

Health Safety & Welfare Policy - Arrangements

1. Terms used in this policy

Applicant	Anyone who has applied to c4mpd but has not yet been inducted.
Associates	Associates are not employees of c4mpd but may contribute to development and support. When associates are on site they are treated as visitors and do not have formal H&S responsibilities.
Chain of Authority	Normally (upwards): Learner > Trainer/Assessor > Internal Verifier (IV) > H&S Lead > Management Board (then LSC/HSC/Awarding Body: Edexcel) The chain of authority may be short-cut at any time if an individual feels that safety or health may be compromised by delay.
Employee	In this document this term is not an employment contractual term. For simplicity of explanation the term indicates anyone who is representing c4mpd whether contracted, or engaged either as part or full time, in any capacity.
Free Flow	Used to describe a registered learner who has paid for their own learner i.e. not a corporate client.
Induction	A process (formal with learners) where the H&S policy and the requirements of the individual will be explained.
Learner	Anyone who is engaged on a form of learning; no matter what the duration. The term indicates that the individual has been inducted.
Learner File	An electronic folder consisting of the administrative documentation for the learner, and for accredited courses the electronic qualification portfolio.

2. Communicating

2.1. Introduction

H&S matters will be communicated to staff and learners in a variety ways dependent on the nature of the employee engagement or the type of learner.

All H&S policy and information will be displayed and available from the c4mpd web site.

The normal route of communication will be H&S Lead – IV – Assessor/Trainer – Learner. However, to prevent delay and duplication, routine information may be communicated directly to IV and Assessor/Trainers at the same time.

2.2. Employees/Associates on engagement/contract start

During induction all employees will receive a comprehensive brief covering c4mpd H&S policy and the LSC Safe Learner practice (irrespective of the funding source of the qualification).

Associates who may have responsibilities for other staff or learners must be inducted.

2.3. Employees ongoing

The primary means of communication for c4mpd is electronic; this method will be fully utilised to communicate all updating information.

Changes to policy and all updating information will be notified by email. The same up-to-date information will be displayed on and available from the c4mpd website.

Employees are free to use the chain of authority/communication, or go directly to the H&S Lead on any matter relating to H&S; without criticism.

Internal verifiers are responsible for quality control, of which H&S is an integral part. IVs are responsible for the day-to-day monitoring of the communication of H&S matters in relation to the learner/assessor/trainer relationships; in particular the timely passage of applicable information to learners.

2.4. Learners

Induction: Learners are to receive a brief on induction covering the essential points of H&S to include where to find the complete policy.

During learning: The primary source of information and guidance will be from the assessor/trainer; dependant on whom has primacy for the activity.

Learners are free to use the chain of authority/communication, or go directly to the H&S Lead on any matter relating to H&S; without criticism.

3. Consulting on H&S matters

3.1. Introduction

c4mpd are committed to communicate and consult with staff and learners on matters that may affect their H&S. Due to the transient nature of the organisation's staff, when engaged staff numbers are low there will be no fixed H&S committee and no staff H&S representative. When contract duration exceeds four months, and is complimented by more stable (part time/permanent) staff, a committee will be initiated. This lack of a formal committee should not preclude anyone from bringing forward points of concern.

3.2. Communication

All staff and learners are encouraged to participate in the continuing H&S dialogue within the organisation. Routes of communication are discussed above.

3.3. Consultation:

Normally consultation will be initiated by the H&S Lead at the start of:

- A new course or programme.
- A new client contract or agreement.
- When there is a change to equipment, processes, or regulation.

Consultation groups for the above activities will be drawn from participating members of the organisation.

However, consultation may also be initiated whenever there is cause for concern raised by any member of the organisation. The procedure for raising a concern is a) through the chain of authority, or b) direct to the H&S Lead.

4. Risk Assessment

4.1. Requirements for Risk Assessments to be carried out

Overview:

Trivial risks can usually be ignored, as can risks arising from routine activities unless processes compound these risks significantly.

Particular attention should be paid to vulnerable groups; young people and new and expectant mothers.

It should not be necessary to repeat risk assessments every time a person is exposed to comparable circumstances. Review or take into account existing precautions and their effectiveness whenever possible.

Remember it is not your role to theorise a solution to the risk; simply to determine if it is safe to conduct the training/assessment activity.

Risk assessment for the c4mpd offices at Winfrith Technology Centre are carried out as detailed below and all staff should make themselves familiar with these assessments. However, the office is considered to be a low risk environment and risk assessments need only be undertaken when new factors need to be considered e.g. new equipment introduced.

The majority of work for c4mpd is conducted 'off site'; usually in the premises of other (client/host) organisations, and it is this situation that is considered most dangerous due to unfamiliarity by c4mpd staff. c4mpd staff are *encouraged* to conduct risk assessments whenever they consider there is a requirement, but, *must* conduct risk assessments at the minimum scheduled level listed below.

