

NORTH LANCS TRAINING GROUP LTD

COMPANY POLICY FOR HEALTH & SAFETY AT WORK

STATEMENT OF INTENT

It is the Company policy to take all possible steps to ensure the Health, Safety and Welfare of all persons in its employment or on Training Programmes/Courses.

The Directors and Management understand their specific responsibilities for Health and Safety within the Company and will ensure that adequate Health and Safety facilities are available, and that the safety of its employees, learners, visitors and contractors is maintained as a top priority.

It is the duty of all employees to be aware of, and conform to the Company's Health and Safety Policy and to carry out their defined responsibilities.

NLTG's Statement Of Intent is included within the employees Terms and Conditions Handbook. The detailed responsibilities of all personnel involved are set out in a separate document. Copies of the Statement Of Intent and individuals responsibilities are held by the Managing Director, and are displayed on the Company Notice Boards at all NLTG sites. It is the responsibility of all NLTG employees that they familiarise themselves with this Policy.

The operation of the Policy will be monitored on an ongoing basis and modified as necessary especially to accommodate new safety legislation requirements.

The company compiles an annual Safety Plan. Our progress towards health and safety objectives is monitored bi-monthly by the Safety team with feedback at Management Review.

The Health and Safety Objectives for the LSC contract year 2008-9 are detailed in Appendix 1 to this policy.

Annex 2 Details the Health and Safety Policy arrangements for the Centre of Vocational Excellence.

The Directors give full backing to the Policy and will support all those who endeavour to carry it out.

Signed:
(Managing Director)

Date:

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APPENDIX 1 – Health & Safety Objectives 2008-9

APPENDIX 2 – Health & Safety Policy for Centre of Vocational Excellence

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1. INTRODUCTION

The Health and Safety at Work etc Act 1974 establishes a legal framework for securing the Health, Safety and Welfare of persons at work. The purpose of this statement is to inform all the staff of North Lancs Training Group Ltd of the responsibilities, organisation and arrangements in force to ensure their Health, Safety and Welfare at work.

It is the duty of all employees to read and understand this statement. This safety policy covers all locations of NLTG premises.

2. GENERAL STATEMENT

2.1 It is the aim of North Lancs Training Group Ltd to do all that is reasonably practicable to ensure the Health, Safety and Welfare at work of its staff, learners, contractors and visitors.

2.1.1 As far as is reasonably practicable NLTG shall:

- i) Control risks to staff, learners and young people
- ii) NLTG will control risks associated with activities which will affect persons visiting NLTG premises

2.2 In pursuit of this aim, North Lancs Training Group Ltd will undertake, so far as is reasonably practicable, the following measures:

- a) Provision and maintenance of building, equipment and systems of work that are safe and without risk to health.
- b) Provision of information, instruction, training and supervision necessary to ensure the health and safety of its staff.
- c) Provision of safe places of work with adequate entrances and exits.
- d) Provision of a safe working environment without risk to health, and adequate facilities for welfare at work.

3. RESPONSIBILITIES

3.1 The Managing Director is responsible for ensuring that the organisation and arrangements necessary for achieving the Health, Safety and Welfare aims of North Lancs Training Group Ltd are initiated, enforced and revised.

3.2 The Operations Director is responsible for ensuring that all North Lancs Training Group Ltd staff understand and comply with their responsibilities for Health and Safety.

3.3 It is the responsibility of all staff to conduct themselves with reasonable care, ensuring that they do not endanger themselves or others by their acts or omissions, and report any procedure, material or equipment which in his/her opinion is dangerous.

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3.4 It is the Training Officer's responsibility to ensure provision of health & safety information is available to learners via inclusion in their portfolios.

3.5 The Health & Safety Manager, Simon Clarke, and the Health and Safety Officers, Jimmy Ellis, Mark Parfitt, Mick Leatherbarrow and Mick Baah, are the named competent persons responsible for health and safety. All of the above hold a minimum of NEBOSH Certificate or equivalent and have 5 years experience in Health and Safety.

It is their responsibility to ensure that all staff are kept topical on all changes in Safety Legislation or any appropriate safety topics, and will assist the Managing Director and Operations Director in reviewing the Company policies and procedures.

4. ORGANISATION AND ARRANGEMENTS - THE COMPANY

4.1 Accidents and First Aid Procedures

- a) If an accident or injury occurs, a First Aider or an appointed person must be contacted immediately by the injured person or other person.
In the case of lone working, the person should inform a First Aider or appointed person of their injury at the earliest opportunity.

It is the role of the appointed person to, in the absence of a certificated first aider, call for professional assistance, i.e. an ambulance.

