

Health and Safety Policy

NextStep Training Limited



1. Health and Safety Policy Statement

NextStep Training Ltd recognises that good health and safety management supports the safe delivery of quality services. We are committed to providing and maintaining a healthy and safe working environment for all our Employees, Learners, Stakeholders and Service Users.

2. Health and Safety Policy Purpose/Aims

- To comply with requirements of relevant legislations;
- To identify hazards (the potential for harm), assess risks (the likelihood of that harm being realised) and manage those risks;
- To ensure that employees (and others as appropriate) are adequately informed of the identified risks and where appropriate receive instruction, training and supervision;
- To consult with employees' and/or their representatives on health and safety matters;
- To provide and maintain safe and healthy premises and work equipment;
- To ensure that employees are competent to do their tasks, providing training where necessary;
- To maintain appropriate health and safety management systems and arrangements;
- To monitor and review the effectiveness of the safety management systems and arrangements and where appropriate implement improvements.

3. Scope

This policy applies to all areas of NextStep Training Ltd and all individuals employed by the company, including employees, contractors and apprentices. It also applies to any Apprentices and learners registered for a qualification and affected by the working practices of our employees.

4. Responsibilities

The Managing Director has overall responsibility for

- Ensuring that the Company's Health and Safety Policy is implemented effectively by its managers, team leaders and other employees
- Ensuring that robust health and safety management systems and arrangements exists
- Supporting the Health and Safety Lead and their assistants in meeting their health & safety responsibilities.

The Health & Safety Officer is responsible for:

- Bringing the policy to the attention of employees through the induction and appraisal processes and ensuring that they and other employees have adequate levels of competency to complete their work tasks safely;
- Keep up to date on developments in health and safety legislation and practice and report changes to Directors and the management team
- Identifying the hazards and relevant legislation applying to the company and assessing the associated risks (see risk assessment policy);
- Planning and implementing arrangements to eliminate or control significant risks and to comply with the relevant legislation by ensuring all work-related hazards are identified and suitable and sufficient risk assessments are undertaken;
- Developing local procedures and safe working practices

- Ensuring the policy is promoted at every opportunity, including; the staff intranet, at inductions, training events, learner induction, site inductions etc.
- Monitoring the above arrangements to ensure that they are working effectively;
- Recording the significant findings of their risk assessments in an appropriate manner;
- Ensuring that employees are involved and consulted on relevant health and safety matters in good time and ensure that their views are considered;
- Reviewing the health and safety performance of the company annually and provide a summary of that review to the board of directors;
- Reporting to the Board of Directors any situation where the standards set out in the Company's General Statement of Health and Safety Policy cannot be implemented.
- Receive accident and incident reports, investigate and report under RIDDOR as appropriate, compile and analyse accident and incident data (see accident at work policy);
- Revising the policy by working with Managing Director as necessary to ensure that it remains valid;

All employees are responsible for:

- Taking reasonable care of their own health and safety and that of others affected by their acts or omissions;
- Co-operating with the Health & Safety Team and management team so far as is necessary to enable the risks to be controlled and achieve compliance with relevant legislation;
- Using all work equipment and substances in accordance with the instruction and training received;
- Not intentionally misusing anything provided in the interests of health, safety and welfare; and
- Reporting to the Health & Safety Team, their supervisor or manager any health and safety problem which they cannot deal with themselves or any shortcoming they consider to be in the health, safety and welfare arrangements.

Additional to employee responsibilities, line managers are responsible for:

- Carrying out risk assessments for their assessment teams such as DSE, Lone Working and Manual Handling.
- Bringing the policy to the attention of employees through the induction and appraisal processes and ensuring that they and other employees have adequate levels of competency to complete their work tasks safely;
- Keep up to date on developments in health and safety legislation and practice

Additional to employee responsibilities, the Health & Safety officer is responsible for:

- Managing Health and Safety for the company assisted by the Health & Safety Officers
- Carrying out risk assessments for the Business Support Team such as DSE, Lone Worker and Manual Handling
- Ensuring premises risk assessments are completed as appropriate by the Health and Safety Team
- Chairing a Quarterly Health and Safety Meeting

Additionally to employee responsibilities assessors are responsible for:

- Ensuring allocated Apprentices/learners are:
- Informed of this policy at induction
- Informed of health and safety risk assessments that could impact on them
- Notified of changes in health and safety policies and procedures that affect them

- Ensuring Apprentice/learner work place assessments are carried out appropriately (see risk assessment policy)

5. Identifying and managing concerns

Any health and safety concerns should be raised to the Managing Director or Health and Safety representative as soon as practical, concerns are reviewed and managed through the risk assessment process outlined below.

