



Inspiring learning to achieve success

Policy Number: PP-CD- 01

Version: 5

Issue Date: April 2016

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Policy title: Health and Safety Policy

Policy author:

Heath Rawles

Policy Owner:

Heath Rawles

Impact assessment status:

X Initial screening complete, no adverse impact/potential for adverse impact
 Full impact assessment required

Approved by: SLT

Date: April 2016

If you need help reading this document, or require it in a different format, please call 01794 523857

Chief Executive Officer: Elizabeth Young



1. Introduction

This document states the Health and Safety Policy at FNTC Training and Consultancy.

It is the aim of FNTC Training and Consultancy to ensure that all staff, visitors and learners are kept in a safe environment, minimising the risk of accidents and extenuating the feeling of well being both on and off site.

2. Scope

All member of FNTC staff and all stakeholders at FNTC fall within the scope of the Health and Safety Policy.

3. Objectives

To meet the following Health and Safety requirements:

- Ensure that FNTC is adhering to the Health And Safety requirements set out by the Health and Safety executive to keep all employees and visitors in a safe environment
- To ensure that FNTC adhere to the requirements of SFA with regards to keeping learners safe.

4. Responsibilities

- a. The overall responsibility for health and safety at FNTC rests with the Health and Safety Representative, Strategic Leadership Team and Company Directors.
- b. The FNTC Training and Consultancy Office Manager will ensure that FNTC premises are maintained in sound condition at all times.
- c. The Health and Safety Representative together with the Strategic leadership Team will be responsible for setting policies and procedures, and for the maintenance of safe working conditions for both employees and learners.
- d. Heads of Departments are responsible for implementing FNTC's Health and Safety Policy and procedures within their own departments on a daily basis. They will report to the Health and Safety Representative on all health and safety matters.
- e. Tutors shall instruct students on FNTC's health and safety procedures and guidelines at the start of every course. This will include; fire safety and emergency evacuation procedures, how to report hazards and accidents and how to obtain first aid treatment.
- f. The Health and Safety Representative will report annually to the SLT on Health and Safety matters.

5. Procedures

5a. Introduction

This document highlights FNTC's commitment to Health and Safety and must be read in conjunction with the Health and Safety Procedures and Safeguarding Policy and Procedures.

- a. This policy sets out the principles and arrangements for health, safety and welfare at FNTC Training.
- b. FNTC Training aims to provide an environment and conditions, which are safe, so far as is reasonably practicable, and without risk to the health, safety and welfare of staff, students, visitors, contractors and other members of the public who may be affected by the activities of FNTC whilst on FNTC occupied sites.
- c. FNTC recognises and accepts its responsibility as an employer to consult with safety representatives and to provide a safe and healthy workplace for all its employees.
- d. This policy aims to promote, and takes into account, the requirements of FNTC's Safeguarding policies and Procedures.
- e. FNTC recognises that, although Health and Safety legislation takes precedence, it needs to act responsibly with due regard to the need to promote equality for all members of the organisation.

5b. Employer

- a. FNTC will take all reasonable measures required to meet its general duties under the Health and Safety at Work etc Act 1974, and The Management of Health and Safety at Work Regulations (as amended) 2002 and the Health and Safety (Offences) Act 2008, in the provision of:
 - a safe place to work and study, with safe access and egress
 - plant and equipment that are safe and without risk of harm
 - safe use, handling, storage and transport of articles and hazardous substances
 - safe systems of work
 - suitable and sufficient information, instruction, training and supervision to enable employees and students to avoid hazards and contribute positively to their own health and safety
 - adequate and suitable welfare facilities
 - allocation of Health and Safety responsibility
- b. FNTC will ensure that adequate planning and consultation takes place to ensure compliance with future legislation.
- c. FNTC will ensure the provision of competent advice on all health, safety and welfare matters.
- d. FNTC will undertake a programme of risk assessments to identify hazards and risks arising from any work activity and implement appropriate controls to reduce the risk of injury or ill health as far as reasonably practicable.
- e. FNTC will provide appropriate induction to ensure employees are aware of Health and Safety procedures for dealing with emergencies such as fire and major incidents.