- b) The locations of first aid boxes and first aiders are as detailed on the first aid arrangement posters displayed at each of NLTG premises.
- c) The named persons particular to the site location must and will ensure that the First Aid facilities are maintained at the appropriate level at all times.
- d) Should the accident be of a more serious nature requiring, in the view of the First Aider, the appointed person or the injured person, treatment by a Doctor, then the person concerned will be taken and accompanied to the nearest Hospital Casualty department, or an ambulance called.
- e) All accidents must be recorded in the Accident Book. The Accident Book is kept with the First Aid Box at each premise. All entries must be made by the First Aider or the appointed person, wherever possible in conjunction with the injured person. Upon completion the accident book entry must be detached from the Accident Book and passed to the Health and Safety Manager, or in his absence the Managing Director. The Health and Safety Manager will inform the Managing Director of all accidents. A copy of the Accident Book entry will be retained by the Safety Department for analysis purposes and will be securely filed in the Health & Safety office.
- f) Where the type of injury/disease falls within the Reporting of Injuries, Diseases or Dangerous Occurrences Regulations 1995, these will be reported as appropriate by the Health & Safety Manager in conjunction with the Managing Director (Jim Harkness) to the local Enforcing Authority.

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- g) All accidents/diseases reported via the Accident Book will be investigated by a nominated Health & Safety team member detailing corrective and preventive actions. Health & Safety Manager is responsible for ensuring actions are closed out.
- h) Copies of the accident record and investigation report to be held for a minimum of 3 years following the date of the accident.
- i) In cases where we are made aware of existing or recent learners' death (whether work related or otherwise), the Health and Safety Manager to notify the LSC and Computer Services so appropriate arrangements can be made so the learner's family is not inappropriately contacted e.g. for purposes of feedback etc.

4.2 Emergency Precautions and Procedures

- a) No employee or visitor is allowed to smoke on North Lancs Training Group Ltd premises (including NLTG car parks)
- b) All offices and working areas must be kept tidy at all times.
- c) Fire doors must be kept shut at all times.
- d) Emergency escapes and fire extinguishers to be kept free from obstruction at all times.
- e) The Emergency Evacuation Procedure is displayed on the Company Notice Board, and Evacuation Instructions are posted at each alarm point. This procedure includes the arrangements for contact with the Emergency Services. The Emergency Evacuation Procedures will be reviewed annually by the Managing Director (Jim Harkness) and the Health & Safety Manager (Simon Clarke).
- f) The fire alarm, and emergency lighting systems, where fitted, are to be tested at regular intervals as stated in the Fire Alarm/Emergency Logbook in the Health & Safety Manager's office. Such tests will be carried out by a competent person.
- g) The fire extinguishers are tested and maintained on an annual basis by a competent person.
- h) The emergency evacuation drill for all company premises will be carried out twice yearly as stated in the Fire Procedure by the Health & Safety Manager (Simon Clarke).
- i) Information on Emergency Evacuation procedures will be given to all participants of courses being run at the Fork Lift Truck Centre.
- j) Fire Alarms are to be tested on a weekly basis, emergency lighting on a monthly basis by the nominated persons as specified in the Fire Logbook for each premise. Any defects identified must be recorded and reported to Health and Safety team to rectify via approved contractor.

Records of the tests are to be recorded in the Fire Safety Log Book and periodically checked by the Health and Safety team.

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- k) All staff will receive information on ~Emergency Evacuation Procedures and be shown the Emergency Escape Routes/Fire Points upon induction, by Team Managers/Leaders.
- l) Any hazards identified must be brought to the attention of the Manager/Co-ordinator for the premise (for Bradshawgate House the Health & Safety Manager should be informed), unless they can be easily resolved. An exception to this is a particular hazard continually re-occurring which **MUST** be reported to the Managing Director.
- m) The Fire Safety Log book will be the source for recording all activities associated with Fire Arrangements.
The following information will be recorded:
 - i) Visits by Fire Brigade Officer
 - ii) Fire Alarm Tests - weekly
 - iii) Emergency Lighting Tests - monthly
 - iv) Records of Fire Drills – 6 monthly
 - v) Panic Alarm Tests - weekly
 - vi) Smoke Detector Tests – ML to identify
- n) NLTG Health and Safety Manager liaises with other occupiers of NLTG premises e.g. courts at Bradshawgate House, and recruitment agency at Oldham e2e offices.
- o) Fire Risk Assessments for each premise will be reviewed by the Safety team at least annually or as the need arises.
- p) Course deliverers are responsible for communicating basic safety information pertaining to the location where course is being delivered e.g. location of toilets, fire exits, assembly points, first aid provision and smoking arrangements.

