



Health and Safety Policy

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1. Health and Safety Statement

This statement forms part of our Health and Safety policy required by the Health and Safety at Work act 1974. The Safety Policy also includes; the organisation with responsibilities for Health and Safety; risk assessments; and the arrangements (protective and preventive measures) for Health and Safety.

It is our policy to promote a Health and Safety culture while complying with all Health and Safety Legislation, Acts, Regulations, Codes of Practice and other guidance.

We believe people are our most important resource and will ensure to provide a safe and healthy working environment including premises, equipment and systems of work that are, so far as is reasonably practicable, safe and without risks to health.

We believe that all learners are entitled to quality learning experiences in healthy and safe environments.

We are well aware of, and take our duties for, safeguarding very seriously.

The area of safeguarding falls under the remit of the Health and Safety context.

We have policies and procedures with regard to safeguarding children and vulnerable adults and these can be viewed electronically via the council's website.

Additionally, learners who do not have electronic access can request viewing from their tutor, Skills South Tyneside officer or line manager.

To ensure the policies are understood and implemented we will provide suitable and sufficient information, instruction and training for employees/learners who must comply with any training given, follow the arrangements and safe systems of work including the use of any personal protective clothing / equipment issued.

Health and Safety will be included in all learner and employee inductions.

We accept our responsibility for the Health, Safety and Welfare of others including the public, contractors and visitors who may be affected by our business.

This policy will be brought to the attention of all employees/learners.

This Health and Safety policy will be kept up to date by at least an annual review that will take account of any new equipment, processes or change to work which affect Health and Safety.

Signed

John Scott
Corporate Lead – Regeneration and Environment



2. Risk Assessments

Tutor risk assessments are undertaken prior to each course and should be available for review during observations of teaching and learning.

Risks Assessments will be written down and made known to all relevant persons. Training, information, instruction and supervision will be provided as required.

It is the responsibility of providers to ensure that risk assessments have been completed and that reviews are carried out by the due date or completed for each course whichever is the earlier. Control measures will be put in place if required as a result of the risk assessments.

Note:

A **Hazard** is anything that can cause harm.

A **Risk** is the chance, high or low, that somebody will be harmed by the hazard.

3. Accidents and Diseases

All employees/learners who have an accident at work or are ill as a result of work must fill in the appropriate accident reporting form. This can be completed on their behalf at the venue where the accident/incident occurred and ensure they or their representative informs the designated Health and Safety person.

The Skills South Tyneside designated Health and Safety lead will inform all relevant parties of any reportable accidents/diseases.

The Corporate Lead – Regeneration and Environment will ensure all accidents/incidents and diseases are investigated and the Local Authorities Corporate Health and Safety Advisor is notified in accordance with the corporate Health and Safety Policy. The appropriate Education Skills Funding Agency (ESFA) Health and Safety Advisor will also be notified.

Any visitor or contractor who has an accident must also report the matter, the employee responsible for the visitor or contractor must ensure the accident book is completed correctly and the Skills South Tyneside dedicated Health and Safety staff informed.

Employees/learners are encouraged to report any serious incident, (regardless of whether or not this has resulted in an injury/accident) to their tutor, Skills South Tyneside officer, line manager or the Skills South Tyneside designated Health and Safety staff.

Any dangerous occurrence will be reported immediately to the Health and Safety Executive and the ESFA.



The Skills South Tyneside aim to fulfil the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) – updated 2013.

4. First-Aid

Tutors/Line Managers/Person in charge or designated Health and Safety staff from the Skills South Tyneside will act as an appointed person, ensure the emergency services are called and ensure any injured person is comforted.

First aid signs should be displayed in delivery venues used by the providers and up to date first aid boxes should be available.

Employees/learners must not take it upon themselves to administer first-aid and must always seek the first-aiders or appointed persons.

A record of accidents will be kept by Skills South Tyneside.

The Skills South Tyneside will aim to fulfil the requirements of the Health and Safety (First-Aid) Regulations 1981.

5. Training

All employees/learners will be informed of this policy, risk assessments and any Health and Safety control measures/arrangements at induction.

New employees/learners will be shown around their place of learning/work by their tutor, line manager or designated Health and Safety person.

