



# Health and Safety Policy

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## Introduction

We believe this policy should be a working document that is fit for purpose, represents Liberty Training's ethos, enables consistency and quality across the college.

We recognise our responsibilities under the above legislation to take all reasonable and practicable steps to:

- Provide and maintain safe and healthy working conditions, equipment and systems of work for all our Learners, Liberty Training personnel and visitors to the college;
- Provide a safe, clean and hazard free working environment;
- Identify and reduce hazards to a minimum by making assessments of the risks to the health and safety of employees and others by looking at all operations, activities, jobs, tasks, people, systems, machines and equipment in place so that we are able to determine whether or not we comply with Health and Safety Law;
- Ensure everyone is aware of and understands their responsibilities but are aware that the maintenance of a healthy and safe environment is the shared responsibility of the whole college community;
- Introduce health and safety arrangements, health surveillance and procedures;
- Provide health and safety information to Liberty Training personnel;
- Appoint competent persons to enforce and promote health and safety;
- Provide health and safety training, instruction and supervision for all Liberty Training personnel;
- Provide safe access and egress;
- Safe plant and equipment through regular maintenance and testing;
- Safe use of materials and substances;
- Ensure that all predictable risks have been identified and risk assessed for all curriculum activities such as art, design and technology, ICT, music, physical education and science.

*'We need to develop a culture that distinguishes between real and imagined risk. We believe we cannot 'insulate our pupils from every bump, germ or bruise as this will limit their opportunity to take full advantage of the freedom of childhood and to explore the world around them.'* (Amanda Spielman, Chief Inspector of Schools)

We wish to work closely with the Youth Participation Group and to hear their views and opinions as we acknowledge and support Article 12 of the United Nations Convention on the Rights of the Child that children and young people should be encouraged to form and to express their views.

We as a college community have a commitment to promote equality. Therefore, an equality impact assessment has been undertaken and we believe this policy is in line with the Equality Act 2010.

We all have a responsibility to ensure equality permeates into all aspects of college life and that everyone is treated equally irrespective of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation. We want everyone connected with Liberty Training to feel safe, secure, valued and of equal worth.

We acknowledge the findings of the Race Disparity Audit that clearly shows how people of different ethnicities are treated across the public services of health, education, employment and the criminal justice system.

The educational section of the audit that covers: differences by region; attainment and economic disadvantage; exclusions and abuse; and destinations, has a significant importance for the strategic planning of Liberty Training.

We believe it is essential that this policy clearly identifies and outlines the roles and responsibilities of all those involved in the procedures and arrangements that relates to this policy.

## Aims

- To provide and maintain safe and healthy working conditions, equipment and systems of work for all our Learners, Liberty Training personnel and visitors to the college.
- To provide a safe and healthy working and learning environment.
- To have in place risk assessments for all operations, activities, jobs, tasks, people, systems, machines and equipment that may pose a risk to Liberty Training personnel and others.
- To ensure that all predictable risks have been identified and risk assessed for training activities.
- To ensure that control measures have been put in place for all identified risks.
- To encourage everyone to take responsibility for their own health and safety and that of others.
- To provide and maintain equipment.
- To establish safe operating systems within the college.
- To provide training and up dated information for all Liberty Training personnel.
- To identify and outline the responsibilities of the whole college community.
- To ensure compliance with all relevant legislation connected to this policy.
- To work with other SPIs, colleges and the local authority to share good practice in order to improve this policy.

## Responsibility for the Policy and Procedure

All staff have responsibility for Health and Safety in the workplace and any breeches in Liberty Training's Health and Safety policies and/or procedures will be addressed. Staff have an initial induction with regards to the expectations of the company and updates or changes are communicated to the team.

Overall responsibility for the Policy and Procedure lays with the Directors and the Office Manager.

## Role of the Directors

The Directors have responsibility for:

- Delegating powers and responsibilities for overseeing health and safety throughout the college and is responsible for the day-to-day running of Liberty Training;
- Appointing a member of staff to be the Health and Safety Representative;
- Ensuring Liberty Training has a current health and safety policy in place;
- Delegating powers and responsibilities to ensure all Liberty Training personnel and stakeholders are aware of and comply with this policy;