4.2. Competency of those involved in risk assessment

A Competent Person is one who has:

- An understanding of the relevant current best practice.
- An awareness of the limitations of ones own experience.
- The willingness and ability to supplement existing experience and knowledge.
- Appropriate qualifications to suit the complexity of the matter at hand.

These characteristic can be summarised as: Skills / Knowledge / Experience / Personal Attributes

4.3. c4mpd "3 Level" Risk Assessment Process

To facilitate a better learning experience the process of risk assessment for staff and learner have been formalised to provide an appropriate level of detail and assessment for the activity being undertaken. These levels come into use after the learner has been inducted. A further two stages are undertaken before committing c4mpd to a contract or agreement.

- **Application Stage:** Initial assessment of the practicality of the training/assessment will be investigated by the H&S Lead in relation to the health, safety, and availability of appropriate members of staff required to support the programme of learning. This initial assessment will be made prior to the registration of applicants. Training and equipment required by c4mpd staff in order to facilitate the programme will be identified at this stage. Host/governing organisation procedures are also to be identified and confirmed at this stage.
- **Induction Stage:** During the learner's induction the H&S procedures of c4mpd will be explained and in particular the requirement for activity risk assessment. Host/governing organisation procedures are to have been incorporated at this stage.
- **Level 1:** When making an appointment for training/assessment an initial risk assessment (Level 1) is to be completed by the c4mpd member of staff conducting the activity. This is recommended to be done verbally; face to face or over the telephone. It may also be completed electronically, or by mail – although these methods are not recommended if the trainer/assessor is unfamiliar with the environment that will be used. The aim is to determine: a) if it is practical and worthwhile to conduct the training/assessment in that environment, and b) if any further planning and preparation is required prior to the activity. The result of this initial (Level 1) risk assessment may be the decision to invest further time and effort in preparation, or to suggest looking at alternative activities/venues. This activity is to be recorded and filed in the Learner File. No activity is to proceed without a satisfactory risk assessment.
- **Level 2:** Providing the initial risk assessment has been conducted properly there should be no surprises on arrival at the training/assessment location. If this is the case a Level 2 Risk Assessment will be immediately conducted prior to the activity and recorded either; a) on the activity record form, or b) on the assessment form. If this is the first time an activity or environment has been used a full risk assessment is to be conducted.

Environment: for example all similar offices within the same building providing they share similar design and equipment may be considered the same environment for the purposes of risk assessment.
- **Level 3:** For all activities/environments in use for the first time a full risk assessment is to be conducted (Level 3). Additionally a full risk assessment is to be conduct at any time the trainer/assessor or learner

express concern over any issues relating to H&S. This level of risk assessment is not intended to curtail activities but to better prepare all involved to enhance the learning experience. If there is any doubt concerning H&S, the activity is to be stopped/postponed/re-scheduled and appropriate advice obtained.

4.4. Control of Risk

Although c4mpd offices are considered low risk, appropriate measures must always be taken to control risk in this environment. Outside of the c4mpd offices but within the Winfrith Technology Centre site boundaries the property management contractor has responsibility and authority for H&S.

The majority of work conducted by c4mpd takes place outside of its influence and depends on the governing organisation for risk avoidance and control. If a member of staff assesses that there is an unacceptable level of risk to themselves or their learner/s they are to withdraw themselves (and all persons in their charge) to a place of safety and bring the occurrence to the attention of the appropriate authority. Likewise if a member of staff finds themselves in a situation where they are unsure of the level of risk they are to take the same course of action. All occurrences are additionally to be reported to the appropriate member of c4mpd staff or the c4mpd H&S Lead.

4.5. Review of Risk Assessments

There is no time limit on risk assessments. To determine if a risk assessment is still valid and appropriate the following points are to be reviewed:

- Have there been any changes to environment, equipment, or regulation/legislation?
Yes: Review and report.
- Have there been any incidents/accidents concerning anything covered on the original risk assessment?
Yes: Review and report.
- Does the individual (you) feel that their safety or health will/has been compromised?
Yes: Review and report.

Whenever a risk assessment is reviewed and confirmed satisfactory and current the date and reviewer name are to be recorded on the risk assessment documentation.

4.6. Special Needs Review of Risk

Risk Assessments are subject to automatic review when a learner has special needs, a disability, learning/language difficulty or is a young person.

Assistance is to be sought from the IV if the particular requirements of the individual fall outside of the knowledge or experience of the risk assessor.

Reviewed/amended risk assessments may be peculiar to an individual and as so are to be recorded in their electronic Learner File.

The IV is to be informed that the review has been completed and of any changes made to accommodate the new assessment.

4.7. Control Measures (and precautions)

All control measures and precautions are to be reported through the chain of authority. All measures and precautions are to be agreed by the IV.

4.8. Example Risk Assessment Procedures

Each training contract will require a different approach to ensure the safety and health of both learners and c4mpd staff.

