

Health, Safety and Welfare Policy

Version		1.6	
Author:		Elaine Highwood, Quality Manager	
Approved by:		Senior Management Team	
Document Creation	10.2.2014	Next Review:	24.5.2023
Distribution to		All	

Version	Review date	Next review Due	Comments	Reviewed by	Approved by
1.1	10.2.2015	10.2.2018	Reviewed no amendments made	EH	SMT
1.2	15.9.2017	15.9.2019	Reviewed no amendments made	EH	SMT
1.3	27.3.2019	27.3.2020	Responsibilities added and First Aid Information updated	EH	SMT
1.4	27.3.2020	27.3.2021	Information on Managing challenging Behaviour and risk assessments of external venue. New forms: Apprentice's behaviour risk assessment, Display screen risk assessment and External Training Venue Risk Assessment Record.	EH	SMT
1.5	17.5.2021	17.5.2022	Fire Safety Officers updated	EH	SMT
1.5.1	3.8.2021	17.5.2022	First Aid officers updated	EH	SMT
1.5.2	21.03.2022	17.5.2022	First Aid, Fire Wardens and H&S officers updated	EH	SMT
1.5.3	5.4.2022	17.5.2022	First Aid Officers updated	EH	SMT
1.6	24.5.2022	24.5.2023	Fire wardens updated. Policy reviewed	EH	SMT

Authorising Officer:

Oliver Traylor, Managing Director

Signature:



Date: 24.5.2022



European Union
European
Social Fund

Introduction

Promoted during the sign-up process, this policy will form part the Induction Process for all Apprentices and will be accessible through their Apprentice handbooks, forming part of their Induction. Internal Stakeholders will be able to access the policy through the shared drive and all stakeholders will be able to access it through Runway's Website.

All staff will be made aware of the policy at Induction, and it will form part of Runway's Mandatory training, which includes training on how to implement the policy principles within their role. Additional training/updates will be given as and when needed. Staff confirm to HR their commitment to the policy, and this is recorded in their individual staff induction record.

This policy will be reviewed on a yearly basis or sooner if legislation/organisational changes impact on the content of this policy.

Health, Safety and Welfare Policy Statement

An effective health and safety policy can only be implemented with the help and co-operation of all concerned

Runway Training undertakes to meet all statutory requirements, to achieve and maintain a high standard of health, safety, and welfare

This policy should be read in conjunction with the Safeguarding and Safer Recruitment Policy, Prevent Policy and Lone Working Policy and with other Runway policies and procedures to promote a safe, secure and non-threatening work environment for all staff and Apprentices.

Runway Training recognises that a commitment to health and safety plays an important role in maintaining the reputation of and shaping the future of the Company.

In order to achieve this commitment Runway Training will undertake to:

- Consider health and safety in planning and implementation of management decisions
- Ensure that Apprentices are provided with a safe, healthy and supportive learning environment
- Provide adequate resources for the effective management of health and safety, including the provision of specialist advice
- Consult with staff and Apprentices on health, safety and welfare
- Endeavour to improve continually on Runway's health and safety performance
- Regularly monitor, audit and review policies, organisation and arrangements.
- Ensure that policies and procedures are in place to implement the Health and Safety at Work Act 1974 and associated legislation and regulations, which require, so far as is reasonably practicable, provision of:
 - Safe maintenance of plant and systems of work, without risks to health and safety
 - Safe use, handling, storage and transport of articles and substances
 - Adequate information, instruction and training, and supervision for staff and Apprentices
 - Effective arrangements for dealing with fire and emergencies including safe access and egress

- Safe working environment with adequate regards for facilities and arrangements for welfare for staff and Apprentices.

All Users of Runway Premises Must:

- Take reasonable care for their own health and safety, and for the health and safety of others who may be affected by their actions
- Work safely at all times, and conduct their business in a safe manner, following any health and safety training, instruction or information which they have been given
- Not interfere with or damage any equipment provided for health and safety purposes
- Inform an appropriate member of staff as soon as possible if they become aware of any hazard, or of any defect in Runway's management of health and safety
- Familiarise themselves with fire safety and emergency arrangements and with any codes of practice or safe working procedures relevant to their areas of work.

