within it.

It shall be the responsibility of the manager to bring to the attention of all members of his or her staff, the provisions of the guidelines, and to consult with appropriate Health and Safety Representatives about the updating of these guidelines. The model contents of a guideline are:

- a clear statement of the role of the department;
- regulations governing the work of the department;
- clear reference to safe methods of working, for example nursing procedures, manufacturers' manuals;
- information about immediate matters of health and safety concern, such as fire drills, fire exits, first aid;
- training standards;
- the role and identity of the Health and Safety Representative;
- names of specialist advisers who can be approached about the work of the department;
- the manager responsible for organisation and control of work;
- accident reporting procedures;
- departmental safety rules;
- fire procedures;
- policies agreed by HTFT.

## Training

Health and Safety training shall be incorporated within annual training programmes, as part of the development of a systematic training plan. Health and Safety training needs will, therefore, be identified and planned for in the same manner as other training needs.

Four areas of need shall be given special priority:

- training for managers, to equip them with an understanding of the manager's responsibilities under this policy, and the role and purpose of safety representatives;
- training for safety representatives to enable them to discharge their function;
- training for all members of staff to acquaint them with the main provisions of the law and its practical implication, the main features of this policy and key safety rules;
- induction and in-service training for staff at all levels to acquaint them fully with new requirements and hazards.

## Health and Safety and the apprentice

The Health and Safety at Work Act requires each employee 'to take reasonable care for the Health and Safety of himself and of other persons who may be affected by their acts and omissions' and co-operate with management to enable management to carry out their responsibilities under the Act.

It is the responsibility of HTFT to complete a Health & safety risk assessment and examine the current employers Health & Safety policy when the apprentice is signed up to the programme. This must be checked on a regular basis and any updates must be communicated by the employer to HTFT.

At each apprenticeship review HTFT will check with the apprentice for any accidents, incidents or concerns since the last review. This should be noted on the review form and if any issues are raised, it is the responsibility of HTFT to ensure the correct procedures within the workplace have been implemented and follow up any actions. The incident should be logged within HTFT on the internal incident log and a further risk assessment completed where required. The incident should be discussed with the employer and any further action agreed.

## Accidents/ill health of apprentices

At each apprenticeship review HTFT will check with the apprentice for any accidents, incidents, or concerns since the last review. This should be noted on the review form and if any issues are raised, it is the responsibility of HTFT to ensure the correct procedures within the workplace have been implemented and follow up any actions. The incident should be logged within HTFT on the internal incident & accidents log and the following details should be recorded:

- Date of incident
- Nature of incident
- Place if incident
- Incident recorded with employer (if applicable)
- Where incident recorded
- Steps taken to prevent reoccurrence (if applicable)
- Return to work document completed (if required)

- Any further action required

A further risk assessment must be completed where required. The incident should be discussed with the employer and any further action agreed.

## Records, Statistics and Monitoring

HTFT will operate systems for recording, analysis and presentation of information about accidents, hazard situations and untoward occurrences. Advice on systems will be provided by the Safety Officer, in conjunction, where appropriate with specialist advisory bodies for example local Environmental Health Departments, and the responsibility for the operation of these systems rests with managers and supervisors at all levels. Information obtained from the analysis of accident statistics must be acted upon and, where necessary, bids for additional expenditure made to one of the Partners of HTFT.

## Reports to the Health and Safety Executive

The responsibility for meeting the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1985 to the Health and Safety Executive, shall rest with the Chief Executive as delegated to the Safety Officer.

## First Aid

It is the policy of HTFT to make provision for First Aid and the training of 'First Aiders' in accordance with the First Aid Regulations (1982). The Safety Officer is responsible for ensuring the Regulations are implemented and for identifying training needs.

## Fire

HTFT's Partners are responsible for ensuring that the staff receive adequate fire training, and that nominated fire officers are designated in all Company premises. The Partners delegates these responsibilities to the Directors.

In addition HTFT will nominate a Fire Officer (this may be the Safety Officer or someone external to HTFT)

- report and advise on the standard of fire safety in HTFT's premises and the standard of fire training of its staff;
- undertake overall responsibility for fire training;
- assist in the investigation of all fires in HTFT's premises and to submit reports of such incidents.

## Lifting and Handling

Managers are responsible for informing staff of safe lifting techniques. The Safety Officer will identify specific training needs. The HR Office / Head Office will ensure training in lifting and handling is provided to staff who require it.

## Computer Installations and Visual Display Units

All new computer installations must adhere to the British Standard Specifications and comply with the Health and Safety (Display Screen Equipment) Regulations 1992. All new employees operating VDUs are issued with a copy of the Health and Safety Executive Booklet entitled 'Working with VDUs'. New employees who regularly use VDUs will be required to undergo sight screening.

## Control of Working Time

HTFT is committed to the principles of the Working Time Regulations. No member of staff is expected to work more than 48 hours per week (including overtime) unless there are exceptional circumstances. Similarly all other requirements of the regulations e.g. in relation to breaks, night workers etc. will be complied with.

## Health and Safety and the individual employee

The Health and Safety at Work Act requires each employee 'to take reasonable care for the Health and Safety of himself and of other persons who may be affected by their acts and omissions' and co-operate with management to enable management to carry out their responsibilities under the Act. Employees have equal responsibility with HTFT for Health and Safety at Work.

The refusal of any employee to meet their obligations will be regarded as a matter to be dealt with under the Disciplinary Procedure. In normal circumstances counselling of the employee should be sufficient. With a continuing problem, or where an employee leaves themselves or other employees open to risk or injury, it may be necessary to implement the formal stages of the Disciplinary Procedure.

## Studying online (including e-Safety)

We welcome the development of new technologies for communicating and will use them wherever they are appropriate to enhance our work with students.

We recognise our responsibility to take all reasonable measures to ensure that the risks of harm to student's welfare are minimised; and, where there are concerns about student's welfare, to take appropriate actions to address those concerns.

We recognise that there will be times when it is necessary and important to use electronic communication: for example, sometimes it is easier for a student to express a concern, thought or question using a text message or email rather than in person.

We will only use electronic communication for genuine reasons relating to work with a student, not for general socialising or unnecessary contact.

HTFT staff should only use an agreed email account for email contact with students studying with HTFT, which will normally be an account set up specifically for this purpose. HTFT staff must not use their personal email accounts for contact with students.

Unlike email or texting, social networking and instant messaging involves the possibility of contact with the friends of the young person or of HTFT staff. This raises particular concerns for safeguarding students.

HTFT staff and volunteers should only use an agreed social networking or instant messaging account for contact with students studying with HTFT, which will normally be an account set up specifically for this purpose on behalf of a group rather than an individual.

HTFT staff must not use their personal social networking or instant messaging accounts for contact with students.

We assume that our students accessing our online live and recorded sessions/Masterclasses are in a safe environment.

**Last review date** 21<sup>st</sup> January 2022

**Frequency of review** Every 6 months

**Next review date** 22<sup>nd</sup> July 2022

**Approved by** Clare Finch, Managing Director

**Signature**

