



Health and Safety Policy and Procedure

Policy

LETS is committed to providing a safe and healthy workplace for all of its staff, learners, learners and visitors. LETS also recognises and accepts its responsibility to provide a healthy and safe environment.

This policy document outlines the Health & Safety arrangements that will be implemented and monitored, and who will be responsible for each area of the implementation.

The policy will be reviewed on an annual basis. LETS commitment to providing a safe and healthy working environment means that it is always ready to adapt its policy and practices to meet new legislation as laid down.

We will take all necessary steps to meet this responsibility, paying particular attention to:

1. Ensuring the maintenance of buildings and offices provides a safe place of work and learning, with safe access and egress;
2. Maintaining equipment in a safe condition;
3. Designing systems of work, which takes the Health and Safety of all into consideration;
4. Providing such training and supervision to enable all employees, learners and employers to avoid hazards and contribute positively to their own health and safety at work;
5. Systematically identifying and responding to any risks which arise;
6. Providing and promoting a healthy working environment.

Mahmudur Jaigirdar

CEO

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Procedure

LETS Health and Safety Policy and procedure applies to its premises within the UK and includes . The Directors and Health and Safety Manager are responsible for setting out the policy and ensuring that it is reviewed and updated annually. All staff will inform the Health & Safety Manager if they become aware of any changes in operations, regulation or legislation, which may require a revision of the policy.

All staff are responsible for implementing the Health and Safety Policy, and for ensuring full compliance with Health and Safety legislation.

All Director and Directors are responsible for Health and Safety within their programmes or projects. They will ensure Health and Safety checks are completed for all locations where training will be delivered.

Communication

All staff and learners will receive an induction in which our Health and Safety Policy is explained, and copies handed out. Any changes to the policy will be communicated to staff by the most appropriate means, whether through hard copy information sheets or e-mail. All staff and learners are asked to sign to confirm they have received a copy of the policy and procedure and understand its contents and adherence to it.

All potential safety hazards must be reported to a line manager or for learners or apprentices, the tutor.

Information, Instruction and Training

Training and on-going advice and instruction are delivered through staff and learner induction programmes, as well as other short courses where required.

Directors and Directors will also ensure that all staff members in their department are aware of the company's Health and Safety Policy and procedures.

Where elements of risk are involved in a task (for example, working with VDU's) each manager will be responsible for training and then supervising new staff members until they are satisfied that the staff member can perform the task safely.

Staff Members

Under the Health and Safety at Work Act 1974, it is the duty of every member of staff whilst at work to:

- Take reasonable care for the Health and Safety of themselves and any other people who might be affected by their acts or omissions.
- Co-operate with their employers and others on Health and Safety matters, to enable them to comply with statutory duties and requirements

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- Not intentionally or recklessly misuse or interfere with anything provided in the interests of health, safety or welfare.

The Management of Health and Safety at Work Regulations 1999 (As amended) further require staff members to:

- Use any equipment provided in a safe manner
- Follow Health and Safety instructions
- Report anything they consider to be a serious danger to their Health and Safety Manager.
- Report any shortfalls in the protection arrangements for Health and Safety to their Health and Safety Manager.

LETS recognises that its staff will often provide the first warning of any hazards in the workplace. We therefore encourage staff to report any issues regarding either specific hazards or general concerns relating to their Health and Safety, or the Health and Safety of other staff, learners, and members of the public. We will investigate all reported hazards and ensure that any necessary changes are implemented as required.

LETS expects all its staff members to keep their work areas clean, tidy and maintain a safe work environment at all times. All staff and learners should be aware that clutter, drawers left open, trailing wires, uneven floors, spillages, improperly stacked boxes and blocked or narrowed fire exits can pose very serious safety hazards. It should be recognised by all staff members that failure to abide by Health and Safety requirements can result in serious injury to themselves or others on the premises and could be regarded as a disciplinary offence and sometimes lead to prosecution. In particular:

- Interference with or the misuse of equipment supplied by the company in the interests of Health and Safety or welfare may be treated as an instance of misconduct, which could lead to dismissal.

It is our duty of care to ensure that every member of staff and learners are responsible, in part, for their own Health and Safety, and for the Health and Safety of others in the workplace.

Risk Assessments

Risk assessments will be completed where necessary in locations where training is to be delivered on employer premises and this will form part of the Health and Safety Inspection. Where initial risk assessments indicate that a risk is present, a supplementary assessment may be conducted in order to ensure that the most effective remedial action is taken.

Wherever possible, the staff members in the area being assessed will be involved. This will be most significant with, for example, display screen equipment assessments, where the comfort and safety of the staff member(s) concerned is the main objective of the assessment.

Once a risk is identified, advice on the remedial action, which needs to be taken will be given.

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A report detailing all the major issues identified from the assessment, with timescales for implementing remedial actions will be produced by the Health and Safety Manager within 5 working days. The risk assessments will be reviewed periodically or after any incidents or significant changes in equipment, processes, or procedures.

