

COMPANY POLICY FOR HEALTH & SAFETY AT WORK STATEMENT OF INTENT

Policy last updated: July 2025

Review date: July 2026

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/students, visitors, and contractors is maintained as a top priority.

NLTG definition of Learner in the context of this policy: Apprentices, Study Programme (Foundation Learning) students and commercial course delegates.

NLTG promote this policy through our staff training and conduct and by communication of the policy to:

- i) Our staff via documented quality system on our intranet, related internal communication channels and meetings.
- ii) Employers, learners, visitors, and contractors via publication on our website.

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 individual's responsibilities are held by the Managing Director and are available via NLTG's intranet. It is the responsibility of all NLTG employees that they familiarize themselves with this Policy.

Review of the policy will be at least annually but will be monitored on an ongoing basis and modified as necessary specially to accommodate new safety legislation requirements, government advice in relation to mitigating risks of Covid pandemic or updated as identified via risk assessment.

The company compiles an annual Intent, Implementation, and Impact report on our safety arrangements. Our progress towards health and safety objectives is monitored by the Safety team at our Health and Safety team meetings with any concerns raised at Business Review meetings.

Appendix 1 details the Health and Safety Policy arrangements for the Furniture Centre of Vocational Excellence.

Appendix 2 details the Health and Safety Policy arrangements for the Hospitality Training Centre.

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



GARETH LINDSAY
NLTG Managing Director

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1.INTRODUCTION

The Health and Safety at Work 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 CIC 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 CIC (Community Interest Company) to do all that is reasonably practicable to ensure the Health, Safety and Welfare at work of its staff, learners/students, contractors, and visitors.

2.1.1 As far as is reasonably practicable NLTG shall:

- i) Control risks to staff and learners/students
- 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 CIC 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.
- e)** Arrangements for ensuring the safe use, handling, storage and transport of articles and substances

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 CIC are initiated, enforced, and revised.

3.2 The Operations Director is responsible for ensuring that all North Lancs Training Group CIC 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 that they report any procedure, material, or equipment which in his/her opinion is dangerous to our Health and Safety team so appropriate action can be taken to mitigate risk.

3.4 It is the responsibility of Delivery staff (i.e. staff who deliver teaching, learning and assessment to learners/students e.g., Tutors and Foundation Learning Coaches to ensure provision of health & safety information is available to learners/students.

3.5 The Health and Safety Officers Stuart Gower and Marc Murphy are the named competent persons responsible for health and safety. The above hold a minimum of NEBOSH Certificate or equivalent and have vast experience in Health and Safety. NLTG Health and Safety team keep their health and safety

knowledge up to date via Emails from HSE Bulletin At least annual review of HSE website to check currency of our arrangements in relation to young persons' safety.

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

3.6 Group Member Services and Building Maintenance Manager Peter Troth will be responsible for carrying out annual safety audits in all Group Member companies and 6 monthly inspections of all NLTG premises.

4. ORGANISATION AND ARRANGEMENTS - THE COMPANY

4.1.1 Accidents and First Aid Procedures

NLTG provide sufficient trained first aiders, equipment, and facilities for the needs of our staff and visitors as identified via risk assessment. NLTG health and safety team will monitor the number of first aiders per NLTG premise and ensure that cover doesn't lapse through employees not renewing their training within 3 years. First aid training records are uploaded to the employees training record on NLTG's ESS system. Whilst we have no legal responsibility to treat non-employees, we consider we do have a moral responsibility to do so.

a) If an accident or injury occurs, a First Aider or an Emergency First Aider 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 Emergency First Aider of their injury at the earliest opportunity.

It is the role of the Emergency First Aider to call for professional assistance, i.e., an ambulance.

b) Due to possible future covid restrictions First Aiders are advised that they must try to assist at a safe distance from the casualty as much as they can and minimise the time spent sharing a breathing zone.

If the casualty is capable, tell them to do things for you, but treating the casualty properly should be the First Aiders primary concern. Remember the 3P model – preserve life, prevent worsening, promote recovery.

Preserve life: CPR

The Resuscitation Council UK advises "If you are unable or unwilling to provide ventilations, give continuous chest compressions" i.e., due to the heightened awareness of the possibility that the victim may have COVID-19:

1. Recognise cardiac arrest by looking for the absence of signs of life and the absence of normal breathing. Do not listen or feel for breathing by placing your ear and cheek close to the patient's mouth. If you are in any doubt about confirming cardiac arrest, the default position is to start chest compressions until help arrives.

2. Make sure an ambulance is on its way. If COVID 19 is suspected, tell them when you call 999.

3. If there is a perceived risk of infection, rescuers can place a mask/cloth over the victim's mouth and nose and attempt compression only CPR and early defibrillation until the ambulance (or advanced care team) arrives. Put hands together in the middle of the chest and push hard and fast.