THE MANAGING DIRECTOR AND HEALTH AND SAFETY MANAGER WILL ANNUALLY INSPECT THESE PROCEDURES TO UPDATE OR AMEND AS APPROPRIATE

4.3 Protective Clothing and Equipment

NLTG will supply suitable protective clothing and equipment if required, or as identified in the NLTG's risk assessment.

4.4 Safety in the Office

- a) Drawers in desks and filing cabinets must not be left open.
- b) Telephones and other appliances should ideally, not be sited in positions that result in trailing cables. If this cannot be avoided the cables must be placed under special covers or secured.
- c) Electrical appliances, (including water coolers), must always be switched off when not in use and when leaving the office in the evening.

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Exceptions are the overnight update of account system computer and when carrying out file maintenance housekeeping procedures on the main frame system.

- d) Loose clothing, long hair and jewellery are hazards which must be avoided when using shredding machines to avoid the risk of entanglement. Persons on work experience are prohibited from using the shredder machine and guillotines and must not manually carry water bottles upstairs.
- e) Photocopying always must be carried out with the photocopier lid closed to avoid exposure to the bright light.
- f) When removing jammed paper from inside the photocopier there may be a risk of contact with hot surfaces. The photocopier must be unplugged and left to cool down prior to any attempt to remove jammed paper. Metal implements e.g. scissors must not be used to attempt to remove jammed paper. These surfaces are appropriately labelled and contact should be avoided. If jammed paper is not readily accessible then service engineers **must** be contacted.
- g) Care must be taken on stairways i.e. obstacles must not be left on or at top or bottom of stairs which could cause tripping hazards and the handrail should be used to hold onto when ascending/descending stairs.
- h) Nobody must run in the offices.
- i) In offices where a panic alarm system is in operation, these will be tested on a weekly basis as per procedure, and documented as such.
- j) Visitors, which includes work experience pupils, learners, contractors and temporary staff, must not be admitted to any of the NLTG premises until their identity and their purpose of visit have been given.
- k) All visitors must sign in and out of the visitors book and their attention be drawn to the 'Notice to Visitors and Contractors'.
- l) Visitors to Bradshawgate House must be issued with a visitor's badge by Reception staff and are requested to prominently display on their clothing at all times.
- m) Heels on footwear should be of sufficient width and height so as to reduce the risk of twists and falls.
- n) At night all windows must be closed and locked with the key removed and hung on the key hook provided in each office.
- o) Access Fobs are issued to all NLTG staff to prevent unauthorised access into Bradshawgate House, Tramway and Preston offices. The Health & Safety Manager is responsible for the retrieval of key fobs from staff leaving NLTG's employment. In the absence of retrieval the Health and Safety Manager to delete the key fob code from each of the access points. These doors are fitted with self closing devices. Employees must ensure the doors are not propped open and that they close shut after entry/exit. All visitors entering via staff entrance must be accompanied by NLTG employees to reception.

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- p) For the CoVE, key coded doors are provided to prevent unauthorised access.
- q) NLTG Safety team will carry out periodic inspections of NLTG premises to ensure standards of health and safety are being upheld and where possible improved.

4.5 Safety Training

The Managing Director (Jim Harkness) will arrange any training or re-training of staff for Health and Safety, so ensuring that all necessary staff are trained to a high level, giving them the necessary information to successfully carry out their duties.

4.6 Welfare

In addition to the arrangements detailed elsewhere in this document, NLTG will provide adequate toilet facilities for both sexes and a kitchen/canteen with tea/coffee making facilities for the staff.

4.7 Risk Assessment

The Managing Director (Jim Harkness) will be responsible for ensuring that a Risk Assessment of all hazards and/or potential hazards is carried out on a regular basis, and accepts responsibility for the contents of the assessment. Risk assessments will include the potential hazards and dangers that young persons (under 18 year olds) and new or expectant mothers may be exposed to, and control measures implemented to minimise risk.

4.8 Portable Electrical Equipment

All portable electrical equipment will be tested at 12 monthly intervals by Kitchener 2000 and records kept in a register held by the Health & Safety Manager (Simon Clarke).

4.9 Insurance

The Managing Director (Jim Harkness) will ensure that all liability is covered by insurance and kept up to date.

4.10 Consultation with employees

The Managing Director (Jim Harkness) will consult with NLTG employees with regard to:

- i) any change which may substantially affect their health and safety at work, i.e. procedures, equipment, ways of working.
- ii) the arrangements for the appointment of competent persons (in-house and/or from external sources) to assist in undertaking measures to comply with health and safety legislation.
- iii) the information that employees must be given on the likely risks and dangers arising from their work, measures to reduce or get rid of these risks and what they should do if they have to deal with a risk or danger.
- iv) the planning of health and safety training.
- v) the health and safety consequences of introducing new technology.