Responsibilities:

Health and Safety Manager: Elaine Highwood

Health and Safety Officer: Ben March, Ollie Porter

Fire Wardens: Rebecca Bowen, Abbie Lane, Millie Page, Charlotte Allen

First Aiders: Ben March, Caoimhe Fleming, Ollie Trailor, Annette Goldsmith, Sam Mihalceanu, Millie Page, Rebecca Bowen, Leanne Selway, Charlotte Allen

All Managers

All Managers are expected to acquire knowledge of health and safety regulations and approved codes of practice, company procedures, and safe systems of work in their area of responsibility; to advise colleagues, and to ensure that they comply.

Managers are responsible for ensuring that Company policies and procedures are implemented in their area of responsibility, for prioritising the assessment and management of areas of high risk, and for ensuring that adequate resources are devoted to managing them.

Managers who carry out the role of Incident Co-ordinator in emergency situations must familiarise themselves with Company procedures and emergency arrangements.

First Aid at Work trained staff

First Aid at Work trained staff are responsible for and shall;

- Arrange and be available for re-qualification in-house training.
- Complete accident reports using the Runway Training accident report form accurately and to forward completed reports in a timely manner to the appropriate members of staff.

Arrangements for Health and Safety

Runway Training undertakes to develop procedures to implement all aspects of its safety policy. Procedures are reviewed annually, or after any incident which suggests that they are no longer

suitable and sufficient. Additional procedures are devised when there is new legislation, or a clear need for additional guidance.

Fire Safety

Runway Training undertakes to implement the provisions of the Regulatory Reform (Fire Safety) Order 2005, and to make comprehensive arrangements for fire safety in all its premises.

All Runway buildings have been fire risk assessed to comply with Articles 9 and 11 of the above Order, such risk assessments are reviewed annually or sooner if significant changes have taken place such as building alterations, relocation of staff etc..

Evacuation Procedures and Fire Precautions

It is the responsibility of the Head of Resources to ensure that firefighting equipment eg extinguishers, blankets etc are regularly checked and maintained and the alarm and emergency signage is clearly on display and in good order. Fire Alarms are to be serviced and tested as part of a planned maintenance programme and a record of this kept by Head of Resources.

Accident reporting and investigation

As a legal requirement Runway Training expects that all accidents, incidents and occurrences of ill health will be reported and recording using the accident and incident reporting form, available from first aiders, line managers or Health and Safety Manager.

Apprentices must report accidents and incidents to their line manager and to Runway Training by contacting their Teacher/Assessor/Tutor or member of staff at Runway Training.

A hazard/near miss report form (non injury accidents) is also available. The Accident/Incident Report Form, once completed, should be sent to the Health and Safety Manager

elainehighwood@runwaytraining.co.uk

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)

Dangerous occurrences or accidents reported under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 must additionally be reported as soon as possible. Definitions of dangerous occurrences and RIDDOR reportable accidents are given on the back of accident forms.

First Aid Provision

Runway Training has a dedicated member of staff who holds the First Aid at work qualification.

Manual Handling

To reduce the risk of injury to individuals all staff will be expected to undertake manually handling training. Where Apprentices do not receive manual handling training as part of their organisational

induction Runway Training will take steps to ensure that the Apprentice is aware of how to manage the risks associated with manual handling

Risk Assessments

Every employer must conduct risk assessments of their workplace and associated activities relating to their business to identify significant workplace hazards. The significant findings of such risk assessments must be recorded where five or more persons are employed.

The following risk assessments are specific and relate to individual employees and in some instances also include Apprentices. They are also a legislative requirement under the above Regulations and must be undertaken by a competent person i.e someone who possesses the necessary training, knowledge, experience, qualifications or other relevant attributes.

New and Expectant Mothers Risk Assessment

Staff who are expectant mothers must inform the Human Resources Department in writing as soon as their pregnancy has been confirmed by their medical practitioner. Runway Training will then arrange for a risk assessment to be undertaken which would normally be arranged by the appropriate line manager.

Apprentices who are expectant mothers must inform their Assessor/Tutor so that arrangements can be made to undertake a risk assessment based on the Apprentices individual circumstances and the nature of the course that the Apprentice has been enrolled on.

Young Persons

Definitions of application;

- Any Learner who has not yet reached the age of 18.
- Any Learner on a work placement or work experience working within the building who has not yet reached the age of 18, this also includes 14-16 school pupils on work experience.

