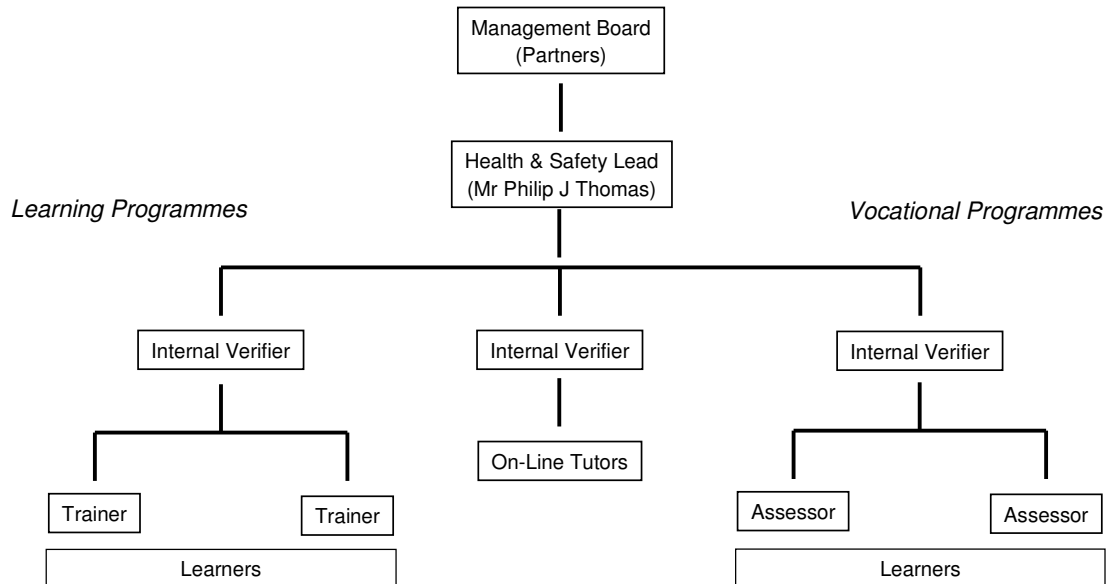


Health Safety & Welfare Policy - Organisation

1. The health, safety, and welfare organisation.



2. Responsibilities

2.1. Overview of responsibilities

Daniel Carey (Partner): Compliance, H&S Policy Development

Philip Thomas (Partner): H&S Lead: All aspects.

Internal Verifier: Compliance of Trainers and Assessors with c4mpd H&S Policy, Learner and staff safety, facilitation of communication, participation in consultation.

Trainer: Compliance with c4mpd H&S Policy, Own and Learner safety, Risk Assessment, participation in consultation.

Assessor: Compliance with c4mpd H&S Policy, Own and Learner safety, Risk Assessment, participation in consultation.

Learner: Compliance with c4mpd H&S Policy, Own safety, voluntary participation in consultation.

2.2. Health and Safety Lead

Philip J Thomas (Partner) is appointed as the senior person in c4mpd with overall responsibility for Health, Safety, and Environmental matters.

The H&S Lead will:

- Have overall responsibility for the H&S policy.
- Facilitate the communication of H&S information and updates to staff.
- Facilitate H&S training.
- Co-ordinate the H&S activities.
- Ensure arrangements are in place for ensuring and monitoring that learning takes place in a safe, healthy, and supporting environment.
- Collate information to facilitate the development of the H&S policy.
- Recording of accidents and ill health (including dangerous occurrences e.g. 'near miss').

- Reporting of accidents and ill health (including dangerous occurrences e.g. 'near miss') to the appropriate authorities.
- Take charge of accident investigation.
- Revise the c4mpd H&S policy after the investigation to:
 - Prevent where possible, the occurrence happening again.
 - Incorporate lessons learned.
 - Update the H&S objectives if appropriate.
 - Update the H&S arrangements.
- Facilitate the consultation processes with the organisation.

Nominated Deputy: Daniel Carey (Partner) will deputise for the H&S Lead on Accident reporting and investigation matters.

2.3. Internal Verifiers

The term Internal Verifier (IV) refers to the person responsible for the quality of a programme (or part thereof) which includes learning, delivery, and compliance with organisational processes i.e. H&S.

When appointed the IV becomes responsible for ensuring:

- All Assessors are competent in H&S and are familiar with the c4mpd policy.
- All Learners have been inducted properly and able to assess risk for themselves and their colleagues.
- Risk assessments are conducted by the member of staff conducting the activity, or themselves, in each new environment.
- Monitoring arrangements for ensuring that learning takes place in a safe, healthy, and supporting environment.
- Regular checking of H&S standards and conditions in practice with trainer/assessor and learners.
- Recording and reporting of accidents and ill health (including dangerous occurrences e.g. 'near miss') to the H&S Lead.

2.4. Trainers

The term 'Trainer' includes any member of staff who takes responsibility for an individual learner or a group of individuals for the purpose of instruction or development e.g. instructor, coach, trainer, teacher, lecturer etc.

Trainers are responsible for:

- Risk assessment of their teaching environment.
- Ensuring that learning takes place in a safe, healthy, and supporting environment.
- Recording and reporting of accidents and ill health (including dangerous occurrences e.g. 'near miss') to the IV or H&S Lead.

2.5. Assessors

The term 'Assessor' refers to any member of staff when they are conducting assessment of learning, and those members of staff who have primary responsibility for learning programmes in the vocational domain.

Assessors are responsible for:

- Initial risk assessment during planning of assessment activities.
- Actual risk assessment on arrival at assessment activity.
- Ensuring that learning and assessment takes place in a safe, healthy, and supporting environment.

- Recording and reporting of accidents and ill health (including dangerous occurrences e.g. 'near miss') to the IV.

2.6. Learners

The term 'Learner' refers to any person who has been inducted onto a course or programme of learning.

Learners have a degree of responsibility for:

- Their own safety; within the bounds of their knowledge and experience.
- The safety of their colleagues and others around them; again within the bounds of their knowledge and experience.
- Reporting of accidents and ill health (including dangerous occurrences e.g. 'near miss') to the Trainer or Assessor.

Related documents

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

Policy arrangements (http://www.c4mpd.org.uk/Documents/HSW_Policy_Arrangements.pdf)