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4.11 Employee responsibilities for health and safety

The Health and Safety at Work Act details that employees have got responsibilities whilst at work for the following:

- a) shall make themselves familiar with and conform to the safety and health programme at all times
- b) shall observe all safety rules at all times
- c) shall wear appropriate safety equipment and use appropriate safety devices at all times
- d) will conform to all instructions given by the Health and Safety Manager and others with a responsibility for health and safety
- e) will report all hazards, accidents and damage to their Manager/Co-ordinator whether persons are injured or not
- f) may make suggestions to improve health and safety in the company, to the Manager/Co-ordinator concerned, or to the Health and Safety Manager
- g) Annually employees will be requested to complete a medical questionnaire highlighting any known or changed medical conditions that may adversely affect their work. Appropriate measures will, wherever practicable, be introduced to maintain the health, safety and general wellbeing of the individual.
- h) The employee is responsible for notifying the Operations Director of any changes to their medical form during the year so appropriate measures can be introduced where necessary.

4.12 Mobile Phones and similar devices

The use of mobile phones and similar devices (e.g. PDAs, a Blackberry) whilst driving is known to cause accidents as people are drawn into the conversation and ignore what is happening on the road around them. They vary their speed, drive closer to other vehicles, wander about the road and their reactions are slower.

NLTG employees must not answer or use their mobile phone or similar devices that are not hands free to send pictorial communications or text messages whilst driving, stopped at traffic lights, or during short hold ups that may occur.

Satellite navigation systems must not be positioned in vehicles such that they limit the driver's field of vision. Additionally they, or other items of value, should not be left in view when the vehicle is left unattended.

4.13 Safety Plan

- i) The Managing Director, Mr Jim Harkness, will in conjunction with the Health and Safety Manager, Mr Simon Clarke, compile an annual safety plan.
- ii) The Health and Safety Manager, Mr Simon Clarke, will be responsible for ensuring monitoring and feeding back progress towards achievement of targets at the Management Review Team meeting.

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4.14 Alcohol and Drugs Policy

NLTG's Alcohol and Drugs Policy (NL 515) is included in NLTG Employee Terms and Conditions Handbook (NL 503).

4.15 Co-operation with other occupiers within NLTG premises/NLTG occupancy of other persons premises

NLTG will liaise and co-operate with other occupiers within premises on all health and safety matters to ensure the mutual wellbeing of both companies' employees and visitors.

4.16 Company Vehicle Drivers

4.16.1 All company vehicle drivers, for their own safety, must abide by the company rules e.g. follow maintenance schedules re tyre, brake checks, accident reporting etc. as stated in the Company Vehicle handbook (NL 508) and the Road Traffic Act

4.16.2 The Fleet Manager is responsible for the maintenance of the minibus and pool cars.

4.16.3 The driver is responsible for communicating the relevant findings of the vehicle risk assessment to passengers.

4.17 Video Surveillance

Bradshawgate House – cameras within and outside of building

Dutton Street - CCTV cameras within premises

Preston Office - CCTV cameras within premises

Oldham Office - CCTV cameras within premises

Tramway - Small camera on main door, monitor on Reception

Infant Street - Small camera on main door, monitor on Reception

Signs are prominently displayed in the above premises advising staff and visitors that CCTV is in operation for their own safety and security.

4.18 Centre of Vocational Excellence

See Appendix 2 for Safety arrangements for CoVE centre.

4.19 Persons on Work Experience

Parents of Work Experience will be requested to complete an acknowledgement of communication of risks that their son/daughter will be exposed to, prior to commencement of their work experience. All work experience persons will receive induction on their first day.

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4.20 Legionnaires Risk Assessment

NLTG's Managing Director has the overall responsibility for ensuring the Legionnaires Risk Assessments are carried out for all NLTG premises and that action plan points are addressed.

The Legionnaires Risk Assessment details the management structure and action plan. The Master Risk Assessment is held by the Health & Safety Manager. Copies are held at each site.

Nominated persons will ensure records of weekly 'flushing' of outside taps are maintained.

The six monthly temperature checks will be carried out by NLTG Health and Safety Officers as part of their six monthly inspection of premises.

5. ORGANISATION AND ARRANGEMENTS – TRAINING PROVIDERS

The staff of North Lancs Training Group Ltd are committed to promoting high standards and good practice of Health, Safety and Welfare in all its training activities, and the providers have a legal obligation to comply with any Health and Safety Legislation which applies to their premises and to the activities in which learners are involved. Additionally NLTG ensure that systems comply with Learning and Skills Council Health and Safety requirements. The Health and Safety Manager is responsible for such compliance.