In an effort to illustrate the risk management procedures a simple linear example is given below. Although client/host organisations may differ, even within the same sector, the essential components will remain constant.

- Initial discussions with client organisation relating to safety; and any special requirements: H&S Lead.
- Requirements commercially assessed: Management Board.

- Training and special requirements plan initiated: H&S Lead.
- Training and special requirements plan implemented when contract signed: H&S Lead.
- Induction briefings: Assessor/IV as directed by H&S Lead.
- Prior to agreeing appointments conduct initial (level 1) risk assessment: Assessor/Trainer who will deliver activity.
- First use of activity location: On arrival conduct a full (level 3) risk assessment: Assessor/Trainer who will deliver activity.
- Subsequent use of activity location: On arrival confirm no changes since last risk assessment (level 2): Assessor/Trainer who will deliver activity.
- If required conduct a full (level 3) risk assessment at any time that safety is uncertain: All staff.
- Seek assistance when extent of own knowledge and experience is reached: All staff.

4.9. Risk Assessment Procedures for Activities

On Arrival: Determine safety rules (it is not acceptable to be given a pile of paper to read).
 Obtain ready references if needed.
 Ensure you understand the site hazards pertaining to your activity.
 Be familiar with the evacuation routes/escape procedures (if applicable).

Five Step Risk Assessment Procedure:

1. Look for specific hazards & significant risks.
2. Decide who may be harmed and how.
3. Evaluate the risks from the hazards and decide if existing controls are sufficient.
4. Record the findings.
5. Review the assessment and revise as necessary.

Categorise risks as:

1. Very Unlikely
2. Unlikely
3. Likely
4. Very Likely
5. Almost Certain

5. Accident and Ill Health Reporting and Recording

LSC Learner Incident Management procedures are to be followed.

Full and up-to-date procedures are to be found at www.lsc.gov.uk

RIDDOR procedures are to be followed; found at www.hse.gov.uk

6. Reviewing, Auditing and Improvements

6.1. H&S Review

H&S (Safety, Health, Environment and Fire) are to be agenda points on all meetings.

6.2. Periodic Audit

H&S policy, procedures and results will be audited quarterly by the management board. Management Board reviews are planned for April, July, October, and January. Amendments and improvements are to be incorporated as soon as they are identified and agreed.

6.3. Annual Review of Performance: Senior Management

Performance will be reviewed annually and published internally.

Analysis of results from the performance review will be incorporated into the development plan. Analysis results will be made available on request.

6.4. H&S Development Plan

To be initiated.

7. The LSC Safe Learner Concept

The LSC Safe Learner Concept is recognised by c4mpd as good practice within the training environment and its principles are to be adopted and adhered to even when the learning programme is funded from separate sources; this will ensure continuity across all programmes delivered by c4mpd.

Information can be found at www.lsc.gov.uk and will be briefed on induction of staff.

8. Arrangements for ensuring safe plant and equipment and using PPE

On no account is any activity to be undertaken by c4mpd staff or Learners without the appropriate level of protection. If in any doubt the activity is to be postponed/re-scheduled whilst appropriate advice is sought.

c4mpd: When conducting work solely for c4mpd all PPE and training will be provided by c4mpd as required by the risk assessment.

Client Organisation: When conducting training/assessment under the policy governance of a client organisation, c4mpd staff will conduct their practices according to that policy direction. In this case the appropriate PPE requirement and training will be directed by the client organisation's risk assessments. A H&S induction must be carried out by the host organisation prior to the activity being conducted.

In the first instance PPE should be requested from the host/governing organisation who will know the correct specification and usage procedures.

If it is not possible to obtain PPE from the host/governing organisation this must be reported to the IV/H&S Lead and appropriate equipment will be procured and training given in its use by c4mpd.

Free Flow: When conducting work solely for c4mpd all PPE and training will be provided by c4mpd as required by the risk assessment.

If conducting training/assessment for a Free Flow Learner on the premises of another organisation, that organisation must be aware of the nature of the activity and have given permission for the activity to take place. A H&S induction must be carried out by the host organisation prior to the activity being conducted.

Plant and Equipment: c4mpd forbids the use of plant and equipment belonging to other organisations, with the exception of common use office equipment, without the express permission of the H&S Lead.

9. Work Placements

c4mpd does not currently use, or anticipate the use of, 'Work Placement' as part of its learning programmes.

If Work Placements are required for a learning programme this section will be reviewed accordingly.

c4mpd re-affirms its commitment to:

- Assessing H&S suitability prior to the learning taking place for all learners
- Monitoring that learning continues to take place in a safe, healthy, and supporting environment

Related documents

Policy Statement (http://www.c4mpd.org.uk/Documents/HSW_Policy_Statement.pdf)

Policy Organisation (http://www.c4mpd.org.uk/Documents/HSW_Policy_Organisation.pdf)