- The organisation will carry out risk assessments in relation to their employees, apprentices and employer sites and others who may be affected by their activities.
- Individual and personal risk assessments are carried out where required to take into account personal circumstances such as health conditions of employees and apprentices.
- Risk assessments are carried out in consultation with managers, supervisors, specialists and employees, learners, employers and their representatives about the risks involved in their work and the measures necessary to prevent or control them.
- Control measures are identified, communicated and trained into the team including the principles of prevention when implementing measures to reduce any risks identified.
- Action is taken to implement actions identified from risk assessments and results are recorded.
- Risk assessments are recorded and reviewed as appropriate.

6. Policy Implementation

6.1 Gaining commitment

- Adopting easy to follow process in relation to Health and Safety that are monitored and reviewed regularly
- Embedding health and safety in everything we do including induction and training
- Promoting health and safety at learner reviews and staff 1-1's
- Leading by example
- Communicating changes in relation to health and safety clearly and regularly
- Offering all staff and learner training in health and safety

6.2 Training

- Health and safety managers and leaders will be supported to obtain a minimum L2 Health and Safety qualification.
- Training on this policy will be included at all induction training for new staff
- Staff refresher training will be held annually as a minimum or upon changes to this policy.
- Line managers will be responsible for ensuring their team are trained in this policy.

6.3 Review

- This policy will be reviewed annually as a minimum
- This policy will also be reviewed in the event of a major change ie. Change of premises or as a result of a major incident.

- This policy may be reviewed for other reasons upon request.

7. Related Procedures

7.1 Apprentices/Learners in our assessment centre

During induction or in their first session in the building they are introduced to premises layout, health & safety requirements, fire drills, and welfare provision and first aid procedures.

7.2 Apprentices/Learners in the workplace

- All workplaces are risk assessed and rated low, medium or high risk. Only workplaces demonstrating a satisfactory approach to health & safety are used for meetings and assessments.
- We ask that Apprentices/students are allocated supervisors/mentors who can responsibly oversee their activities in a safe way.
- H & S forms part of each learner review and is regularly discussed in meetings. Adverse findings are investigated and actioned.
- We require all assessors to have a DBS check prior to coming into contact with vulnerable groups.

7.3 Accident and near miss reporting

- All staff, learners and visitors are required to report accidents to the main office as soon as they occur.
- Learners are responsible for reporting all accidents occurring in the workplace or on training premises to their employer and training provider.
- Any accident, incident or near miss recorded will be filed and investigated.
- For more detail see Accident at Work Policy.

7.4 Absence / illness

- All staff are required to follow the staff absence / illness policy
- All learners are required to report absence and illness to their employer and to their training provider
- They must follow their workplace absence/illness policy for reporting to their employer
- Absence can be reported to the training provider by contacting head office.
- This will be recorded, monitored and evaluated and risk assessments completed or updated if required.

7.5 Lone Workers

- Lone workers are categorised as employees working within a training centre separately from others (e.g. isolated training room) or those who are mobile working away from their training centre (e.g. carrying out observations or meetings in the Apprentices/students workplace).
- It is our policy to give instruction & training to such employees which minimises or eliminates the risk of danger or harm as part of the induction process.
- All employees are asked to accept that they have a responsibility to take reasonable care of themselves and others affected by their working practices.
- The risk assessment in regards to lone working is completed by the employee's line manager and is evidenced in writing and retained in the head office.
- The HSE "Working Alone in Safety" booklet is made available in the training room.
- See *lone worker policy*

7.6 Maternity

- A risk assessment of the employee's working environment is carried out by the Line Manager: o immediately we are formally informed of the pregnancy
 - at mid -term
 - on return to work
- The health & well-being of the employee is regularly monitored by the line manager throughout the pregnancy and adjustments made as necessary.

7.7 Fire drills & evacuation

- There will be a fire drill once a year
- The Fire Marshall takes responsibility for co-ordinating evacuations. The identity of the marshall is the business support manager/Health and Safety Lead.
- The evacuation meeting point is displayed prominently in reception areas.
- The fire alarm is tested regularly by the landlord/building manager
- Supply and maintenance of fire extinguishers is contracted out. See extinguishers for latest supplier.

7.8 First Aid

- The Health & Safety Lead and Officers are the Centres appointed people for first aid and are required to complete emergency first aid at work
- The centres have first aid boxes with a standard range of supplies stored in the business support office at Stockton and the main office in Leeds.

7.9 Health & Safety Meetings

The Health and Safety Lead will chair quarterly Health & Safety Meetings

Expected attendees are:

- Health and Safety Lead
- Health and Safety Officers
- Safeguarding Officers

Topics to be included but not limited to:

- Issues raised in the previous quarter ☑ Risk assessments
- Safeguarding
- Prevent
- Accidents at Work
- RIDDOR

Changes and updates to legislation or guidance in relation to:

- Health & Safety law including COSHH, RIDDOR
- Safeguarding and Prevent & Chanel
- Education & health and social care Health & Safety

Updates needed to qualifications or mandatory training in the next Quarter

- Emergency First Aid
- IOSHH
- Prevent (for all employees)
- Safeguarding (safeguarding Lead & Officer)
- Safeguarding (all employees)

Health Declarations

Agree employee training for the period which must include one from each of the following

- Health & Safety
- Safeguarding
- Prevent
- Fire Drill (at least one a year).
- Prepare for quarterly report to the Directors and Senior Managers
- Identify any changes needed to the H&S policies and procedures inform Development Manager

8. Covid-19 update:

8.1 Government's Advice

We are following the UK Government's updated its guidance for Employers, Employees and Businesses on coronavirus (COVID-19).