5.1 New Work Placement Providers

Prior to the placing of a learner in any new Work Placement Provider, a Health & Safety Appraising Officer will assess the premises and the activities in which the learner is likely to be involved using NLTG's Safety Appraisal Form (as per NLTG Working Instructions). NOTE: Where it is not geographically practicable for the appraisal to be carried out by an Appraising Officer, trained Training Officers will carry out with approval of appraisal by a member of NLTG Safety team.

If any areas are identified as requiring action by the Company, the Appraiser will detail such actions on the Appraisal Development Plan and Training Officers follow up progress at subsequent visits.

As part of appraisal, NLTG issue HSE information leaflets and accident books and Health and Safety Law posters at cost price.

NLTG will not contract with any workplacement provider that does not satisfy NLTG's health, safety & welfare standards.

NLTG issue new workplacements with an Employer Handbook which includes sample young person and new/expectant mother risk assessments.

For learners on the LAP/Essential Skills programme, appraisal of the location where the specific LAP/Essential Skills training is being undertaken will be carried out by the Health and Safety Appraising Officer.

5.2 Existing Work Placement Providers

Re-appraisal of Work Placement Providers will be carried out at a frequency determined by risk assessment. Such appraisals will be recorded using NLTG's re-appraisal documentation.

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The Training Officers will ensure that the Work Placement Providers premises are continually reviewed to ensure that Safety Legislation, and the Learning and Skills Councils Government Funded Training Guidelines are adhered to.

Workplacement providers will cease to contract with any workplacement provider whose health, safety and welfare do not satisfy NLTG safety standards with learners being subsequently removed from the programme.

Training Officers will be periodically observed carrying out health and safety appraisals by the Safety Department.

No learners will be placed in organisations who are listed on NLTG's prohibited supplier list. The Health and Safety Manager is responsible for ensuring Sales, Quality, Recruitment, Computer and Health and Safety staff are informed of companies added/deleted from the prohibited supplier list. Deletion from the list must be justified to the Managing Director that original reasons for prohibition are no longer appropriate.

5.3 Recruitment of Learners

Learners are recruited onto Government Funded Programmes either via the Recruitment Centre or via them being already in situ. In both instances learners need to complete an application form/Curriculum Vitae which details their existing, if known, health problems.

Where applicants apply via Recruitment, the individuals' health characteristics will be taken into account in relation to preferred chosen occupation. If in doubt, with approval from the applicant, advice must be sought from the applicant's doctor as to the learner's condition. Such information must be recorded. NLTG will, wherever possible, place applicants in appropriate occupational positions/vacancies that will not knowingly adversely affect their health.

Where learners who are already in situ identify they have an existing health condition that maybe a problem in their existing workplacement, the Training Officer should strongly suggest the person highlights their condition to their employer to enable the employer to make any reasonable adjustments ensuring compliance to the Disability Discrimination Act 1995.

5.4 Health of 'on programme' learners

The risks to health of e2e learners participating in physical activities will be communicated prior to participation with appropriate documentation being completed. For learners who subsequently develop adverse health effects/injury during the programme, the need for compliance to the Disability Discrimination Act will be brought to the attention of the employer.

5.5 Safety Training

The Training Officers will ensure that the learners in their charge receive appropriate safety training during induction and on-the-job training in their placement. All learners will be inducted via use of checklists. All learners comprehension of induction will be verified by completion of a health and safety project.

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All Training Officers who attend NLTG 2 Part Health and Safety course must successfully pass the Chartered Institute of Environmental Health Level 2 Award in Health and Safety in the Workplace and must have received training in how to complete appraisal/re-appraisal documentation prior to being able to carry out appraisals.

Competency of Training Officers in carrying out appraisals is verified via observation by a member of NLTG's Health and Safety team.

Training Officers will attend refresher training on NLTG Safety courses or equivalent at intervals not less than 5 years.

5.6 Consultation with Learners

Training Officers must consult with the learner on Health and Safety matters as part of the review process. Focus meetings will discuss Health and Safety matters.

5.7 Personal Protective Equipment/Clothing

The Training Officer is responsible for issuing, free of charge, hard hats or ear muffs to any learner that he/she considers is at risk of above head height hazards/exposure to high noise levels. Records of issue shall be kept in the learners file.

For CoVE attendees, personal protective equipment is provided and use enforced as identified via risk assessment. For e2e learners PPE is provided for use as identified by NLTG in conjunction with their employer placement.

5.8 Learners on the E2E programme

Learners on the E2E programme may, as part of their development, attend outdoor/off site recreational activities. Prior to such participation, a health and safety appraisal will be undertaken for these activities.

Such activities will be re-appraised at least annually.

5.9 Accident Reporting/Investigation

The Training Officers must endeavour to ensure that all reportable accidents/diseases involving learners are reported immediately to the Health and Safety Team.

