

Health & Safety Policy Statement

Fareport Training Organisation Ltd ('Fareport') has a legal duty of care towards protecting the health, safety and welfare of its employees and any others who may be affected by the Company's activities.

In compliance with the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999, and other relevant statutory provisions, this statement sets out our commitment and legal duty to manage health and safety effectively. We will take all reasonably practicable steps to protect the health, safety, and welfare of our employees, learners, subcontractors, and visitors to our premises.

The Chief Executive Natalie Cahill holds overall responsibility for health and safety, although the day-to-day management sits with the Operational Management Team (OMT). All staff will receive an induction covering health and safety to ensure they are adequately trained, followed by subsequent annual updates during all-staff training days. All staff will receive sufficient information, instruction, PPE (if required) and supervision to enable them to carry out their role without causing unnecessary risk to themselves or others.

The named site contact for health and safety is:
Theresa Maple - Director of Operations

All learners, employers and subcontractors working in partnership with Fareport will be subject to an appropriate induction to confirm they have sufficient knowledge and understanding of health and safety and are aware of their own internal procedures for instruction, supervision, training and reporting issues.

In addition to its responsibilities under relevant Health and Safety legislation, the full policy seeks to ensure that Fareport conducts all business in a manner that minimises any potential impact on the environment whilst upholding the safety of staff, learners and partners.

Signed:



Natalie Cahill, Chief Executive

Created: June 2008
Reviewed annually
Reviewed: March 25

Health & Safety Policy & Procedure

General Policy

In compliance with the Health & Safety at Work etc Act 1974 and the Management of Health and Safety at Work Regulations 1999, together with all additional Health and Safety Legislation that is applicable to the operation of the company, it is the policy of Fareport Training Organisation Ltd to ensure the health, safety and welfare of all employees, learners, contractors, and visitors whilst on its premises.

It is the responsibility of the Chief Executive Mrs Natalie Cahill, through her management system to ensure her employees are adequately trained, provided with sufficient information, instructions, and supervision to enable them to carry out their role without causing unnecessary risk to themselves or others.

The Chief Executive is also responsible for the procedures that ensure the premises are kept in a satisfactory condition and that all work equipment is maintained and tested as necessary to ensure its safe operation.

It is the responsibility of each employee to read and understand the contents of this Policy Statement. Any concerns or need for clarification should be brought to the attention of the Health & Safety Representative (HSR).

This Policy Statement will be reviewed annually and is available at all times to employees.

Health & Safety Procedure

This Health & Safety Procedure will be reviewed and where necessary adjusted and re-issued at least annually.

1. Organisation

- a. The Chief Executive has the overall responsibility for the management of Health & Safety. This includes providing adequate resources to ensure the premises; equipment and materials are maintained and kept in good condition to avoid unnecessary harm, in accordance with the requirements of the Provision and Use of Work Equipment Regulations 1998. Any potential risk to staff will be assessed and where appropriate, control measures will be implemented to minimise the risk as far as is reasonably practical.
- b. In accordance with Regulation 7 of the Management of Health and Safety at Work Regulations 1999, the Company has a designated Health and Safety Representative (**HSR - Theresa Maple**), who will act as the Company's Health and Safety Co-ordinator. They are nominated as the competent person for the purpose of assisting the Company to undertake necessary measures to ensure compliance with statutory provisions. They will take advice where necessary.
- c. In compliance with the Health and Safety (Consultation with Employees) Regulations 1996, employers have a legal duty to consult employees (either directly or through their elected representatives) on matters affecting their health and safety. In accordance with this duty, Fareport ensures consultation on the following:
 - The introduction of any measure in the workplace that may significantly affect employees' health and safety.
 - Arrangements for engaging competent assistance in complying with health and safety laws.
 - Information on workplace risks, including those arising from particular work activities, and the measures to eliminate, reduce, or control those risks as far as reasonably practicable.
 - Arrangements for health and safety training.
 - The planning and introduction of new technology and any associated health and safety consequences.

Management will always consider suggestions or comments on ways in which our health and safety performance can be improved. Any suggestions should be made to the Health and Safety Representative, (HSR).

- d. The HSR will ensure the regular inspection/testing of all firefighting equipment, fire alarm systems, fire detectors, emergency lighting, portable electrical equipment, and lifts. Records of such inspections/testing will be kept maintained and updated.

- e. The HSR will ensure that regular fire evacuation exercises are carried out on site.
- f. The HSR is responsible for ensuring that First Aiders and /or Appointed Persons are assigned and that sufficient First Aid materials and equipment are available.
- g. The HSR is responsible for monitoring and reviewing training requirements in the context of health and safety.
- h. The HSR is responsible for ensuring suitable and sufficient risk assessments are carried out for all activities undertaken by staff and ensuring the findings are recorded and made available to all members of staff.
- i. The HSR is responsible for ensuring the vetting and monitoring of all external work placements is carried out in accordance with the ESFA Procedures.
- j. The Office Managers are responsible for the implementation of the Company's Policies and Procedures in the areas within their control.
- k. All staff are required to carry out their duties in a safe manner and in compliance with the Policies and Procedures approved by the Chief Executive and to report any identified hazards to their line manager immediately.
- l. All members of staff are responsible for ensuring that neither they nor their colleagues are put at unnecessary risk by their own actions. Equipment that has been provided in the interest of their safety must not be tampered with.

