



# **Health and Safety Policy**

**Issued –15/01/13**

**Last Reviewed – May 2017**

**Next Review – May 2018**

**Responsibility: Envisage Business Partners**

**Version 3**

## **Aim**

The aim of our Health & Safety Policy is to ensure that Envisage partners, team members and learners comply with their statutory obligations under the Health and safety at Work Act 1974 (HASWA) in accordance to guidance offered in the Health and Safety Executive's publication: HSG65 '*Successful health and safety management*'.

## **Purpose**

This document is a statement of Envisage's commitment to the health and safety of its employees and its learners at work or in education in accordance with the Health and Safety at Work Act 1974 and all applicable regulations under the Act, so far as is reasonably practicable. The policy is extended to include the safeguarding and obligations placed upon learners and other stakeholders. Envisage recognises the personal and business benefits, financial and otherwise, of providing a healthy, safe environment for all its stakeholders.

## **Statement of Intent**

Envisage is committed to providing a healthy and safe working environment for all its team members, learners and anyone affected by its activities.

Envisage recognises and values the benefits of a well-managed pro-active Health and Safety Policy. In order to achieve this aim, we have the following key objectives:

- To identify hazards (the potential for harm), assess risks (the likelihood of that harm being realised) and manage those risks
- To ensure that team members, learners and others are adequately informed of the identified risks and where appropriate receive instruction, training and supervision
- To make arrangements for co-ordination and co-operation with other organisations where,
  - I. Envisage team members and/or learners share premises, facilities or activities with individuals working in other organisations
  - II. Individuals from other organisations are participating in Envisage activities
- To ensure that the demands of activities do not exceed the capabilities of team members or learners to carry out the work without risk to themselves or others.
- To ensure that sufficient resources are made available for the provision and maintenance of a safe and healthy working environment.
- To continuously monitor and review the effectiveness of our arrangements and where appropriate to implement improvements.

Whilst Envisage accepts the main responsibility for implementation of this policy, individuals have an important role in co-operating with those responsible to ensure a healthy and safe working environment. Individuals are required to abide by rules and requirements made under the authority of this policy.

## **Envisage policies, procedures and documents that underpin health & safety**

- Safeguarding policy
- Violence to team members policy and procedure
- Emergency procedures
- Risk assessments
- DBS procedure
- Whistle blowing policy and procedure
- Reporting accidents & incidents
- Staff induction, training and development procedures
- Accepting pregnant learners on courses policy and procedure
- Quality assurance policy and procedures
- Manual Handling procedures
- Office Safety & VDU's
- Work related stress

**Also** see course folder on Office 365, and awarding body LARs

- Course Health & Safety Checklist
- Teaching and Learning Contract
- Course Register
- Incident form,
- PARQ and Informed Consent forms where relevant

See below for the correct use of the above procedures and documents

## **Specific Responsibilities**

### **Partners**

The Envisage partners will ensure that there is an effective and enforceable policy for the provision of health and safety for all Envisage activities in accordance with all relevant legislation, regulations and codes of practice.

The Envisage partners will ensure that appropriate organisational arrangements, relating to the management of health and safety, exist and are monitored and reviewed.

### **It is the responsibility of the Envisage Partnership:-**

to observe and comply with all relevant health and safety legislation, regulations, codes of practice and relevant British Standards, so far as is reasonably practicable, to:

- Provide working and learning environments where risks to health and safety are properly controlled
- Provide and maintain equipment and systems of work that are safe and without risks to health.
- Ensure that our team members are fully trained and competent in whatever task they are required to undertake
- Provide sufficient insurance cover in case any of our team members or learners get hurt or become ill through our activities.