Employees/learners will be shown how to do things safely prior to using any equipment, materials or hazardous substances.

Skills South Tyneside will endeavour to ensure that employees and learners are capable in terms of Health and Safety for every task/exercise/learning programme that is asked of them.

Each employee/learner will complete necessary assessments with medical information to give an insight into any problems/issues that may need to be taken into account.

Records of induction, instruction and training will be kept – specific induction training and instruction will be provided as appropriate to the employees/learners as identified in risk assessments including:

- Fire arrangements
- Hazardous substances
- Safe use of equipment
- Employee/learner responsibilities
- Use of personal protective equipment/clothing



- Health and safety arrangements
- Risk assessments
- Accident and first-aid arrangements
- Electrical Safety
- Manual Handling

Any employee/learner who is uncertain of how to do a job/task or exercise safely must ask their tutor, supervisor or line manager. Anyone who wants further training in Health and Safety is encouraged to ask for it.

Prior to any course starting the course approval checklist is to be signed by Skills South Tyneside to verify any required Health and Safety documentation is in place.

6. Fire and Emergency Evacuation

Arrangements for fire are:

1. Emergency exits are designated by signs (green and white), fire extinguishers are supplied.
2. Indication of fire may be a 'verbal shout of FIRE' a ringing hand bell or a siren that operates with via break glass emergency unit at various points within the building.
3. If you hear the ALARM – EVACUATE the building as per the Emergency Evacuation Procedure. A disc and search system is in operation in some buildings.
4. At the designated ASSEMBLY POINT where the disc system is not used a roll call will be taken using the signing in book or register.

If anyone discovers a fire the alarm should be activated.

Unless trained Employees/learners/ visitors or contractors should not tackle a fire but proceed safely to the assembly point via an emergency or safest exit.

Fire wardens and designated staff will be responsible for ensuring that Skills South Tyneside section is cleared and for calling the emergency services if appropriate.

A fire drill will be carried out at least annually.

Employees/learners/visitors or contractors must not interfere with any fire safety arrangements, keep fire routes and exits clear and abide by notices explaining fire arrangements.

Smoking is forbidden in Council buildings or their grounds.

Skills South Tyneside aims to fulfil the requirements of the Regulatory Reform (Fire Safety) Order 2005.



7. Equipment

All equipment provided by Skills South Tyneside will be to the correct safety standards.

All guards, safety devices and controls must be used at all times by employees/learners; this includes the use of any personal protective clothing.

Any fault or defect in any equipment or controls must be notified immediately to your tutor, supervisor or line manager and not used until it has been repaired and is safe to use.

Operators should check machines before using them.

Equipment will be maintained and examined regularly.

Employees/learners will not be allowed to use equipment until they have been trained to do so when supervision and instruction will be provided.

Any employee/learner who is unsure of any piece of equipment, safety feature or control should ask their tutor, Skills South Tyneside officer, supervisor or line manager for information.

The Skills South Tyneside aims to fulfil the requirements of the Provision and Use of Work Equipment Regulations 1998.

8. Hazardous Substances

Assessments of hazardous substances have been made and are held on file by corporate Health and Safety.

Employees/learners must follow the precautions and rules as a result of the assessments so that they do not expose themselves or others to any risk.

If an employee/learner feels ill as a result of using a substance they must report it to their tutor, supervisor or line manager.

Their tutor, supervisor or line manager must then inform Skills South Tyneside designated Health and Safety staff.

The incident must be recorded on the appropriate accident reporting form so that the matter can be investigated.

If an employee/learner is uncertain about the use of any substance they must ask their tutor/ Skills South Tyneside officer or line manager before using it.

Any personal protective clothing/equipment issued must be worn or used.



Hazardous substances must be stored in their original containers and the containers stored correctly then disposed of carefully as recommended.

Skills South Tyneside aims to fulfil the requirements of the Control of Substances Hazardous to Health Regulations 1994.

9. Manual Handling

Employees/learners must not move any load which they think may cause them an injury. Employees/learners must follow the methods described/demonstrated as a result of the risk assessment and any training given.

Any employee/learner who is injured during any manual handling operation must report it and record it in the appropriate accident reporting form.

Employees/learners should use lifting and carrying aids including trolleys to move loads.