Directors will be responsible for applying any recommendations made for the centre concerned to comply with Health and Safety Legislation. Directors will also be responsible for communicating the findings of the risk assessments, to the relevant staff members.

Accident Reporting

Under the requirements of RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013), all reportable accidents and incidents should in the first instance be reported immediately to the relevant Manager. They will then inform the Health and Safety Manager within 24 hours, who will be responsible for reporting these to the local Authority or the Health and Safety Executive as appropriate.

All accidents, whether reportable or not, must be recorded in the accident book. Every Accident Book contains a list of incidents which must be reported under RIDDOR. Directors should be aware of the types of incidents on this list and of the need to report such occurrences as a matter of urgency. Incidents such as near misses will be reported to the Health and Safety Manager. An incident reporting form should be completed and forwarded to the Health and Safety Manager also within 5 working days.

The Health and Safety Manager will be responsible for the initial investigation of accidents and for making recommendations for any actions to be taken to remove or control any risks which are discovered.

Systems of Work

The primary objective of LETS is to train and assist its learners in achieving relevant qualifications. We operate in a relatively low-risk working environment. However, we aim to minimise risk to its staff in all circumstances under its control and will endeavour to provide safe systems of work where it is deemed necessary.

Personal Protective Equipment

The nature of our business operations does not generally require the use of personal protective clothing or equipment although this will be used as appropriate.

Manual Handling

Members of staff will be trained in performing manual handling operations safely and will be supervised until their manager is satisfied that they can perform such tasks independently, which will be documented for audit purposes. We recognise that some members of staff will have to perform occasional manual handling tasks as part of everyday activity. All staff will therefore be given basic manual handling training as a part of their induction programme.

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COSHH - Control of Substances Hazardous to Health

There are a small number of potentially hazardous substances with which our staff and learners may come into contact with. It is important that all staff members and learners are aware of these substances, and of the risks involved if they are misused. Issues relating to COSHH must be brought to the attention of all new staff by Directors, or the Health and Safety Manager.

The items listed below are deemed by their manufacturers to warrant a warning. It should be noted that the list of substances may change from time to time and staff will be kept informed of any changes.

Hazardous Substances

1. Solvent Based Correction Fluid
2. Correction Fluid Thinner
3. Permanent Marker Pens
4. Glues
5. Toner (Photocopier and Printer)
6. Office Cleaning Materials
7. Foam Cleaning Sprays

Wherever possible, use of these should be avoided (for example, it is possible to buy solvent-free correction fluid).

Staff should always read the manufacturer's warning label printed on these items before use. When it is necessary to use these items, staff must take care to:

1. Avoid inhalation, swallowing or contact with eyes
2. Where the substance is irritant to skin, avoid contact with skin and wash off any spills as soon as possible
3. Use in a well-ventilated area, if possible
4. Be aware of other risks (e.g. flammable or corrosive substances) and take precautions against these risks.

If any member of staff comes into contact with any hazardous substance, whether by inhalation, ingestion, in the eyes or by absorption through the skin, they must immediately seek the assistance of their first aider or appointed person. Such incidents should be reported to the Health and Safety Manager within 24 hours. If the individual affected requires hospital treatment or loses consciousness as a result of contact with a toxic substance, the manager must **immediately** notify the Health and Safety Manager with the full details of the incident, as it will be reportable under RIDDOR.

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Emergency Procedures

Fire

Fire Risk Assessments will form part of the Health and Safety check completed at any location where training is to be delivered to ensure appropriate methods of escape are clearly marked and known, and all fire equipment and notices are available and in working condition.

First Aid

For first aid purposes, LETS is deemed a low-risk work environment due to the nature of the organisations' operations.

First Aid Arrangements form part of the Health and Safety check to be completed for all locations where training will be delivered.

Lone Working

Staff who work alone should take specific note of removing themselves from being a victim of crime. Staff are not expected to work within an environment where they feel unsafe or where there is risk of abuse. If you are going to be working from a location that is unfamiliar to you, you should in the first instance take a member of staff with you and a risk assessment will be undertaken.

You must inform the company when you work alone in a location (i.e. with no other staff member around or on a one-to-one with a learner of the time you arrive and the time you finish. You should call when you leave to confirm there have been no issues.

Review and Improvement

If at any time any Health and Safety issue should arise which exposes a weakness in our Health and Safety Policy, the policy will be reviewed. The Health and Safety Manager will be responsible for the revision of this document. Where significant changes occur, which may affect the level of risk in any area of the working environment, risk assessments will be conducted as required by Health & Safety Law. Should these risk assessments expose any weakness in the Health and Safety Policy or the specific arrangements for maintaining appropriate standards of Health and Safety, these will be reviewed and revised if necessary. Similarly, if any weakness in policy, arrangements or chain of responsibility should be exposed at any point, we will undertake to review the appropriate area and to make such amendments as are required.

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