Any of the above applications require a young person's risk assessment to be undertaken. For 14-16 year olds information on the risk assessment and control measures must be provided to the child's parent/s or guardian/s before the work experience starts. It remains the responsibility of the relevant line manager to ensure that arrangements are put in place for the young persons risk assessment to be undertaken prior to commencement of employment of the young person.

For Learners on work placements and work experience it remains the responsibility of the most senior member of staff to ensure that arrangements have been made for the young persons risk assessment to be undertaken prior to the Learner starting their placement with Runway.

Managing Challenging Behaviour

Where there is concern that a Apprentice's behaviour may pose a threat to the environment or others a Behavioural Risk assessment should be carried out (*see Appendix 1*). In this case "Risk" refers to any circumstances which could lead to adverse outcomes for the child or others.

The risk assessment will:

- Assess the context for risk - trying to predict the situations in which risks do/may occur.
- Assess the probability of the risk - trying to estimate how likely it is that the risk situation will occur and whether any injury or harm is very likely to occur, likely to occur, or unlikely to occur.
- Assess the seriousness - trying to gauge the kind of injury and harm that could result.

Lone working

Runway has in place a Lone Working Policy which gives advice and guidance for staff who are considered to be lone workers. It is strongly recommended that all staff familiarise themselves with the policy and that managers are aware of their health and safety responsibilities for staff they line manage who are lone workers.

In keeping with the Lone Working Policy where it is decided that lone working is not reasonable, or concerns are raised and Individual Risk assessments should be carried out (please refer to the Lone Working Policy for further details).

Health and Safety (Display Screen Equipment) Regulations 1992

Runway provides a self risk assessment check (*See Appendix 1*) to enable all staff the opportunity for checking their workstation set up and to be more familiar with the above regulations concerning computer use. Any concerns raised by the risk assessment are automatically referred to the relevant line manager for further action.

Reporting systems and procedures

Staff are advised to raise general health and safety concerns by immediately informing their line manager.

Apprentices should report any concerns to their line manager and to Runway Training by contacting their Teacher/Assessor/Tutor or member of staff at Runway Training.

Staff wishing to report confidential or highly sensitive health and safety concerns affecting their own personal health and safety should raise their concerns via e-mail or in writing to the Staff Welfare Officer and/or Line Manger. Each concern will be dealt with on an individual, confidential basis. It may be necessary for the concern to be referred for health advice /input.

Health surveillance

To comply with the above regulation and the additional regulations laid down under the 'Control of Substances Hazardous to Health Regulations (COSHH) 2002 and 2005 Amendments', Runway Training ensures that all staff are provided with such health surveillance as is appropriate having regard to the risks to their health and safety which are identified by risk assessment.

The risk assessment will identify circumstances in which health surveillance is required by specific health and safety regulations eg COSHH. Health surveillance should also be introduced where the assessment shows the following criteria to apply:

- (a) there is an identifiable disease or adverse health condition related to the work concerned; and
- (b) valid techniques are available to detect indications of the disease or condition; and
- (c) there is a reasonable likelihood that the disease or condition may occur under the particular conditions of work; and
- (d) surveillance is likely to further the protection of the health and safety of the employees to be covered.

Capabilities and Training requirements for employers

When allocating work to employees, employers should ensure that the demands of the job do not exceed the employee's ability to carry out the work without risk to themselves or others. Employers

should take account of the employee's capabilities and the level of their training, knowledge and experience. Managers should be aware of relevant legislation and be competent to manage health and safety effectively. Employers should review their employee's capabilities to carry out their work, as necessary. If additional training, including refresher training, is needed, it will be provided.

Health and safety training should take place during working hours. If it is necessary to arrange training outside employees normal hours, this will be treated as an extension of time at work. Employees should not be required to pay for their own training. Section 9 of the HSW Act prohibits employers from charging employees for anything they have to do or are required to do in respect of carrying out specific requirements of the relevant statutory provisions. The requirement to provide health and safety training is such a provision.