4. Early use of a defibrillator significantly increases the person's chances of survival and does not increase risk of infection.

5. If the rescuer has access to any form of personal protective equipment (PPE) this should be worn.

6. After performing **compression-only CPR**, especially in the context of potential COVID-19 exposure, the **Resuscitation Council UK** and **NHS guidance** recommend the following steps:

c) The locations of first aid boxes and first aiders are as detailed on the first aid arrangement posters displayed at each of NLTG premises. Defibrillators are available on Reception at each NLTG premises (availability and functionality of defibrillators is verified via 6 monthly inspections).

d) Pete will ensure that the First Aid facilities are maintained at the appropriate level at all times at each NLTG location. This is verified by 6 monthly inspections.

First Aiders PPE include provision of a visor and an apron. First Aiders must use such PPE as a mandatory requirement if they assess that they are likely to come into contact with droplets or splashes of blood, vomit, or other bodily fluids e.g., saliva whilst treating someone. Such PPE must be safely disposed of it immediately after use and Wendy Walkden informed so that she can replenish supplies accordingly.

e) Should the accident be of a more serious nature requiring, in the view of the First Aider, the Emergency First Aider 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. If it is safe to do so (bearing in mind COVID or other known airborne viruses) the injured person will be accompanied whilst in hospital until a member of the family/next of kin/the person identified by the individual attends.

f) NLTG will, where necessary and assuming it is safe to do (bearing in mind COVID or other known airborne viruses), arrange for injured persons (staff or learners/students attending NLTG centers') to be taken home.

g) All accidents must be recorded on an accident record form in the Accident Book. The Accident Book is kept with the First Aid Box at each premise. All entries must be ideally made by the First Aider or the Emergency First Aider, wherever possible in conjunction with the injured person. The person administering First Aid will complete a 'First aid administered' form and attach to the Accident form. Upon completion the accident record must be detached from the Accident Book and passed to the Group Member Services and Building Maintenance Manager Peter Troth, or in his absence the Managing Director. Group Member Services and Building Maintenance Manager Peter Troth will inform the Managing Director of all RIDDOR accidents with appropriate investigation being undertaken to prevent recurrence. A copy of the Accident Record entry will be retained by the Safety Department for analysis purposes and will be securely filed in the Health & Safety office.

h) Where the type of injury/disease falls within the Reporting of Injuries, Diseases or Dangerous Occurrences Regulations 2013, these will be reported as appropriate by NLTG's Group Member Services and Building Maintenance Manager in conjunction with the Managing Director (Gareth Lindsay) to the local Enforcing Authority. Group Member Services and Building Maintenance Manager Peter Troth (or in his absence the Health and Safety Officer) will be responsible for informing NLTG Insurers of such incidents.

a) Where NLTG are informed/made aware of learners incurring a RIDDOR injury/ill-health/dangerous occurrence we will ensure that it is reported accordingly under RIDDOR and NLTG health and Safety team will investigate /assess the circumstances of all Learner incidents with a view to identifying the causes and lessons to be learnt to mitigate risk of future recurrence.

b) All accidents/diseases reported via the Accident Record will be reported at Safety team meetings and appropriate investigation by a nominated Health & Safety team member instigated detailing corrective and preventive actions. Group Member Services and Building Maintenance Manager Peter Troth is responsible for ensuring actions are closed out.

c) Copies of the accident record and investigation report to be held for a minimum of 3 years following the date of the accident. Thereafter they will be shredded as per GDPR.

4.1.2 Mental Health First Aid

NLTG have the following persons trained and certificated as mental health first aiders.

Name	Expiry Date
Jaxx Corns	17/2/26
Lauren McMahon	30/9/25
Mia Yates	15/3/26
Jason Slator	18/1/27
Jill Orrell	24/4/26

As part of their training, they gain:

- i) an in depth understanding of mental health and factors affecting wellbeing
- ii) Practical skills to spot triggers/signs of mental health
- iii) Confidence to step in, reassure and support person(s) in distress
- iv) Enhanced interpersonal skills
- v) Knowledge to help some recover by further support e.g., self-help, through NLTG or other organisation.