2. Arrangements

Fire

- a. In the event of discovering a fire, the fire alarm must be sounded immediately by breaking the glass of the nearest call point.
- b. The Fire & Rescue service should be called by dialling 999 and the precise details of the nature of the alarm and exact address of the premises given.
- c. Trained staff (**Fire Wardens**) may attempt to extinguish the fire using the appropriate extinguishers as long as they are not putting themselves at risk.
- d. On hearing the alarm sound, the building should be evacuated immediately without delaying collecting personal items. Evacuation should be via the fire exits. If possible, doors and windows should be closed en-route to the assembly point where you will report to your line manager or Fire Warden.

- e. Line managers/ Fire Wardens must account for all members of staff under their control and report to the most senior person at the assembly point. On exiting the building the sign in registers will be removed.
- f. Trainers are responsible for ensuring that all learners are evacuated and accounted for. Hosts are responsible for the evacuation of their visitors.

Under no circumstances must any one re-enter the building without express approval of the Fire and Rescue Senior Officer.

Accident/ Health Emergency

- a. In the event of an employee or learner sustaining an injury, first aid assistance should be sought immediately.
- b. It is the responsibility of the injured individual, where possible, or their manager/supervisor to ensure that details of the accident and the nature of the injury are entered in the Accident Book.
- c. If required, an ambulance should be called by dialling 999, providing the precise location of the premises and details of the injury.
- d. If the injury is serious, the Office Manager must be informed immediately. They will notify the Health and Safety Representative (HSR), who will determine if the injury is reportable under RIDDOR. If required, the enforcing authority (HSE or Local Authority) will be notified via the appropriate method (online Form F2508 or by telephone for serious incidents).
- e. If a learner's injury is reportable under RIDDOR, the HSR will notify the Education & Skills Funding Agency (ESFA) as required.

Risk Assessment

- a. Risk assessments will be carried out and recorded on all duties undertaken by staff. The office manager will be notified of any findings and is responsible for this information being relayed to his/her staff.
- b. Risk assessments include general risks, manual handling, display screen equipment, noise, fire and the use of hazardous substances.

Training

- a. The HSR is responsible for the basic induction training of all new staff. This is to include the contents of this policy, and any specific requirements associated with the area in which they will be required to work. In addition to this training, Health and Safety refresher updates are undertaken annually as a minimum or more frequently if required.
- b. Relevant Health & Safety information received electronically, will be shared with all staff where appropriate.
- c. Specific job training will be provided as the need arises.

Learners

- a. The employer holds primary responsibility for the health and safety of their employee's, but Fareport will ensure this is discussed at initial talks and is highlighted within the **Service Level Agreement** and the **Training Agreement**. This will also be discussed with the learner's direct line manager at the 3-way meeting (where applicable) to agree and sign. Partner employers and subcontractors hold the primary responsibility of health and safety.
- b. Learners are required to comply with this policy where appropriate as well as the specific instructions of their Trainer. Trainers are responsible for ensuring that learners are given adequate induction training including Health & Safety procedures as well as any potential risks associated with the training they are receiving.
- c. It is the responsibility of the HSR to ensure the vetting and monitoring process is carried out effectively by routinely sampling report forms produced by the Trainers. On occasions, the HSR will be required to accompany the Trainer throughout a vetting and monitoring process.
- d. All learners must adhere to the health and safety policy, risk assessments and general health and safety arrangements of the host employer at all times, whilst also considering best practice promoted by Fareport Training Organisation Limited.

Environmental Policy

- a. It is the policy of Fareport to conduct their business in a manner that minimises any potential impact on the environment.
- b. Wherever possible, only environmentally friendly materials and substances will be used, and waste kept to a minimum by re-cycling. Approved contractors will be used for the disposal of unwanted materials where recycling is not possible.
- c. Hazardous substances will not be allowed to escape into either the atmosphere or watercourses via drains or sewers.

Housekeeping

- a. All employees are responsible for ensuring their own work area is kept clean and tidy.
- b. All employees are responsible for ensuring that access and fire escape routes are kept clear at all times.

Promoting Commitment to the Policy

Fareport will ensure that this Health & Safety Policy is promoted via the following activities. This is not an exhaustive list, as other mechanisms will be used as and when the situation arises.

- a. Staff Training and annual updates
- b. Email headers and footers
- c. Policies and Procedures on Safeguarding and Prevent, and what it means for staff and learners
- d. Visible promotion within the centre
- e. Learning resources for learners made available via OneFile resources or other platforms such as Google Classroom if utilised
- f. Learner reviews

We will ensure that we measure the commitment within Fareport to this Health & Safety policy by:

- a. Monitoring the outcomes from online and interactive training for both staff and learners
- b. All Staff, Employers and Learners will be asked to sign that they have seen and understood relevant training/ policies and procedures
- c. Minutes from all management and curriculum meetings will evidence concerns or actions relevant to this policy
- d. Monitoring of learner review documentation
- e. Monitoring specific responses to health & safety in learner and employer surveys
- f. Through quality audit checks

Signed:



N Cahill, Chief Executive

Created: June 2008

Reviewed annually

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