New staff health and safety induction training

Managers are responsible for providing induction health and safety training for new staff who they hold line management responsibility for. The training should commence from the first day of the new member of staffs employment. An induction program should include the following health and safety training/information:

- Fire emergency procedures for all premises where member of staff will be working.
- First aid and accident reporting procedures.
- Procedures for risk assessment and details of existing risk assessments relevant to new member of staffs working area.
- Name and contact details of the Health and Safety Officer and location of health and safety law poster.
- Names of fire Marshalls for building/s where new member of staff works.
- Location of welfare facilities such as toilets, washrooms and changing rooms, staff rooms, eating and drinking facilities.

General duties of employers to persons other than their employees

Runway Training as an employer holds general duties of care to persons other than its employees who may be affected by the Company undertakings. Such categories of persons would include contractors, visitors, members of the public and Apprentices.

Apprentices

All Apprentices are to be provided with health and safety induction training as part of their general enrolment program. The training will be commensurate with the level of identified risk associated with the learning environment and course program.

Staff hold the responsibility for delivering this training to Apprentices and should also take steps to record, monitor and review training to ensure that the material is appropriate and suitable for all categories of Apprentice to understand. Apprentices should be encouraged to report any health and safety concerns to their employer / Runway Training.

In the event that a Apprentice is unwell for more than 7 days or sooner if this impacts on the learning journey and Apprentice progress this must be reported to Runway's Teacher/Assessor/Tutor.

Where Apprentices are unwell and not able to attend agreed appointments/training learning it is the responsibility fo the Apprentice to inform Runway's Teacher/Assessor/Tutor of their absence.

Work placements

Staff involved in organising work placements for Apprentices who are studying/working in a host employers or self-employed persons, which also includes sole traders, premises and who may be affected by such an employer's undertakings are reminded that such Apprentices under health and safety law 'The Health and Safety (Training for Employment) Regulations 1990' shall be treated as an employee of the host employer.

Additionally under health and safety law Apprentices under the age of eighteen are classed as young persons and the employer is legally required to protect young persons at work from risks to their health and safety which are the result of lack of experience, or absence of awareness of existing or potential risks or which arise because they have not yet fully matured.

The host employer must therefore risk assess his premises for Apprentices under the age of eighteen and must provide Runway Training and the Apprentice with the significant findings of the risk assessment, where a Apprentice has not yet attained the minimum school leaving age i.e 14-16 they are regarded in the eyes of the law as a child and the significant findings of the young person's risk assessment must also be provided to the child's parent/s or guardian/s before the placement commences.

Work Based Learning

As part of its duty of care Runway Training will carry out a Health and Safety check on all the employer premises where work based learning is delivered. Where hazards are identified the employers will be expected to take relevant action to reduce the risk.

These checks will include:

- Assessing the health and safety competence of the employer.
- Maintaining records of the employer's public and employers' liability insurance.
- Ensuring that the employer has undertaken a young person's risk assessment where the Apprentice is under eighteen years of age.
- Monitoring training delivered by the employer to the Apprentice, including induction training.

External Training Venues

All external training venues are to be risk assessed. Where the venue is at an Apprentices place of employment the Risk Assessment will form part of the initial Health and Safety check carried out by Runway Training.

Where the venue is not at an Apprentices place of employment a separate Risk Assessment will need to be carried out in order to ensure that the venue is safe for both trainers and Apprentices/students (*see Appendix 3*). Where hazards are identified and deemed to be of risk appropriate actions will need to be taken before the venue can be used.

Appendix 1

APPRENTICES BEHAVIOUR RISK ASSESSMENT

NOTE: Risk assessments should be carried out by a suitably competent person, who has received an appropriate level of training and guidance prior to fulfilling this function.

Pupil Name:	Tutor:
-------------	--------

What health and safety hazards arise or could arise from the behaviour of this pupil?	
1 What risks do they pose and to whom?	LEVEL OF RISK: High/Medium/Low
2 What has been done so far to remove or reduce the risks?	REMAINING RISK: High/Medium/L
3 What further action is required to reduce the risk further?	LEVEL OF RISK ONCE ALL CONTROL MEASURES ARE IN PLACE (High/Medium/Low):
4 List any activities which <u>cannot</u> be safely managed, as far as it is possible to foresee.	