4.2 Emergency Precautions and Procedures

- a) No employee or visitor is allowed to smoke (including prohibition of e-cigarettes/vapes) on North Lancs Training Group Ltd premises (including NLTG car parks and NLTG Company vehicles) nor whilst carrying out work in employer's premises. NOTE: At the Foundation Learning Centre's there are specific outside designated areas for smoking solely for the use of learners/students and visitors.
- b) Smoking, including the use of electronic cigarettes/vapes, in working hours is prohibited except during your contractual break times (e.g., Lunch time). If you are found smoking during your working hours, this will be deemed as serious misconduct, and you will be issued with a final written warning. If you are found smoking during your working hours a second time, this will be deemed as a breach of the first and final warning and will result in dismissal.
- c) All offices and working areas must be kept tidy at all times.
- d) Fire doors must be kept shut at all times. (NOTE: the exceptions are the fire doors fitted with release mechanisms activated by the sound of the fire alarm. These doors must be closed every night. Their closure mechanism is checked as part of the weekly fire alarm test procedure).
- e) Emergency escapes and fire extinguishers to be kept free from obstruction at all times.
- f) The Emergency Evacuation Procedure is displayed on the various Company Notice Boards. This procedure includes the arrangements for contact with the Emergency Services. The Emergency Evacuation Procedures will be reviewed annually by the Managing Director (Gareth Lindsay) and the Health & Safety Officers (Stuart Gower and Marc Murphy).
- g) The fire alarm, smoke detectors and emergency lighting systems, where fitted, are to be tested at regular intervals as stated in the Fire Alarm/Emergency on share point. Such tests will be carried out by a competent person (JG Electrical).
- h) The fire extinguishers are tested and maintained on an annual basis by a competent person (Parr Group).
- i) The emergency evacuation drill for all company premises will be carried out at a frequency determined by NLTG Fire Risk Assessment (but will not exceed more than 12 months).
- j) Fire Alarms (including checking of door release mechanisms on certain fire doors) are to be tested on a weekly basis, emergency lighting on a 6 monthly basis by the nominated persons as. 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 on Share Point periodically checked by the Health and Safety team.

- k) All staff will receive information on Emergency Evacuation Procedures and be shown the Emergency Escape Routes/Fire Points upon induction.
- l) Any hazards identified must be brought to the attention of the Manager/Co-Ordinator for the premise (for Bradshawgate House and the Old Bakery the Group Member Services and Building Maintenance Manager Peter Troth 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) All records relating to Fire Arrangements are now shared on NLTG SharePoint.
The following information will be recorded:
 - Fire Alarm Tests - weekly
 - Emergency Lighting Tests – 6 monthly
 - Records of Fire Drills – annually
 - Panic Alarm Tests – weekly (where applicable)
 - Smoke Detector Tests – 6 monthly (where applicable)
- n) NLTG Group Member Services and Building Maintenance Manager liaises with other occupiers of NLTG premises e.g., Lancashire WBL Forum at Bradshawgate House.
- o) Fire Risk Assessments for each premise will be reviewed by the Safety team at two yearly intervals 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 GROUP MEMBER SERVICES AND BUILDING MAINTENANCE 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 must always be switched off when not in use and when leaving the office in the evening. Electrical appliances (i.e. kettles) should be used/positioned in such a fashion as to not create any electrical hazards. Exceptions are the overnight update of account system computer and when carrying out file maintenance housekeeping procedures on the main frame systems, fridges, and refrigerated water coolers.
- d) Loose clothing, long hair, ties, and jewelry are hazards which must be avoided/secured 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. Gloves must be worn when changing toner cartridges.

- 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/students, 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 premises.
- l) Visitors to all NLTG premises must be issued with a visitor's badge by Reception staff and they must be requested to prominently display (via the appropriate lanyard) at all times.
- m) Staff should be aware heels on footwear should be of sufficient width and height so as to reduce the risk of twists and falls. Staff are advised to wear sturdy footwear with a good grip at all times.
- 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) Key Access Fobs are issued to all NLTG staff to prevent unauthorised access into Bradshawgate House, Oldham, Bury and the Old Bakery sites.
 - i. Note the fob system for Oldham and Bury differs from other NLTG premises.
 - ii. The relevant Team Manager is responsible for the retrieval of key fobs from staff leaving NLTG's employment. In the absence of retrieval, the Team Manager to immediately notify the Group Member Services and Building Maintenance Manager Peter Troth who will arrange for deletion of the code for that persons' key fob in order to prevent unauthorised access to NLTG premises. Doors fitted with Key fob controls 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.
- p) For the CoVE key coded doors are provided to prevent unauthorised access.
- q) NLTG Safety team / Pete Troth will carry out periodic inspections of NLTG premises to ensure standards of health and safety are being upheld and where possible improved.
- r) All staff must ensure they do not leave door latches disengaged on external and key fob access doors.

4.5 Safety Training

The Managing Director (Gareth Lindsay) authorises 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 and kitchen/canteen facilities.

4.7 Risk Assessment

The Managing Director (Gareth Lindsay) 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 24 monthly intervals (with the exception of the CoVE which will be annually) by a competent person and records kept in a register held in the Health & Safety Office). Staff bringing in personal portable electrical appliances e.g. Toasters, kettles, phone chargers etc. are subject to PAT testing requirements.

4.9 Insurance

The Managing Director (Gareth Lindsay) will ensure that all liability is covered by insurance and kept up to date. Quality Manager to arrange for a current copy of the ELI & PLI certificate to be uploaded onto the Publications page of NLTG website.