The Health and Safety Manager is responsible for ensuring the appropriate Learning and Skills Council is notified immediately via fax of such instances. The Health and Safety Manager or Officer will complete all the necessary LSC documentation fully, legibly and accurately. Such information to be encrypted by Computer Dept and sent to appropriate LSC contact.

Training Officers are responsible for following up actions by agreed dates and notifying the Health and Safety Appraising Officer.

Analyses of accidents will be carried out at least annually as part of the Annual Management Review. Accident trends will be monitored ongoing by the Health and Safety Manager who will liaise with the Managing Director to take any appropriate action necessary to reduce accidents/ill health.

5.10 Learner Safety Awareness

Learners safety awareness will be verified and recorded at progress review visits and interim visits. Learners understanding of accident/ill health reporting is verified at health and safety re-appraisal.

5.11 Safety Auditing

Auditing of NLTG's safety arrangements will be carried out via internal auditing procedures and via Team Leader observations of Training Officers.

5.12 Learner Supervision

Arrangements for ensuring learner supervision are recorded at appraisal with verification at subsequent progress reviews.

5.13 Colleges

Colleges delivering training to NLTG learners are subject to the same health and safety arrangements as specified in 5.1/5.2 for workplacements.

5.14 Child Protection/Vulnerable Adults

NLTG has a Child Protection/Vulnerable Adults Policy (NL 527) and supporting working instructions.

5.15 Every Citizen Matters

5.15.1 Being Healthy: Promoting environments where learners are health, alert and ready to learn

<i>Physical Health</i>	See Working Instruction W100 and W101
<i>Mental and Emotional Health</i>	See e2e provision
<i>Sexual Health</i>	See e2e provision and website for useful contact details
<i>Spiritual Health</i>	See NLTG Equality and Diversity Policy (NL501)

5.15.2 Staying Safe: NLTG and Employers/Subcontractors providing a safe and secure learning environment

<i>Child Protection and Protection of Vulnerable Adults</i>	See NL527 NLTG Child Protection and Vulnerable Adults Policy and supporting procedures
<i>Multi Agency Links</i>	See e2e provision
<i>Physical Safety</i>	See Working Instruction W100 and W101
<i>Bullying, Harassment and Discrimination</i>	See NLTG Equality and Diversity Policy (NL501) and Harassment, Bullying and Offensive Behaviour at Work Policy and procedure (NL522)

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5.15.3 Enjoying and Achieving: All learners are encouraged and supported to achieve their potential and benefit from their learning programme

<i>Personal achievement</i>	See Distance Travelled Data on LSC portal, Medals of Excellence winners, 2 successive winners of National Apprentice of the Year
<i>Attendance and Punctuality</i>	See Working Instruction W6
<i>Enjoyment/learning experience</i>	See Focus Group minutes, learner questionnaires, moderation team minutes, Quality Improvement visits
<i>Progress against individual learning goals</i>	See LSC success data and NLTG generated success data. Also see Working Instruction W6

5.15.4 Make a positive contribution – the extent to which learners develop skills that will enable them to positively contribute to the communities in which they live, learn and work

<i>Learner voice</i>	See Focus Group minutes, learner questionnaires, Moderation team minutes. Quality Improvement visits.
<i>Contribution to the community</i>	NLTG sponsorship of community events
<i>Understanding of Rights and Responsibilities</i>	Learner completion of Employment Rights and Responsibilities
<i>Positive behaviour management</i>	NLTG Culture
<i>Personal development</i>	See e2e provision and Working Instruction W6
<i>Embracing Diversity</i>	See Observations of Teaching and Learning reports
<i>Active Learning</i>	See Observations of Teaching and Learning reports

5.15.5 Achieving economic wellbeing – learners develop knowledge, skills and abilities which will enable them to make well informed, realistic decisions and contribute to the economic wellbeing of their community

<i>Making informed choices</i>	Matrix accredited Information, Advice and Guidance
<i>Employability and Personal Skills Development</i>	See e2e provision
<i>Developing financial awareness and literacy</i>	See Skills for Life provision
<i>Destinations</i>	See positive outcome data from e2e

6. CONTRACTORS

- a) Shall observe the Company safety rules and instructions given by persons enforcing the Company Safety Policy.
- b) Must not commence work of any nature on the premises until the safety policy has been read, understood and accepted.
- c) Shall not commence work on the Company premises unless covered by insurance against risk.

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- d)** All contractors must report to Reception prior to commencement of work.
- e)** NLTG ensure that workplacement premises and supervisory arrangements are appraised using documentation verified by the LSC as meeting the standards for Health and Safety Procurement Standards (HASPS).
- f)** Annually NLTG's Health and Safety Manager will arrange for contractors to be issued with a Contractor Declaration and NLTG's Contractor Handbook. Contractors who do not complete/submit such a declaration will be prohibited from working on NLTG sites.
- g)** All contractors must receive and wear/display at all times NLTG visitor identification.

