SCLS Health and Safety Policy 2020/2021

Date reviewed: 6th August 2020
Next review date: August 2021

Health & Safety Statement

The concept of the Safe Learner is central to the activity of Sefton Community Learning Service

Covid 19 Statement: Keeping all our learners safe is a top priority for us. We continue to be guided by the latest official government guidance. Government guidance changes rapidly and will continue to change in the UK over the coming months therefore we are regularly updating our plans for staff and learners safe return.

Sefton Community Learning Service adheres to Sefton MBC's Corporate Health and Safety policy and procedures. These are available on the Intranet.

http://intranet.smbc.loc/our-council/health-safety.aspx
http://intranet.smbc.loc/media/458092/Health-Safety-policy.pdf

Sefton Council's Corporate Health and Safety Policy Statement

Sefton Council recognises that providing good health and safety management
is fundamental to the delivery of its services.
We will seek to ensure an active health and safety culture throughout our workforce and will strive to meet and adhere to all relevant legislation and codes of practice.

We consider health and safety to be an integral part of what we do and we hope to achieve continual improvement in performance by setting objectives and targets and we will follow the principles set out in Health and Safety Executive's guidance *Managing for Health and Safety HSG65.*

We will adopt a planned risk based approach to health and safety management based on the principles of sensible risk management. We are committed to:

• Preventing accidents and work related ill health

• Complying with health and safety legislation, guidance and good practice

• Identifying, assessing and controlling the risk that arise from our work

• Providing adequate information, instruction and training to ensure everyone has the necessary competence to do their job safely

• Providing a safe and healthy working environment

• Ensuring that competent persons are available to provide health and safety assistance and technical advice

• Ensuring safe working methods and providing safe plant and equipment

• Monitoring and reviewing systems to make sure that they are effective

• Developing and maintaining a positive health and safety culture through communication and consultation with employees and their recognised trade union representatives.

Sefton Council expects all staff to go about their duties with the proper concern for the safety of themselves and others. It also expects the same support and cooperation from contractors, partners, visitors and persons using its facilities.

In working with other organisations/bodies, SCLS shall make arrangements to co-ordinate and co-operate effectively for reasons of learner, staff and service users health, safety and welfare. In particular, respective responsibilities shall be clearly identified and documented as appropriate, to ensure understanding.

Corporate Health and Safety Team

The Corporate health and safety team will act as the "competent persons" as set out in the Management of Health and Safety at Work Regulations 1999.

• Monitor compliance with the Health and Safety systems based on the Health and Safety Executives "Successful Health and Safety Management" (HSG 65).

• Provide appropriate advice and guidance to services on new and emerging risks as well as changes to risk assessments.

• Keep up to date with legislation as well as best practice knowledge and share with the organisation.

• Engage with and support to managers where specialist skill is needed in developing risk assessments, safe systems of work and incident investigations.

• Develop policy and strategies to manage risk.

• Advise on new emerging risks and changes to risk management.

• Liaise closely with other officers within the Council to support health and safety management including environmental health, corporate training and development, personnel, audit and risk services and building services.

• Network closely with external health and safety agencies e.g. Health and Safety Executive, Fire Authorities and other public service organisations.

• Draft regular quarterly reports to be provided to the Audit and Governance Committee on behalf of Head of Corporate Resources

• Draft an annual report on Health and Safety to Cabinet on behalf of the Head of Corporate Resources.

Sefton Community Learning Service Health and Safety Organisational Responsibilities

All employees must be:

- Aware of their legal responsibility to ensure their own health and safety and that of others who may be affected by their actions
- Aware that they have a legal duty to follow any procedures issued by the authority which are designed to protect their health and safety
- Familiar with the hazards of their work and the safe systems of work designed to minimise the risk to them
- Aware of their responsibility to report accidents/potential hazards
- Aware of their responsibility to report defective equipment/premises

Managers

All managers shall ensure that risk assessments are completed for tasks, workplaces and equipment associated with employees under their supervision or any person who may be directly affected by their actions including learners and members of the public. They have a crucial role in overseeing the day to day management of health and safety risks within their sections.

Managers shall ensure that their staff:

- Are made aware of the risks to themselves and others concerning their work
- Have access to relevant health and safety policies and guidance
- Understand the safe systems of work to minimise the risks
- Are made aware of the risks in their working environment
- Are instructed in any emergency procedures relevant to their task/workplace
- Are provided with suitable and sufficient health and safety training
- Are aware of their responsibilities to report accidents
- Understand the need to report any significant hazards
- Are provided with safe work equipment

Managers will also:

- Monitor the effectiveness of any control measures in place to minimise risks
- Review risk assessments in accordance with corporate guidelines
- Keep records of instruction and training
- Ensure that all significant accidents and violent incidents are investigated
- Ensure that health and safety is a standard item on the agenda of all team meetings.

Curriculum Officers

- Will ensure that tutors are implementing their Health & Safety responsibilities through Induction training, observations and walkthroughs.
- Curriculum Managers will inform Building Manager/Caretaking Staff where health and safety issues arise e.g. concerns about equipment or building fabric.