4.10 Consultation and co-operation with employees

NLTG fully understand the importance employees have in developing and maintaining a strong health and safety culture through ensuring trust, co-operation and communication with all our employees. We recognize that as an outcome of this ethos they are more likely to consider it is within their interests to raise any health, safety and welfare concerns.

As such NLTG Managing Director (Gareth Lindsay) 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.

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 Quality 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 Team
- g) New employees will be requested to complete a medical questionnaire highlighting any known 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. The medical questionnaire is updated annually via personal appraisals.

- h) The employee is responsible for notifying the Operations Director of any subsequent changes to their medical form so appropriate measures can be introduced where necessary and complete a new medical questionnaire.

The above responsibilities are communicated to all new employees at their induction.

4.12 Mobile Phones and similar devices (including Satellite Navigation Systems).

It is illegal to hold a mobile phone while driving regardless of the reason for doing so.

a) Handheld/ Handsfree devices

All NLTG employees must use handsfree functions and equipment for receiving calls (only) from mobile phones and similar devices whilst, if it is safe to do so.

It is only legal to use handheld device behind the wheel if you are safely parked and the engine is turned off. Safely parked does not include waiting in traffic, stationary at traffic lights, nor where your engine stops automatically (start-stop technology).

Although the law allows drivers to tap the screen of their phone while it's fixed on a suitable mount or where it is integrated within the vehicle, the police can charge motorists for driving without due care and attention, if they consider their phone to be a distraction.

b) Satellite navigation systems

Satellite navigation systems must be programmed BEFORE setting off and MUST NOT be altered whilst driving. If it becomes necessary to change any settings, then staff must first pull over in a safe place.

c) Security of the above

Where the above devices are not integrated into the vehicle they should be removed from view when the vehicle is left unattended, along with any other valuables including vehicle cameras, Surface/I-pads, laptops, personal clothing etc.

d) Positioning of the above within the vehicle

Nothing should be positioned in vehicles that would limit the drivers' field of vision e.g. Satellite navigations systems, cameras, phone holders.

4.13 Health and Safety Intent, Implementation, and Impact report

- i) Annually the Health and safety team will compile an Intent, Implementation, and Impact report. This will include a SWOT Analysis, agreement of key performance indicators and actioning areas for improvement. This is uploaded to the SharePoint.
- ii) Progress towards meeting the Implementation and Impact action plan will be monitored every 4 months by the Group Member Services and Building Maintenance Manager Peter Troth and an independent Senior Manager/ Director. Any significant concerns in meeting this plan will be reported to the NLTG Managing Director.

4.14 Alcohol and Drugs Policy

NLTG's Alcohol and Drugs Policy is included in NLTG Employee Terms and Conditions Handbook (NL0503).

4.15 Co-operation with other occupiers within NLTG 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 tire, brake checks, accident reporting etc. as stated in the Company Vehicle handbook (NL0514) and the Road Traffic Act.

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

4.16.3 The minibus drivers are 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
Oldham Office -	CCTV inside and outside premises
Old Bakery-	CCTV cameras within the premises and outside of the building
Bury -	CCTV inside and outside premises

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/Old Bakery

See Appendix 1 for Safety arrangements for CoVE Centre.

See Appendix 2 for Safety arrangements for Hospitality CoVE.

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.

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 Group Member Services and Building Maintenance Manager Peter Troth. Copies are on the Intranet.

Nominated persons will ensure records of weekly 'flushing' of outside taps/shower heads are maintained. Pete Troth ensures hot and cold temperature checks are carried out on a 6 monthly basis.

4.21 Arrangements and procedures for Security of premises

In the event that a designated NLTG employee is contacted due to the security alarm sounding (as the appropriate Security services are unable to attend) the following arrangements should be undertaken:

- a) Wherever possible the designated NLTG employee should be accompanied by another person
- b) An external visual check of the premises should be undertaken. In the event that there is a security breach the police should be contacted, and the employee must remain outside of the premise awaiting the arrival of the police.
- c) If there are no signs of security breach from the external inspection the premise should be entered, assuming the employee feels it is safe to do so, and the alarm reset. If they do not feel safe, then they should not enter the premise and contact their Line Manager and/or Police if necessary
- d) NLTG Managing Director must be informed of all security call outs (regardless of whether they were a false or actual security breach) by the person attending the call out.

4.22 Arrangements and procedures for Security of unoccupied NLTG premises

For unoccupied NLTG premises weekly visits of such premises will be undertaken and recorded. Such visits will check for any internal / external damage. If such damage is prevalent the Group Member Services and Building Maintenance Manager Peter Troth must be informed immediately.