- Recognising and accepting its responsibilities for the health, safety and welfare of its employees, learners and visitors to premises;
- Ensuring compliance with local and national health and safety policies;
- Establishing appropriate committees in which to consult on health and safety matters;
- Managing the allocation of sufficient funds in order to ensure, so far as reasonably practicable, the working environment is safe and without risk to health;
- Ensuring effective monitoring is carried out to evaluate the health and safety performance of Liberty Training by evaluation of relevant inspection reports;
- Ensuring the organisation and arrangements of the college operate effectively;
- Ensuring health and safety is on the agenda at Directors meetings;
- Will ensure arrangements are in place for Liberty Training to operate effectively;
- Engaging the allocation of sufficient funds in order to ensure, so far as reasonably practicable, the working environment is safe and without risk to health;
- Ensuring effective monitoring is carried out to evaluate the health and safety performance of Liberty Training by involvement and evaluation of inspection reports from the local authority
- Ensuring that Liberty Training complies with all equalities legislation;
- Nominating a designated equalities person to ensure that appropriate action will be taken to deal with all prejudice related incidents or incidents which are a breach of this policy;
- Ensuring funding is in place to support this policy;
- Make effective use of relevant research and information to improve this policy;
- Ensuring this policy and all policies are maintained and updated regularly;
- Ensuring all policies are made available to parents;
- The responsibility of involving the Youth Participation in:
  - determining this policy with the Directors;
  - discussing improvements to this policy during the academic year;
  - organising surveys to gauge the thoughts of all learners;
  - reviewing the effectiveness of this policy with the Directors
- Report any accidents or dangerous occurrences;
- Investigate the causes of any accident, dangerous occurrence or near miss;
- Put into place a safe system to prevent any accident, dangerous occurrence or near miss happening again;
- Ensure that the emergency evacuation procedure is carried out every term;
- Have in place an emergency plan to cover any major incident;
- Have in place:
  - fire precautions and an emergency evacuation plan in the event of fire
  - procedures for first aid provision
  - procedures for the control of substances hazardous to health
  - an electrical maintenance plan
  - an annual plan for Portable Appliance Testing (PAT)
  - procedures to deal with Asbestos and Legionella

## Role of the Senior Leadership Team

The Senior leadership Team will:

- Work closely with the Directors;

- Ensure this policy and other linked policies are up to date;
- Ensure that everyone connected with Liberty Training is aware of this policy;
- Attend training related to this policy;
- Report to the Directors every term;
- Annually report to the Directors on the success and development of this policy.
- The effective implementation, monitoring and evaluation of this policy.
- Establish high standards of health and safety throughout Liberty Training – both Learners and staff;
- Have in place risk assessments for all operations, activities, jobs, tasks, people, systems, machines and equipment that may pose a risk to Liberty Training personnel and others;
- Undertake risk assessments annually with the Health and Safety Representative and Site Manager;
- Ensure that all stakeholders are aware of all risk assessments and safe systems of work;
- Ensure daily inspections, repairs and an annual maintenance programme is in place for all equipment, apparatus, tools and machinery;
- Ensure all equipment, apparatus, tools and machinery are serviced and maintained by suitably qualified contractors;
- Ensure medical and first aid procedures and facilities are in place;
- Ensure that all Liberty Training personnel fulfil their duties to co-operate with the policy;
- Implement the company health and safety policy and to assist in developing a culture of safety throughout the college;
- Assist in the day to day management of health and safety;
- Ensure they are up to date with all current health and safety legislation;
- Work with the Headteacher to ensure all stakeholders are aware of and comply with this policy.
- Ensure all educational visits comply with all current legislation and procedures;
- Ensure risk assessments are in place for all educational visits and trips.

## Role of the Office Manager

The Business Manager will:

- Comply with Liberty Training's Health and Safety Policy, safety procedures and risk assessments;
- Conduct regular health and safety surveys with the Headteacher and external Safety Representative if required.
- Ensure daily inspections, repairs and an annual maintenance programme is in place for all equipment, apparatus, tools and machinery;
- Ensure all electrical equipment, physical education apparatus and equipment, tools and machinery are serviced and maintained by suitably qualified contractors;
- Ensure all maintenance records are kept up to date and readily available for any health and safety inspections;
- Ensure all chemicals and hazardous substances are clearly labelled, stored and disposed under the correct COSHH guidelines;
- Ensure the water system is well maintained in order to prevent Legionnaire's disease;
- Ensure that all cleaning staff are aware of the Health and Safety Policy and its implications such as storage arrangements for materials, use of equipment, substances etc;

- Report immediately and defects or hazards;
- Ensure that all new equipment is supplied with the appropriate documentation;
- Test the fire alarm system each week;
- Maintain a record of hazardous substances used for cleaning and similar purposes.

## Role of All Staff

All staff personnel will:

- Carry out their duties in accordance with this policy;
- Co-operate with the Directors and others in college to comply with legislation;
- Take reasonable care of themselves and others whilst at work;
- Co-operate with the Directors and others in college to comply with legislation;
- Attend appropriate training;
- Report accidents, incidents, defects, damage to equipment and safety hazards to the Office Manager;
- Follow safe work procedures;
- Ensure classrooms and other work areas are safe before they are used;
- Ensure all equipment is safe to use;
- Ensure personal protective equipment is used when appropriate;
- Be familiar with the fire emergency evacuation procedures of the building;
- Use all machinery and equipment in accordance with information, training and instruction received;
- Make everyone aware of any work situation where there are serious and immediate health and safety risks;
- Inform the Directors and Senior Leadership Team of any concerns regarding any health and safety procedures;
- Ensure learners:
  - wear appropriate clothing in any training which requires it;
  - tie their hair back when undertaking any training or work experience where required (e.g. handling and preparing food);
  - wear appropriate clothing and footwear during any training involving physical activities (e.g. Duke of Edinburgh group);
  - wear sun protection when taking part in activities outside during the summer;
  - wash their hands before and after handling food;
  - sit correctly when using computers;
  - are not affected by loud music.
- Teach learners about hazards, risks and control during training session so that risk awareness forms an integral part of their learning and development;
- Attend appropriate training;
- Report accidents, incidents, defects, damage to equipment and safety hazards to the Health and Safety Representative;
- Implement the college's equalities policy and schemes;
- Report and deal with all incidents of discrimination;
- Attend appropriate training sessions on equality;
- Report any concerns they have on any aspect of the Liberty Training community.