Two person lifts are to be encouraged where practical for large pieces of furniture or equipment.

Employees/learners will be shown how to lift and carry loads in the correct manner if required/requested.

Skills South Tyneside will aim to fulfil the requirements of the Manual Handling Operations Regulations 1992.

10. Employee/learner

Below is a list of some of the basic rules for employees/learners to follow:

- Keep your work area clean and tidy, particularly from things likely to cause a person to slip, trip or fall.
- Always use equipment the correct way as per the instructions.
- Use the right personal protective equipment and clothing.
- Follow the safety procedures and rules from the risk assessments and ask if you are ever uncertain.
- Never interfere with equipment, electricity or any safety features.
- Do not smoke in buildings or their grounds.
- Report any defects or damage to any premises, equipment or machinery.
- Do not put yourself or others at risk by horseplay or misuse of articles and substances.
- It is a requirement for employees/learners to abide by health and safety rules and anyone breaching safety rules will be liable to disciplinary action.
- Any employee/learner who notices a hazard must report it immediately to their tutor or line manager. We welcome suggestions to improve health and safety standards.

A summary of this information will be included in the learner handbook.



11. Personal Protective Clothing/Equipment

Skills South Tyneside will provide free of charge, all necessary personal protective equipment/clothing for employees/learners who must use it where instructed and trained to do so.

PPE/C will be to European and British standards and provided in line with risk assessments.

We will treat the misuse or non-use of personal protective equipment/clothing as a breach of contract and employees/learners may be subject to disciplinary procedures.

Skills South Tyneside aims to fulfil the requirement of the Personal Protective Equipment at Work Regulations 1999.

12. Electricity

The main electrical system in South Tyneside buildings will be tested every 5 years by a competent electrician and action taken as a result of that inspection.

All electrical equipment will be maintained and this will include an annual inspection and where deemed necessary the testing of the electrical equipment.

Any defects or damage to electrical equipment must be reported immediately to your tutor, line manager. Anyone suffering an electrical shock must report it as an accident.

No employee/learner/visitor shall carry out electrical work, a competent electrician will be used to carry out any electrical work required.

Portable electrical equipment that requires testing and inspection will be marked and records kept.

The Skills South Tyneside aims to fulfil the requirements of the Electricity at Work Regulations 1989.

13. Visitors and Contractors

Visitors and contractors will be accompanied or supervised by a member of staff responsible for their visit. In the case of an emergency i.e. Fire, it is the responsibility of that staff member to assist them to our designated assembly points.

Visitors will be provided with and required to use/wear any necessary personal protective equipment/clothing when in the building. Any visitor must not operate any equipment and keep to any guidelines given.

Contractors must inform Skills South Tyneside of any hazardous substances, electrical equipment, other equipment, or anything else that might affect the Health and Safety of employees/learners.



Contractors carrying out work on our premises will be made aware of this policy and expected to abide by it.

Any work experience student/learner will be treated as any other employee however, particular attention and arrangements will be made for their supervision, training and instruction.

14. Premises

The premises will be maintained in a safe and healthy condition at all times.

Employees/learners must take responsibility for general housekeeping, cleanliness and tidiness. Adequate welfare facilities; toilets, drinking water, washing facilities etc. will be provided and maintained.

A satisfactory working environment will also be maintained with adequate temperature, ventilation and lighting.

Any defects or damage to the premises or its fixtures and fittings must be reported by employees/learners to their tutor or line manager.

The Skills South Tyneside aims to meet the requirements of the Workplace (Health and Safety and Welfare) Regulations 1992.

15. Display Screen Equipment (DSE)

An appropriate eyesight test is available for Skills South Tyneside staff via the council's Human Resources department.

Workstations will be assessed as required and the assessment recorded. Control measures will be put in place as necessary to reduce the risk from the use of Display Screen Equipment.

Employees/learners are required to have a short work break regularly (5 minutes in every hour) from use of DSE if natural breaks do not interrupt DSE work.

Employees/learners will be shown how to use DSE properly and how to adjust the workstation to suit themselves. Any other relevant information and training will be provided.

Skills South Tyneside aims to meet the requirements of the Display Screen Equipment Regulations 1992.