- f. FNTC will provide suitable and sufficient staff training on all aspects of health, safety and welfare.
- g. FNTC will provide systems for reporting, investigating and recording all accidents and incidents.
- h. FNTC will carry out health and safety inspections at all sites, annually.

5c. Employees

- a. Every employee has a general duty, under The Health and Safety at Work etc Act 1974, to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts and omissions whilst at work.
- b. Every member of staff has a responsibility to:
 - ensure that they comply with this policy
 - comply with health and safety procedures and guidelines to enable them to work safely
 - co-operate with managers to ensure the policy and associated procedures are implemented on a daily basis
 - work safely and refrain from any activity that may endanger themselves or others
 - not intentionally interfere with, or misuse equipment and facilities provided for their health and safety at work
 - use FNTC reporting procedures to record any hazards, potential risks, unsafe conditions, accidents or incidents that arise from their work activities
 - participate in any health and safety training provided
- c. If an employee identifies any issue regarding H & S they are required to report it to either their line manager or the H & S Representative.
- d. Employees, where appropriate, are to report any concerns regarding FNTC Training learners to the FNTC Health and Safety representative.

6. Communication

Once approved this policy and procedure will be shared via all staff email and stored in [Cross Centre\Policies and Procedures](#) . The policy and procedure will be discussed at team meetings as well as being added to the office files for all staff to have reference.

7. Related Policies and Procedures

Adverse weather	PP-HR-07
Health and Safety Procedure	PP-CD-02
Safeguarding Policy	PP-DTLAQ- 15
Lone worker policy and procedure	PP-CD-09
Safeguarding policy and procedure incorporating Prevent	PP-DTLAQ-15

Physical contact and restraint policy and procedures PP DTLAQ 16
The use of company mobile phones policy PP OM 07
Company car policy and procedure pp OM 08

8. Monitoring and Evaluation

- a. The SLT will monitor the effective implementation of this policy.
- b. A Health and Safety Working group has been set up to track Health and Safety legislative changes and monitor all aspect of Health and Safety at FNTC.
- c. An annual audit of health and safety will be carried out and incorporate risk assessment reviews, site inspections, training records and analysis of accident statistics.
- d. Staff and student accident and incident statistics will be monitored by the Health and Safety Representative and reviewed by the SLT in the annual Health and Safety Report.

9. Review

- a. This policy may be amended as and when it becomes necessary due to any significant changes in local arrangements or in statutory requirements. However, the Health and Safety Representative and SLT will review this policy in October of each year.

Signed _____ Name _____

Position _____ Date _____

Health and Safety Representative (Name) _____

Signed _____ Date _____

Review Date _____

8. Associated information, guidance and related policies

Initial Equality Impact Assessment	
Audit Prompt	Response
Name of document: Health and Safety Policy	
Author of document: Heath Rawles	
Initial screening questions	
1. What is the aim or purpose of the document?	The aim of this policy is to ensure that staff are aware of all Health and Safety Responsibilities in the organisation.
2. Who is affected by the document? <ul style="list-style-type: none"> • Staff • Learners (please indicate which groups) • Members of the general public (please specify who) 	All stakeholders including <ol style="list-style-type: none"> 1. Staff 2. Learners 3. Suppliers 4. Partners
3. Has anyone complained about the document? (if yes, give details)	No
4. Does the document have the potential to cause adverse impact or discriminate against different groups of people?	No
5. Does the document make a positive contribution to equality & diversity in the Centre?	Yes

A full impact assessment will be needed if this initial screening reveals an adverse impact, or potential for adverse impact on people with protected characteristics.

Refer to full Impact Assessment (Yes/No) and reasons why	
If yes, Priority Level (High, Medium, Low)	

Signed:  _ Name: Heath Rawles Contracts Director Date: 20 May 2015