4.23 Dynamic Hostile Event arrangements

NLTG has a Dynamic Hostile Event Procedure (NL1516) which outline some suggestions as to what should happen in the event of a hostile attack within / near NLTG premises. The focus of this procedure is for staff

to be **ALERT** but not **ALARMED**. NLTG hope this particular procedure never has to be implemented. Individuals have got to make their own minds up in such circumstances, NLTG cannot legally detain people.

4.24 Business Continuity Policy (NL0563)

This policy defines the arrangements to be implemented in the event of an incident that disrupts NLTG business activities.

4.25 Stress Policy and Mental Health and Wellbeing Policy

NLTG's Stress Management strategy is defined in NL0500 s (v)

NLTG's Mental Health and Wellbeing Policy is as per NL 0500 (w)

4.26 Lone Working

Arrangements for Lone Working (including those activities that are specifically prohibited from lone working) are as defined in our Lone Working Policy (NL 0500 h (iv)).

4.27 Cellar areas

NLTG have a cellar at the Old Bakery. Access to the cellar area is restricted and certain activities (e.g. work on power supplies, lone working etc.) in these areas will be subjected to NLTG Permit to Work Systems as an outcome of risk assessment.

4.28 Working on the roof at Bradshawgate House

Any work/access to the roof at Bradshawgate House must be via the trap door in the Gents Toilet on the top floor (unless via scaffolding erected by a competent contractor). Safety rails are now fitted and must not be removed when work/access is taking place on the roof.

4.29 Permits to work system

Activities that are identified as being of significant risk via risk assessment are subject to satisfactory completion of NLTG Permit to work system (NL0532) prior to undertaking that activity agreed by an NLTG Manager

5. ORGANISATION AND ARRANGEMENTS – TRAINING PROVIDERS

The staff of North Lancs Training Group CIC 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/students are involved. Additionally, NLTG ensure that systems comply with the Department for Education's Health and Safety requirements. The Group Member Services and Building Maintenance Manager is responsible for such compliance.

5.1 New and Existing Employers (Work Placement Providers)

The employer (work placement provider) has the primary responsibility for the health and safety of their apprentice(s) / work placement learner(s) and should be managing any significant risks. As the Training Provider, NLTG take reasonable steps to satisfy itself that the employer is doing this. This does not mean trying to second guess an employer's risk assessment or risk control measures, and NLTG is not required to carry out its own assessment of the workplace.

Prior placing a learner in any new or existing work placement provider a qualified/trained tutor or a Health & Safety Officer will assess the safety of all learners and the activities in which the learner is likely to be involved using NLTG's NL0103 'Apprenticeship and Foundation Learning Health and Safety Checklist – Standard 10' As identified, NLTG may signpost the employer to relevant HSE website links for further information and advice.

The tutors will ensure that the work placement providers premises are continually reviewed to ensure that Health and Safety Legislation and the Department for Education Government funded training guidelines are adhered to.

NLTG will not contract with/cease to contract with any work placement provider whose health, safety and welfare do not conform to Health and Safety Legislation with learners/students already in learning being

subsequently removed from the programme /funding provision (and where placed in the organisation by NLTG, will make arrangements to find an alternative employer/work placement provider).

No learners/students will be placed in organisations who are listed on NLTG's prohibited supplier list. The Quality Manager is responsible for ensuring Employer Engagement, Purchasing, Quality, Recruitment,

Foundation Learning Centers, Foundation Learning Coaches, IT Services 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.

5.2 Safety Training

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

All existing NLTG delivery staff train to Highfield Level 2 Health and Safety within 3 years of commencement of employment with NLTG and retain such Level 2 certification via attendance on course or undertaking online refresher training within 3-year period.

5.3 Consultation with Learners/students

Delivery staff must consult with the learner/student on Health and Safety matters as part of their review process.

5.4 Personal Protective Equipment/Clothing

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

5.5 Students on the Study programme

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

5.6 Accident Reporting/Investigation

The Tutors must endeavor to ensure that all reportable accidents/diseases involving learners/students are reported immediately to the Health and Safety Team.

The Health and Safety Officer will complete all the necessary internal documentation fully, legibly, and accurately. Such information to be kept in learner OneDrive files.

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 Group Member Services and Building Maintenance Manager Peter Troth who will liaise with the Managing Director to take any appropriate action necessary to reduce accidents/ill health.

In cases where we are made aware of existing or recent learners/students' death the following must be invoked:

- a) If the death is known or suspected to be work related the Quality Manager to notify the Department for Education and IT Services so appropriate arrangements can be invoked. NLTG Quality Manager will also ensure other interested parties are informed e.g. Ofsted, Our Insurers and our Accountants.
- b) If the death is not work related the Health and Safety Manager to inform IT Services with appropriate code being recorded on the ILR via the relevant platform (Yeti/Aptem) so no further contact is made by Funding Agencies.