- Ensure safe means of access to and from all places where Envisage activities are conducted, in particular, recognising the needs of persons with mobility difficulties wherever reasonably practicable;
- Ensure that all our team members and learners are given explanations in a clear and concise way on how risks will be controlled and who is responsible for them
- Ensure that Envisage activities take place at venues that can provide appropriate levels of heating, lighting, ventilation and toilet facilities
- Ensure that adequate first aid facilities are available at venues where we teach
- Report any major injuries or fatalities which have occurred during any of Envisage's activities to the Health & Safety Executive at **0845 300 9923** or complete **F2508 form through the HSE.**

#### **Envisage Business Partners to arrange follow up on such incidents**

- Comply with our venue organisation's RIDDOR procedures on reporting other injuries, diseases and dangerous incidents that may occur during Envisage's activities.
- Consult with our team members, learners and other stakeholders to ensure that everyone is protected from harm in venues where we teach.
- Work with any other organisations or contractors sharing the workplace so that everyone's health and safety is protected.
- Provide instruction, training and supervision and information at an appropriate level, as is necessary to ensure the health and safety of team members, learners and visitors. This will include annual health and safety refresher training for our team
- Review our Health & Safety policy annually and issue an updated policy statement to all our team.

#### **The importance of shared responsibility**

A significant element of the management of health and safety is regular consultation at all levels. It is only the shared ownership by all team members, learners and visitors that will enable Envisage to create a safe and risk-free working environment for us all to enjoy.

#### **All Team Members**

It is the responsibility of individual team members to take reasonable care of their own health and safety and any other persons who may be affected by their work activity. Specifically all members of staff will:

- Be familiar with Envisage's health and safety policy, associated working practices and documents
- Take reasonable care of their own and other people's health and safety.
- Co-operate with any actions/working practices implemented by Envisage to comply with statutory regulations and codes of practice
- Ensure that learners are informed of health and safety regulations, rules and procedures and that these are applied effectively both in the curriculum and in practice by learners and other staff in their area of work
- Comply with any venue specific arrangements that may be in place. I.e first aid procedures, safeguarding procedures etc.
- Use the correct equipment and appropriate clothing
- Report immediately to the Envisage business partners if you think the work or inadequate precautions are putting anyone's health and safety at serious risk
- Be familiar with and comply with each venue's fire and evacuation procedures

#### **Raising Learner Awareness of Health and Safety**

Envisage has a responsibility to make learners aware of health and safety issues to enable them to study in a safe environment and to prepare them for work in their chosen vocation. We will embed sound health and safety practices within any course programme and lead by example by demonstrating an enthusiastic and informative approach towards health and safety.

(See Teaching and Learning contract, Enrolment Form, PARQ, Schemes of Work, Session plans, scenario risk assessments).

### **Learners**

It is the responsibility of each individual learner to disclose or inform of any relevant information and take reasonable care of their own health and safety and not to act in a manner that places others in danger.

All learners must:

- Be familiar and comply with fire and evacuation procedures
- Only use equipment when authorised to do so and in accordance with instructions
- Use the correct equipment and wear appropriate clothing for the assigned task
- Tell their tutor if they think the work or inadequate precautions are putting anyone's health and safety at serious risk
- Cooperate with Envisage and venue organisations on health and safety

(See Teaching and Learning contract, Enrolment Form, PARQ)

## **Implementation Arrangements**

### **Introduction**

This section explains the specific arrangements for implementing the health and safety function for all Envisage activities.

### **Risk Assessments**

Risk assessments are required under the Management of Health and Safety at Work Regulations **1999**. Risk assessments are undertaken for all Envisage activities to identify the risks to the health and safety of staff, learners and visitors for the purpose of identifying the measures that need to be taken to comply with the health and safety requirements.

(See Risk Assessments for different scenarios docs.)

### **Team members – Course Health and Safety Checklist**

To be completed on all course days (see course health & safety checklist)

### **Team members– Annual Health & Safety Refresher training**

### **Emergency Procedures for all Envisage Courses**

Covered in annual health & safety refresher training (documented in each team member's Induction and PDP logs Copy is available to all staff in the course file.

(See Teaching and Learning Contract, CPC and PDP records)

**Staff / Learners - Teaching & Learning Contract**

Completed & signed by team members and learners on each course  
(See Teaching and Learning contract /Induction records)

**Monitoring and Review of the Policy****The Envisage Partners**

The Envisage partners will review the effectiveness of the Health & Safety Policy as required or annually and will ensure that the Policy is being effectively pursued and that satisfactory standards of safety performance are being achieved.

All serious incidents are investigated by the Envisage partners and the performance of individuals and/or groups measured against the extent of their compliance with Envisage Policy.

Accidents and Incidents will be reported in the annual Self-Assessment Report.