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APPENDIX 1

Health and Safety Policy Objectives for 2008-9

1. Maintain 'Excellence' in LSC Audit of Health and Safety
2. To achieve £10,000 of Health and Safety consultancy (1st April to 31st March)
3. To analyse the number of learner accidents and reduce the proportionate amount of time lost through reportable incidents
4. To embed Every Child Matters throughout our provision
5. To develop & deliver our Health and Safety courses to meet CIEH level 3 criteria
6. To ensure Training Officers are trained/re-trained (i.e. within 3 years of previous achievement of the award) to CIEH Level 2
7. To promote interest within schools of the BSC Certificate for Entry Level Award in Workplace Hazard Awareness

APPENDIX 2

NLTG HEALTH & SAFETY POLICY FOR THE CENTRE OF VOCATIONAL EXCELLENCE

NOTE: This policy is an Annex to the main NLTG Health and Safety Policy

RESPONSIBILITIES

The overall and final responsibility for health and safety in the Centre of Vocational Excellence (CoVE) is that of the Managing Director, Jim Harkness.

In his absence the responsibility for health and safety shall lie with Simon Clarke.

The following persons are responsible for safety in the CoVE.

Name	Area	Special Responsibility
Damian Crawshaw	CoVE Manager	As detailed in this policy and NLTG's Safety Policy
Phil Hutchinson	CoVE Co-ordinator/ Tutor	As detailed in this policy and NLTG's Safety Policy
Karen Mitchell	CoVE Technician/ Tutor	As detailed in this policy and NLTG's Safety Policy
Simon Clarke	Health & Safety Manager	As detailed in this policy and NLTG's Safety Policy

All learners are required to co-operate with the CoVE Co-ordinator and Technician to achieve a healthy and safe workplace and to take reasonable care of themselves and others including reporting hazards and accidents to the CoVE Technician.

Where learners are working in the machine shop and in the upholstery classes, there must be two tutors in the workplace at all times.

The following employees are responsible for:

H & S inspections twice yearly	Michael Leatherbarrow
Carrying out and recording Safety Inspections daily and weekly	Karen Mitchell
Investigating Accidents	Michael Leatherbarrow
Monitoring Maintenance of Plant & Equipment	Phil Hutchinson & Karen Mitchell

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Ensuring no persons allowed to operate machinery/
equipment if not suitably supervised

Karen Mitchell
Phil Hutchinson
Russell Large
Cynthia Hewitt
Graham Cornwell
Martin Kelly
John Hudson
John Sutcliffe

SAFETY CONSULTATION

NLTG have focus meetings every 6 months.

These meetings are opportunity for you to raise any issues regarding health and safety or your training.

CoVE meetings are held monthly.

GENERAL ARRANGEMENTS

TRAINING

The following persons are responsible for ensuring learners receive the necessary training for them to operate woodworking machinery safely and correctly:

Name	Job Title
Karen Mitchell	CoVE Technician/Tutor
Phil Hutchinson	CoVE Co-ordinator/Tutor

NOTE: In no circumstance should learners be left unsupervised within the CoVE.

The following persons are responsible for ensuring learners receive the necessary training for them to undertake the following activities safely and correctly.

Name	Activity
Martin Kelly	Upholstery
Graham Cornwell	Upholstery
Russell Large	Polishing
Cynthia Hewitt	Sewing
John Hudson	Polisher

Dept	Doc No	Orig	ISS
MAN	NL/516	SNC	6

The following are responsible for carrying out health & safety training.

Name	Job Title
Karen Mitchell	CoVE Technician/Tutor
Phil Hutchinson	CoVE Co-ordinator/Tutor
Mick Leatherbarrow	Health & Safety Officer
Mick Baah	Health & Safety Officer
Martin Kelly	CoVE Tutor/Training Officer
Graham Cornwell	CoVE Tutor/Training Officer
Russell Large	CoVE Tutor/Training Officer Group Companies
Cynthia Hewitt	Part time Tutor (Furniture)

The following are responsible for hazardous substances in the CoVE being safely stored, used and handled:

Name	Location
Karen Mitchell	Woodworking shop
Phil Hutchinson	Woodworking shop
Martin Kelly	Upholstery shop
Graham Cornwell	Upholstery shop
Russell Large	Upholstery shop
Cynthia Hewitt	Upholstery shop

ACCIDENTS

The First Aid Box is kept in the Canteen.

The persons responsible for ensuring that the First Aid Box is kept supplied with the appropriate contents are: Karen Mitchell and Wendy Walkden.