5.7 Learner / Student Safety Awareness

Learners/students' safety awareness will be verified and recorded on appropriate documentation

when visiting the learner/student in their place of work. Learners/students understanding of accident/ill health reporting is verified at health and safety re-appraisal.

5.8 Safety Auditing

Auditing of NLTG's safety arrangements will be carried out via internal auditing procedures. The completion of health and safety appraisals by the Health and Safety team will be moderated within the team so we can ensure standards are being upheld.

5.9 Learner / Student Supervision

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

5.10 Child Protection/Vulnerable Adults/Safeguarding

NLTG has a Child Protection/Vulnerable Adults Policy and Safeguarding Policy, supporting working instructions and Safeguarding Implementation and Impact Plan. This plan is updated at 4 monthly review meetings the Safeguarding meeting, in addition to other Safeguarding arrangements being discussed.

- i) Annually the Safeguarding team will compile an Intent, Implementation, and Impact report. This will include a SWOT Analysis, agreement of key performance indicators and actioning areas for improvement. This is uploaded to the SharePoint.
- ii) Progress towards meeting the Implementation and Impact action plan will be monitored every 4 months by the Designated Safeguarding Officer and an independent Senior Manager/Director. Any significant concerns in meeting this plan will be reported to the NLTG Managing Director

In the event of safeguarding concerns being raised with employers e.g. via previous learners/students, their suitability to be evaluated by NLTG's Managing Director in conjunction with NLTG's Designated Responsible Persons with addition to NLTG Prohibited Supplier List (and if appropriate, the Education and Skills Funding Agency).

5.11 Hospitality Kitchens

NLTG have 2 kitchens that are covered by HACCP Food Safety Policy i.e. Old Bakery and Oldham. Additionally, the Old Bakery is covered by a Premises Licence. All this documentation in relation to the above are separate documents and are to be kept up-to-date and readily accessible in the Kitchen areas of All premises. These are reviewed at least annually.

6. CONTRACTORS

- a) High risk activities as identified by NLTG to be performed by Contractors will be subject to our Permit to work system (as per NL 0532)
- b) No contractor will be permitted to access our site to undertake any activities until they have made prior arrangement for their work to be supervised.
- c) All contractors will need to complete NLTG covid assessment documentation prior to commencement of their work.
- d) Shall observe the Company safety rules and instructions given by persons enforcing the Company Safety Policy.
- e) Must not commence work of any nature on the premises until the rules for contractors has been read, understood, and accepted.
- f) Shall not commence work on the Company premises unless covered by insurance against risk.
- g) All contractors must report to Reception prior to commencement of work.

- h)** Annually NLTG's Group Member Services and Building Maintenance Manager Peter Troth 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.
- i)** All contractors must receive and wear/display at all times NLTG contractor identification.
- j)** Lone working by contractors is prohibited unless otherwise agreed by NLTG Senior Management and subject to completion of NLTGs safe system of work for Lone working.
- k)** All RAMS (risk assessment and method statement) and relevant insurance, DBS (disclosure and barring service checks) policy must be rewarded before commencement of work.

I) APPENDIX 1

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, Gareth Lindsay.

In his absence the responsibility for health and safety shall lie with Peter Troth.

The following persons are responsible for safety in the CoVE.

Name	Area	Special Responsibility
Andrew Rae	CoVE Co-Ordinator/ Tutor	As detailed in this policy and NLTG's Safety Policy
Pete Troth	Group Member Service And Buildings Maintenance	As detailed in this policy and NLTG's Safety Policy
Stuart Gower	Health and Safety Officer	As detailed in this policy and NLTG's Safety Policy

All learners/students are required to co-operate with the CoVE Co-Ordinator and Tutors 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/students 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	Stuart Gower, Marc Murphy, Peter Troth
Carrying out visual Safety Inspections daily and weekly	Stuart Gower / Peter Troth
Investigating Accidents	Stuart Gower, Marc Murphy
Monitoring and Annual Maintenance of Plant & Equipment	Stuart Gower
Ensuring NLTG Covid precautions are adhered to	Stuart Gower Peter Troth
Ensuring no persons allowed to operate machinery/ equipment if not suitably supervised	Stuart Gower Peter Troth

SAFETY CONSULTATION

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/students receive the necessary training for them to operate woodworking machinery safely and correctly:

Name

Andrew Rae
 Stuart Gower
 Peter Troth

Job Title

CoVE Co-Ordinator / Tutor
 Health and Safety officer / Tutor
 Group Tutor

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

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

Name

Andrew Rae
 Michael Scawthorn
 Graham Cornwell
 Peter Troth
 Stuart Gower
 Alison Rushton

Activity

CoVE/ Co-Ordinator
 Upholstery
 Upholstery
 Group Tutor
 Wood machining/Spraying
 Cutting and Sewing

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

Name

Andrew Rae
 Peter Troth
 Stuart Gower
 John Barker
 Michael Scawthorn
 Graham Cornwell

Job Title

CoVE/ Co-Ordinator
 Group Tutor
 Health and safety officer/Tutor
 CoVE Tutor/Tutor
 CoVE Tutor/Tutor
 CoVE Tutor/Tutor

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

Name

Stuart Gower
 Michael Scawthorn
 Graham Cornwell
 Peter Troth

Location

Woodworking shop/Polish Shop
 Upholstery shop
 Upholstery shop
 Group Tutor

ACCIDENTS

The First Aid Box is kept in the Canteen.