Based on the latest advice by government, we will offer very limited face-to-face contact to 16 to 19 learners.

In order to determine what level of attendance is appropriate we will conduct risk assessments in order to understand:

- the number of learners and staff likely to attend
- whether they can be safely accommodated in accordance with guidance to implement protective measures
- the availability of teaching and non-teaching staff and required ratios, including contingency plans should members of the workforce be shielding or self-isolating
- support services required to increase the number of individuals on site and how they can be provided
- what measures, in addition to those that have already been undertaken during the current level of provision, will need to be in place to accommodate additional numbers (including additional cleaning required of spaces and equipment following use)

We will implement a range of protective measures including increased cleaning, reducing 'pinch points' (such as at the start and end of day). Any additional costs arising from wider opening, such as personal protective equipment (PPE) will be funded from existing budgets. Staff and learners, alongside everyone in the wider population, are eligible for testing if they become ill with COVID-19 symptoms, as will members of their households. A negative test will enable learners and staff to get back to their education. A positive test will ensure rapid action to protect their classmates and staff in their setting.

8.2 Effective infection protection and control

- Minimising contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend childcare settings, schools or colleges

- cleaning hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered
- ensuring good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
- cleaning frequently touched surfaces often using standard products, such as detergents and bleach
- minimising contact and mixing by altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered break times)

8.3 Personal protective equipment (PPE) including face coverings and face masks

The majority of staff in education settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 2 metres from others. PPE is only needed in a very small number of cases including:

- children, young people and students whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way
- if a child, young person or other learner becomes unwell with symptoms of coronavirus (COVID-19) while in their setting and needs direct personal care until they can return home. A fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn

8.4 Shielded and clinically vulnerable children and young people

For the vast majority of children and young people, coronavirus (COVID-19) is a mild illness. However, clinically vulnerable (but not clinically extremely vulnerable) people are those considered to be at a higher risk of severe illness from coronavirus (COVID-19). A small minority of children will fall into this category, and we will advise their parents not to send them to our centre.

8.5 Shielded and clinically vulnerable adults

Clinically extremely vulnerable individuals are advised not to work outside the home. We are strongly advising people, including education staff, who are clinically extremely vulnerable (those with serious underlying health conditions which put them at very high risk of severe illness from coronavirus (COVID-19) and have been advised by their clinician or through a letter) to rigorously follow shielding measures in order to keep themselves safe. Staff members in this position are advised not to attend work. Read COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable for more advice.

Clinically vulnerable individuals who are at higher risk of severe illness (for example, people with some pre-existing conditions as set out in the Staying at home and away from others (social distancing) guidance) will be advised to take extra care in observing social distancing and should work from home where possible.

8.6 Living with a shielded or clinically vulnerable person

If a child, young person or staff member lives in a household with someone who is extremely clinically vulnerable, as set out in the COVID-19: guidance on shielding and protecting people defined on

medical grounds as extremely vulnerable guidance, we do not expect those individuals to attend. They should be supported to learn or work at home.

8.7 Class or group sizes

We would expect that class sizes are smaller than normal. We will also rearrange classrooms and workshops with sitting positions 2 metres apart. Where very small classes might result from halving, it would be acceptable to have more than half in a class, provided the space has been rearranged. Again, support staff may be drawn on in the event there are teacher shortages, working under the direction of other teachers in the setting.

When learners attending our classes, we will follow the following advice:

- avoiding contact with anyone with symptoms
- frequent hand cleaning and good respiratory hygiene practices
- regular cleaning of settings
- minimising contact and mixing

As well as the measures above, we will

- ensure that only a quarter of pupils at any one time. The rest will follow online or remote learning.
- We will aim to practise social distancing in line with the measures the government is asking everyone to adopt in public and in workplaces, including keeping pupils 2 metres apart from each other where possible.
- We will plan that classes are no more than half their usual size, to allow sufficient distancing between pupils

It is still important to reduce contact between people as much as possible, and we can achieve that and reduce transmission risk by ensuring children, young people and staff where possible, only mix in a small, consistent group and that small group stays away from other people and groups.

9. Associated Policies

Specific Health and Safety Procedures are written under their separate headings and include (but not limited to):

- Accidents at Work Policy
- Disclosure & Barring Policy
- Lone Working Policy
- Risk Assessment Policy
- Safeguarding Policy
- Prevent Policy

10. Management Approval

A handwritten signature in black ink, appearing to read "A. Khan", with a long horizontal line extending to the right.

Date: 19/02/2025

Ahmed Khan: H & S Officer and Managing Director