## Role of Parents/Carers

Parents/Carers are expected to:

- Support Liberty Training in any health and safety matters reported to them in correspondence;
- Speak with their children about health and safety;
- Be aware of and comply with this policy;
- Be asked to take part periodic surveys conducted by Liberty Training;
- Support Liberty Training's Code of Conduct and guidance necessary to ensure smooth running of the college.

## Role of Visitors and People Working on Site

Visitors and contractors are expected to:

- Be aware and adhere to our Visible ID Policy and wear a visible lanyard with the appropriate coloured lanyard (see Appendix 1)
- Take reasonable care of themselves and others while on the college premises;
- Co-operate with the safety rules and procedures of the college;
- Ensure compliance with risk management when working on the premises;
- Report defects or damage to equipment;
- Report all accidents and incidents.

## Training for All Liberty Staff

All Liberty Staff:

- Have equal chances of training, career development and promotion
- Receive training on this policy which specifically covers:
  - All aspects of this policy
  - Health and Safety at Work
  - Health and Safety in the Curriculum
  - Identifying Hazards
  - Risk Management and Risk Assessment
  - Health and Safety - Responsibilities
  - Accidents and Emergencies
  - Electrical Safety
  - Fire Safety
  - First Aid
  - Health and Well-Being
  - Lone Workers
  - Manual Handling
  - Medical Conditions and Communicable Diseases
  - PE Safety Guidelines
  - Risk Assessment
  - Security
  - Slips, Trips and Falls
  - Violence in the workplace/college
  - Working at Height
  - Work-life Balance
  - Equal opportunities
  - Inclusion
- Receive periodic training so that they are kept up to date with new information
- Receive equal opportunities training on induction in order to improve their understanding of the Equality Act 2010 and its implications.

## Risk Assessments / Safe Operating Systems

- We believe that Risk Assessment applies to everyone and is the key factor in relation to Health and Safety.



- Risk Assessment is something we all do every day and most activities have some form of risk attached to them.
- The object is to assess the level of risk, determine whether it is acceptable and introduce measures to minimise or eliminate the risk by:
  - Preparing and implementing safe working practices
  - Monitoring, inspecting and reporting regularly
  - Identifying potential hazards and knowing what to do to minimise risk and respond if something goes wrong.
- We are aware that we may need specialist advice to assess some risks, but many require a common-sense approach and continued diligence.
- We are of the opinion that if something is not acceptable at home then it should not be acceptable in college.
- All of us have a legal responsibility for the safety of our colleagues.

## Raising Awareness of this Policy

We will raise awareness of this policy via:

- The College Handbook/Prospectus
- Liberty Training website
- The Staff Handbook
- Meetings with parents such as New Learner Inductions, introductory, transitions and parent-tutor consultations
- Meetings with college personnel
- Communications with home such as end of term reports and termly newsletters
- Information displays in the main reception area.
- Sharing with new college personnel
- Sharing with all college personnel when updated/amended
- Sharing on the CPOMS Library for ease of reference

## Equality Impact Assessment

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any learner and it helps to promote equality at Liberty Training.

## Monitoring the Implementation and Effectiveness of the Policy

The practical application of this policy will be reviewed annually or when the need arises by the Directors and SLT.

A statement of the policy's effectiveness and the necessary recommendations for improvement will be presented to the Directors for further discussion and endorsement.

Appendix 1:

## Liberty Training Visible ID Policy

Liberty operates a visible ID policy for all people on site, including students, staff, visitors and contractors. Everyone in the building is expected to follow this policy and procedure by wearing lanyards.

This policy is a key measure to support the Liberty's Safeguarding and Prevent strategies.

Learners must wear a **PURPLE** lanyard with their student ID badge  
(YPG members wear a **GREEN** or **ORANGE** lanyard)



Liberty Training Staff must wear a **BLACK** lanyard with their staff ID badge



Ohana Homes staff must wear a **BLUE** lanyard with their staff ID badge



Authorised visitors must wear a **YELLOW** lanyard with a visitor slip  
*(These are visitors for whom we have confirmed hold a DBS)*



Any other visitors must wear a **RED** lanyard with a visitor slip  
*(Children do not have to wear a lanyard and will be given a sticker instead)*