The qualified person for administering First Aid is:

Name	Job Title
Karen Mitchell	CoVE Technician

Note: In the absence of a qualified First Aider in the CoVE appointed persons are available, qualified First Aiders are based in the Bradshawgate House offices.

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Appointed persons available in the absence of first aiders are:

Graham Cornwell
Philip Hutchinson
Russell Large
Cynthia Hewitt

The person responsible for reporting incidents (as per RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995) on the F2508/F2508A form to the local Health and Safety Executive is Simon Clarke.

The location of the Accident Book is the Canteen.

Dept	Doc No	Orig	ISS
MAN	NL/516	SNC	6

ADVICE AND CONSULTANCY

The address of the local Health and Safety Executive is:

Marshall House
Ringway
Preston

Telephone No: 01772 836200

ABRASIVE WHEELS

Karen Mitchell & Phil Hutchinson have successfully completed the appropriate course of training and are the **only** persons permitted on the Company premises to set and dress abrasive wheels.

FIRE SAFETY

The person responsible for ensuring the CoVE Fire Risk assessment is reviewed and updated is Simon Clarke.

The following persons have responsibilities for:

	Responsibility	Person
i)	Ensuring escape routes are kept clear.	All
ii)	Ensuring the fire extinguishers are serviced regularly	Simon Clarke
iii)	Ensuring the fire evacuation procedure and list of duties is kept up to date.	Simon Clarke
iv)	Ensuring fire evacuation practices are held at the prescribed intervals (as defined in the Fire Risk Assessment), i.e. not less than 6 months.	Simon Clarke
v)	Emergency lighting checked monthly.	Karen Mitchell/Phil Hutchinson
vi)	Ensuring records are kept up to date of the above ii) to v) .	Karen Mitchell/Phil Hutchinson

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CONTRACTORS AND VISITORS

Simon Clarke and all tutors are responsible for ensuring all contractors and visitors receive relevant instruction on Company safety rules i.e. no smoking areas, use of personal protective equipment, use of Company plant, machinery and equipment, prohibition 'live' electrical working, fragile roofs, good housekeeping etc.

SAFETY LEGISLATION

Jim Harkness, (Managing Director) is responsible for ensuring the Health and Safety Law and all other relevant legislation are complied with i.e.

- i) The Health & Safety at Work Act 1974
- ii) The Control of Substances Hazardous to Health Regulations 2002 (COSHH)
- iii) The Control of Noise at Work Regulations 2005
- iv) The Electricity at Work Regulations 1989
- v) The Management of Health & Safety at Work Regulations 1999

Simon Clarke is responsible for ensuring all statutory assessments are carried out and improvements implemented as reasonably practicable.

Damian Crawshaw is responsible for ensuring all new and current methods and equipment are assessed, designed, installed, operated, inspected and maintained in a safe manner as required by the above mentioned legislation.

Mick Leatherbarrow is responsible for obtaining Health and Safety information on hazardous substances and processes and the passing of such information onto the appropriate persons (listed in Training Section) responsible for its communication to employees.

All tutors is responsible for the issue and training in use of supplied personal protective equipment i.e. ear muffs, masks etc.

All tutors are responsible for ensuring the CoVE building is locked and secure when not in use.

HAZARDS

The following persons are responsible for:

Activity	Name
Cleanliness	All tutors and learners
Safe and correct waste disposal	All tutors
Checking gangways and fire exits are kept clear at all times	All tutors

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Visual inspection of machinery and extraction	Karen Mitchell/Phil Hutchinson/ Russ Large
Visual checking electrical plugs, leads etc for any obvious defects	All tutors
Checking machinery	Karen Mitchell/Phil Hutchinson Cynthia Hewitt
Maintenance of plant equipment and machinery	Karen Mitchell
Unlocking the fire door every morning	Karen Mitchell/Phil Hutchinson
Reporting unsafe acts/conditions to NLTG Health and Safety Manager	All tutors
Reporting unsafe acts/conditions to CoVE tutors	Everybody

LOCAL HAZARDS

	Area(s)	Precautionary Measures
Slips, Trips & Falls	Throughout CoVE Centre	Maintain good housekeeping
Noise	CoVE Machine Shop	Mandatory use of ear protection
Eye Hazard	CoVE Machine Shop Tool Room	Use eye protection
Foot Hazard	CoVE Machine Shop	Use of suitable footwear
Inhalation of Dust	CoVE Machine Shop	Use of extraction Use of dust masks
Restricted/prohibited areas	Electrical cupboard Loft area	Only authorised persons to enter areas
Hot hazard	Glue pot reservoir by Edge Bander	Signage
Authorised users of machinery and equipment	CoVE Centre	Prohibition of persons operating machinery unsupervised. No learner to operate machinery unless trained and authorised to do so.