The person responsible for ensuring that the First Aid Box is kept supplied with the appropriate contents is:
 Andrew Rae.

The qualified person for administering First Aid is:

Name

Jaxx Corns

Job Title

Quality Team Support Officer

Expiry date

Feb 2026

Note: In the absence of a certificated First Aider in the CoVE, additional certificated First Aiders are based in the Bradshawgate House offices.

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

The location of the Accident Book is the Canteen.

ADVICE AND CONSULTANCY

The address of the local Health and Safety Executive is:

Redgrave Court
 Merton Road
 Bootle
 L20 7HS

ABRASIVE WHEELS

Stuart Gower has successfully completed the appropriate course of training (as part of their Wood machining qualifications) and is the **only** person 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 Stuart Gower, Marc Murphy.

The following persons have responsibilities for:

	Responsibility	Person
i)	Ensuring escape routes are kept clear.	All
ii)	Ensuring the fire extinguishers are serviced regularly.	Pete Troth
iii)	Ensuring the fire evacuation procedure and list of duties is kept up to date.	Marc Murphy
iv)	Ensuring fire evacuation practices are held at the prescribed intervals (as defined in the Fire Risk Assessment), i.e., not less than 12 months.	Marc Murphy
v)	Emergency lighting checked 6 monthly.	Marc Murphy
vi)	Ensuring records are kept up to date of the above ii) to v).	Peter Troth

CONTRACTORS AND VISITORS

Pete Troth 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

Gareth Lindsay, (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 (COSHH)
- iii) The Control of Noise at Work Regulations
- iv) The Electricity at Work Regulations
- v) The Management of Health & Safety at Work Regulations

Pete Troth in conjunction with Stuart Gower, Marc Murphy (Health and Safety Officers) are responsible for ensuring all statutory assessments are carried out and improvements implemented as reasonably practicable.

Stuart Gower (Health and Safety officer) 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.

Stuart Gower, Marc Murphy are 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

Cleanliness

Safe and correct waste disposal

Checking gangways and fire exits are kept clear at all times

Visual inspection of machinery and extraction

Visual checking electrical plugs, leads etc. for any obvious defects

Checking machinery

Maintenance of plant equipment and machinery

Unlocking the fire door every morning

Reporting unsafe acts/conditions to NLTG Health and Safety Manager

Reporting unsafe acts/conditions to CoVE Tutors

Name

All Tutors and learners/students

All Tutors

All Tutors

Stuart Gower / Peter Troth

All Tutors

Stuart Gower / Peter Troth

Stuart Gower

Stuart Gower/Graham Cornwell

All 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 face fit dust masks
Restricted/prohibited	Electrical cupboard areas Loft area	Only authorised persons to enter areas
Authorised users of and equipment	CoVE Centre	Prohibition of persons operating using machinery unsupervised No learner to operate machinery unless trained and authorised to do so.

APPENDIX 2

NLTG HEALTH & SAFETY POLICY FOR THE HOSPITALITY TRAINING CENTRE

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 Hospitality Training Centre is that of the Managing Director, Gareth Lindsay.

In his absence the responsibility for health and safety shall lie with Peter Troth.

The following persons are responsible for safety in the CoVE.

Name	Area	Special Responsibility
Penni Thomson	Apprenticeship Manager Hospitality	As detailed in this policy and NLTG's Safety Policy

All learners/students are required to co-operate with the Hospitality Tutors to achieve a healthy and safe workplace and to take reasonable care of themselves and others including reporting hazards and accidents to the Hospitality Tutors.

Where learners/students are working in the kitchen and front of house, there must be two Tutors in the workplace at all times.

The following employees are responsible for:

H & S inspections twice yearly	Peter Troth
Carrying out visual Safety Inspections daily and weekly	Penny Thompson
Investigating Accidents	Stuart Gower, Marc Murphy
Monitoring Maintenance of Equipment	Penny Thompson
Ensuring NLTG Covid precautions are adhered to	Penny Thompson
Ensuring no persons allowed to operate machinery/equipment if not suitably supervised	Penny Thompson

SAFETY CONSULTATION VIA HOSPITALITY MONTHLY REPORTS TO TEAM MANAGER

Job Centre Plus meetings every 2 months.