16. Providers

Skills South Tyneside will ensure providers complete the Venue Health and Safety checklist.



The Health and Safety forms above will be held by the Skills South Tyneside and a database will be maintained including the re-assessment date of each venue.

For apprenticeships, learner progress will be reviewed at regular intervals by their tutor/assessor/line manager who will record any Health and Safety requirements on the review.

A contract between the provider and Skills South Tyneside will be completed and held by Skills South Tyneside.

Staff should not visit personal addresses or unknown locations alone.

17. External Visits

Where providers plan to take learners on external visits (such as residential or visits to employers) during their programme of learning, the risk assessment must be recorded in the EVOLVE system (<https://evolve.edufocus.co.uk>).

We will offer training in the use of the EVOLVE system to those providers who plan to take learners on external visits.

An external visit is any activity associated with your delivery which takes place outside of the main delivery location. If in doubt you should seek clarification from your designated Employment and Skills Officer allowing for the timescales set out below.

Risk assessments should be recorded in EVOLVE within the following timescales:

- At least 21 days in advance of the visit for a residential, an adventurous activity or an overseas visit.
- At least 7 days in advance of the visit for all other visits.

In all these cases, approval must be received from the Local Authority prior to the visit taking place.

18. Safeguarding

South Tyneside Council has a specific safeguarding policy that services all its directorates that work with Children, young persons and adults.

Skills South Tyneside have a Safeguarding Children, Young people and Vulnerable Adults Policy with Procedure Guidelines that can be viewed by accessing the Council's website or via request to the designated Health and Safety staff or your line manager.

If you have concerns that a child, young person or vulnerable adult is being abused or neglected, or that they may be at risk of harm, you should contact:



Children

South Tyneside Referral and Assessment Team, Laygate, South Shields Tel: 0191 456 2093
Emergency Duty Team (Outside of Office Hours) Tel: 0191 456 2093

Adults

South Tyneside Adult Services Duty Team Tel: 0191 130 4959
Emergency Duty Team (Outside of Office Hours) Tel: 0191 456 2093

In an emergency, please contact the police.

19. Organisation and Responsibilities

Overall responsibility for Health and Safety within Skills South Tyneside, which is part of the Economic Regeneration Directorate lies with the John Scott Corporate Lead – Regeneration and Environment

The Corporate Lead will take day to day responsibility for Health and Safety matters.

Kevin Thompson will take responsibility in the Corporate Lead's absence.

All employees/learners have a duty to act responsibly and not to put themselves or others at risk by their acts or omissions. Employees/learners must report any unsafe conditions to their tutor, Skills South Tyneside officer or line manager.

Employees/learners must co-operate on Health and Safety matters, use all control measures, follow safe systems of work and keep the workplace tidy.

Health and Safety will be discussed at monthly contract review meetings.

A tutor risk assessment and a venue risk assessment are included in the course documentation pack. This pack is available on the Council website to which, providers have access.

Named Tutors/employees are responsible for first aid.

The designated Health and Safety staff member for Skills South Tyneside is Stephen Allen.

The designated staff member is responsible for accident reporting to the Corporate Health and Safety Advisor and the ESFA where appropriate.

Employees/Learners who have queries regarding Health and Safety should ask their tutor or their line manager for assistance.

This will be further embedded during learner and employee inductions.



The Corporate Facilities Manager is responsible for emergencies including fire.

Designated staff will act as a fire warden/s (roll caller).

The Corporate Facilities Manager or person in charge is responsible for organising and recording fire drills within their respective organisations.

Health and Safety Responsibilities (Summary)

Overall	John Scott	Corporate Lead Regeneration and Environment
	Kevin Thompson	Strategic Commissioning Manager
Accident Reporting	Stephen Allen	Employment and Skills Officer
Safeguarding	Jen Wadsworth	Employment and Skills Officer
First Aid	Tutors/Line Managers/First Aiders	Named on signs/notice boards
Fire and Emergency	Tutors/Line Managers/First Aiders	Named on signs/notice boards
Additional Information	John Bird	Corporate Health and Safety Advisor
	Paul Mossa	Corporate Facilities Manager

Responsibility	Hayley Lord- Employment and Skills Manager, Economic Inclusion		
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