Tutors

- Tutors are accountable for the health & safety of the learners in their class and for their own health and safety. They are required to ensure they operate within a safe environment in compliance with relevant Health and Safety regulations and to take care of resources being used.
- Tutors should complete a subject specific risk assessment which outlines hazards and risks to learners and the actions in place to minimise the risks to the learners.
- Any accident or near miss, however small, must be reported to the Site manager and an Accident Report form completed (These are available in the Main SCLS Office).
- Fire evacuation notices are displayed in each classroom. Tutors are required to be aware of the fire procedures. Tutors are required to inform learners about Fire Safety procedures and evacuation during the induction session.

Learners

Learners have a duty to act in a way that ensures that they can study in a healthy and safe environment that does not threaten their, or other's, safety. Tutors must inform learners of this responsibility and ensure that learners comply.

Management of Risk Assessments

Risk assessments for staff and learners must cover all activities and specifically include the following:

- All sites where learning takes place
- All activities involved in learning

The Building Manager will undertake risk assessments for the main Community Learning Centre

The Learner Engagement Officer is responsible for undertaking risk assessments for other sites where learning is delivered and for individual course/learning activity

Tutors will undertake risk assessment for the classroom where learning is delivered

What is a risk assessment?

http://intranet.smbc.loc/our-council/health-safety/risk-assessment.aspx

A risk assessment is simply a careful examination of what, in your work, could cause harm to people, so that you can weigh up whether you have taken enough precautions or should do more to prevent harm. There is no precise process defined within health and safety legislation, however, the Health and Safety Executive (HSE) have produced an advisory leaflet "Five steps to risk assessment" which can be accessed via this standard and outlines the following five step approach:

- Step 1: Identify the hazards
- Step 2: Decide who might be harmed and how
- Step 3: Evaluate the risk and decide on precautions
- Step 4: Record your findings and implement them
- Step 5: Review the assessment and revise it as necessary

Before starting the process it is important to understand the difference between a hazard and a risk:

- a HAZARD is anything with the potential to cause harm eg. elecricity, working on a ladder etc.

- the RISK is the chance, high or low, that somebody could be harmed by the hazard

The important things, which need to be decided, are whether a hazard is significant and whether you have it covered by satisfactory precautions so that the risk is small. You need to check this when you assess the risks. For instance, electricity can kill but the risk of it doing so in an office environment is remote, provided that 'live' components are insulated and metal casings properly earthed.

Copies of Risk Assessments are stored at the main Office in the Adult Learning Centre.

Accident Reporting

Incidents including accidents, near misses or issues that may have a detrimental effect on SCLS staff, learners, visitors or property. All accidents are to be reported to the Building Manager.

The Building Manager will investigate with the Community Learning Assistant Manager, reasons for accident & record appropriate action to be taken for each incident. Any severe accidents Sefton's Health & Safety Coordinator will be consulted. All incident forms are maintained at the main Office in the Community Learning Centre.

http://intranet.smbc.loc/our-council/health-safety/incident-reporting.aspx?xpfaqs=true

In compliance with Liverpool City Region funding agreement, Sefton Community Learning Service will:

- provide information to the LCRCA, as and when specifically requested, to give assurance that adequate arrangements exist for Learner health safety and welfare.

- have robust record-keeping procedures in respect of health & safety.

- inform the LCRCA of the death of any Learner which is as a result of work undertaken whilst in employment and who is undertaking a related Learning Programme. This shall be done by informing the LCRCA's representative by telephone or email immediately

- report all RIDDOR reportable incidents in line with the Regulations, and investigate or assess the circumstances of all learner incidents within the scope of RIDDOR and follow HSE guidance 'Investigating Accidents and Incidents. This should only be carried out by a person competent to investigate/assess learner incidents with a view to identifying the causes of any incident and lessons to be learned.

Health and Safety Training

Health and safety information will be provided to employees during induction, through attendance at formal training courses covering general health and safety and courses covering specific job topics e.g. manual handling.

Currently managers identify health and safety training needs through employee appraisal / supervision sessions and managers must ensure that appropriate training is delivered as required.

In line with Sefton MBC's policy SCLS staff will access H&S training appropriate to their roles.

There are four key stages at which training needs to be considered:

- At the induction stage during first week of starting work
- As an essential requirement for the job
- During a Performance Development Review
- As a result of new or revised legislation, council standards, new or modified equipment and procedures, deficiencies identified as a result of accident/incident investigation or change in responsibilities.

There is a program of health and safety training available from Corporate Learning Centre. The range of courses include –

- Basic Life Support and Defibrillator (AED) Training
- Fire Risk Management
- First Aid at Work
- First Aid at Work Requalification
- General Risk Assessment
- Health and Safety Awareness
- Legionella Management
- Moving and Handling (Objects)
- Principles of COSHH

Information and booking for suitable training events can be accessed from:

http://intranet.smbc.loc/staff/training/find-or-book-a-course.aspx

Further information on training courses is available by contacting:

Corporate Learning Centre
Sandringham Road
Ainsdale
PR8 2PJ

Tel - 0151 934 2872
E-mail training.services@sefton.gov.uk