GENERAL ARRANGEMENTS

TRAINING

The following persons are responsible for ensuring learners/students receive the necessary training for them to operate kitchen equipment safely and correctly:

Name	Job Title
Penny Thompson	Apprenticeship Manager – Hospitality & Customer Service

NOTE: In no circumstance should learners/students be left unsupervised within the Hospitality Training Centre.

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

Name	Job Title
Stuart Gower, Marc Murphy	Health & Safety Officers
Penny Thompson	Apprenticeship Manager – Hospitality & Customer Service

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

Name	Location
Penny Thompson	Kitchen & Front of House

ACCIDENTS

The First Aid Box is kept in the Kitchen.

The person responsible for ensuring that the First Aid Box is kept supplied with the appropriate contents is:
Penny Thompson

The qualified person for administering First Aid is:

Name	Job Title	Expiry date
Jason Slater	Study programme tutor	Jan 2027

Note: In the absence of a certificated First Aider in the Hospitality Training Centre, additional certificated First Aiders are based in the Old Bakery offices.

The person responsible for reporting incidents (as per RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995) on the on line F2508/F2508A form to the local Authority is Stuart Gower, Marc Murphy.

The location of the Accident Book is behind reception.

ADVICE AND CONSULTANCY

The address of the local Authority is: Environmental Health Dept.
Willows Lane Depot
Willows Lane
Accrington
BB5 0RT

Telephone No: 01254 388111

MEAT SLICER

Only Penny Thompson is authorised to use the meat slicer.

FIRE SAFETY

The person responsible for ensuring the CoVE Fire Risk assessment is reviewed and updated is Marc Murphy

The following persons have responsibilities for:

	Responsibility	Person
iii)	Ensuring escape routes are kept clear.	All
iv)	Ensuring the fire extinguishers are serviced regularly.	Pete Troth
v)	Ensuring the fire evacuation procedure and list of duties is kept up to date.	Marc Murphy
vi)	Ensuring fire evacuation practices are held at the prescribed intervals (as defined in the Fire Risk Assessment), i.e., not less than 12 months.	Marc Murphy
v)	Emergency lighting checked 6 monthly.	Marc Murphy
vi)	Ensuring records are kept up to date of the above ii) to v).	Marc Murphy
vii)	Fire alarm testing	Saz Patel/Vicky Ferguson

CONTRACTORS AND VISITORS

Pete Troth 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.

A questionnaire is completed.

SAFETY LEGISLATION

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

- vi) The Health & Safety at Work Act 1974
- vii) The Control of Substances Hazardous to Health Regulations (COSHH)
- viii) The Control of Noise at Work Regulations
- ix) The Electricity at Work Regulations
- x) The Management of Health & Safety at Work Regulations

Pete Troth in conjunction with Stuart Gower, Marc Murphy (Health and Safety Officers) are responsible for ensuring all statutory assessments are carried out and improvements implemented as reasonably practicable.

Gareth Lindsay 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.

Stuart Gower, Marc Murphy are responsible for COSHH Assessment 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 are responsible for the issue and training in use of supplied personal protective equipment i.e., gloves, chef whites, aprons.

All Tutors are responsible for ensuring the hospitality area is locked and secure when not in use.

HAZARDS

The following persons are responsible for:

Activity	Name
Cleanliness	All Tutors and learners/students
Safe and correct waste disposal	All Tutors
Checking gangways and fire exits are kept clear at all times	All Tutors
Visual inspection of equipment and extraction	Penny Thompson
Visual checking electrical plugs, leads etc. for any obvious defects	Penny Thompson
Maintenance of equipment	Penny Thompson
Unlocking the restaurant door every morning	Debbie O'Boyle
Reporting unsafe acts/conditions to NLTG Health and Safety Manager	Penny Thompson
Reporting unsafe acts/conditions to CoVE Tutors	Everybody

LOCAL HAZARDS

	Area(s)	Precautionary Measures
Slips, Trips & Falls	Throughout CoVE Centre	Maintain good housekeeping
Foot Hazard	CoVE Machine Shop	Use of suitable footwear
Hot hazard	Cooking & serving equipment	Trained and authorised persons only.
Gas	Kitchens	Shut off valves (Isolators located by the fire exit door and the main control panel)
Authorised users of Equipment.	CoVE Centre	Prohibition of persons operating machinery and machinery unsupervised. No learner to operate machinery unless trained and authorised to do so.

Appendix 3 Lines of Responsibility

Under Section 7 of the Health and Safety at Work etc Act 1974 all employees have a responsibility for Health and Safety (See 4.11 in the main policy document). Specific responsibilities are included within this policy and within individuals Job descriptions.

The following shows an overview of the individuals' lines of responsibility within NLTG