Any further comments:

Signed on behalf of Runway _____ Date _____

Appendix 2
RUNWAY TRAINING
DISPLAY SCREEN RISK ASSESSMENT

Risk assessment for: _____ Date: _____

RISK FACTOR	R/A/G	ACTION TO TAKE
Are the characters on screen easy to read?		
Does the image stable ie free of flicker and jitter?		
Are the screen brightness and contrast settings ok?		
Does the screen tilt so it can be adjusted for the user?		
Can the keyboard position be altered?		
Does the keyboard have a matt surface?		
Are the keys on the keyboard legible?		
Is the arrangement of equipment flexible on the work surface?		
Is there adequate space to find a comfortable position whilst working?		
Is the chair stable?		
Can the chair's height and back be adjusted?		
Are feet flat on the floor, without too much pressure from the seat on the backs of the legs?		
Are there satisfactory lighting conditions?		
Are there any disturbing glares or reflections on the screen?		
Does daylight fall onto the workstation?		
Does the equipment emit any distracting noises?		
Does the equipment produce excessive heat that may be uncomfortable?		
Is there an adequate level of humidity?		

Completed by: _____ Signed: _____

Sign by H&S Manager _____ Date: _____

Appendix 3

External Training Venue Risk Assessment Record

Venue name:			
Venue Address			
E-mail:		Programme/ Scheme:	
Telephone:		Type of Training:	
Date of Review:		Length of time of Venue use:	
Insurance Details	Company	Policy Number	Expiry Date
Employer Liability			
Public Liability			

1	Health and Safety Policy and Risk Assessments			Yes/No
A	Is there a clear commitment to health, safety & welfare (written policy statement mandatory when 5 or more employees)?			
B	Have risk assessments been carried out and significant risks identified?			
C	Have control measures been identified and put in place as a result of the risk assessments?			
D	Have specific risk assessments been completed and control measures demonstrated for Fire, Young Persons, COSHH, Manual Handling and Display Screens where appropriate?			
E	How are the health and safety policies, procedures, risks and control measures explained to employees and others?			
Assessment of Standard 1		Met	Part met	Not met

2	Accident, incidents and first aid			Yes/No
A	Is a first aid box provided and maintained?			
B	Are there first aid personnel?			
C	Is there an accident book and is it used?			
D	Are arrangements made for RIDDOR reporting?			
E	How are the arrangements for accidents, incidents and first aid made known to all employees?			
Assessment of Standard 2		Met	Part met	Not met

4	Work equipment and machinery			Yes/No
A	Is machinery and equipment provided to the appropriate standards?			
B	Is equipment maintained and records kept? (including required inspections e.g. Ramps)			
C	Are guards and control measures in place as determined through your job role?			
D	Are safe electrical systems and equipment provided and maintained?			
Assessment of Standard		Met	Part met	Not met

5	Fire and emergencies			Yes/No
A	What means of raising the alarm and fire detection are in place, are these maintained?			
B	Are there appropriately maintained means of fighting fire in place?			
C	Are effective means of escape in place including unobstructed routes and exits?			
D	How often are evacuation drills carried out or is there appropriate staff training?			
E	Is an evacuation log/record book kept?			
F	Is there a named person for emergencies?			
Assessment of Standard 6		Met	Part met	Not met

6	Safe and healthy working environment	Yes/No
A	Is the working environment (temperature, lighting, space, ventilation, noise, fixtures and fittings) maintained and clean?	
B	Are welfare facilities (toilets, washing, drinking, eating, changing) provided as appropriate and maintained?	
Assessment of Standard 7		Met Part met Not met

Notes/comments

Recommendation Accept Accept with action plan Reject

Risk Category High Medium Low

Next assessment due (date) /...../.....

Action / development plan agreed and provided? YES/NO

All comments raised or areas for improvement are documented and included on the following action plan sheet(s).

The Safeguarding statement has been read and understood and all areas agreed

The above is a record of an assessment against established health and safety standards carried out by Runway Training in relation to the delivery of training at the above mentioned venue. This records the position on the day of the assessment. It remains the responsibility of the Venue organisers to maintain a safe environment at all times according to established health and safety regulations and in no way does this assessment replace this responsibility.

Completed on behalf of Runway by: _____ Signed: _____ Date: _____

Completed on behalf of the venue by: _____ Signed: _____ Date: _____

Runway Office use only:	
Authorised by:	
Signed:	Date

Please complete this form and return it to:
The Health and Safety Manager
Runway Training
190 High Street
Tonbridge
Kent
TN9 1BE