

HEALTH, SAFETY AND WELFARE RISK ASSESSMENT POLICY

Last updated: July 2025

Next Review date: July 2026

The aim of this policy is to define the systematic approach for the suitable and sufficient risk management of North Lancs Training Group.

This policy has particular regard for ensuring the health, safety and welfare of NLTG staff, visitors, contractors and learners on NLTG delivered training programmes (both in NLTG premises and when in work placements / employers).

NLTG's overarching philosophy for health and safety reflects that of the HSE HSG65 document "Managing Health and Safety" including the principles of Plan, Do, Act, Check.

Our organisational arrangements for Health and Safety are positively promoted by:

Controls within NLTG: leadership, management, supervision, performance standards, instruction, motivation, accountability, rewards and sanctions.

Co-operation – between Managers and our staff through active consultation and involvement.

Communication – across the whole of NLTG, through visible behaviour, written material and face-to-face discussion.

Competence – of individuals through recruitment, selection, training, coaching, specialist advice and avoiding complacency.

Capabilities and training – help people gain the skills and knowledge, and ultimately the competence, to carry out their work safely and without risk to their health. Our trained and experienced Health and Safety team are able to provide information, guidance and advice on most day to day activities but where the nature of the concern is outside of their competency they access a variety of external support e.g. HSE, Fire Authorities, IOSH, Insurance etc.

We have a wide number of policies, procedures and working instructions to ensure hazards are appropriately managed. These typically include our:

- Health and Safety Policy
- Work experience risk assessment
- Appraisals of Work Placements
- Business Risk Strategy
- Risk assessment for new and expectant mothers
- Stress Management Policy
- Mental Health and Wellbeing policy
- Workshop risk assessments (including individual machines)
- Housekeeping risk assessments
- Risk assessments for learners and students on GFP as delivered by NLTG
- Display Screen Equipment Risk Assessments
- Driving vehicles safely
- Safeguarding Policy
- Prevent risk assessment

- 6 monthly inspections of NLTG premises
- Lone Working Policy

The above list is not exclusive nor exhaustive.

Risk assessments identify the hazard associated with an activity, the persons to whom are likely to be exposed to such hazards, the existing control measures, the likelihood of the hazard being realised, the potential severity of the injury/illness, risk rating of the hazards, additional precautionary control measures to be adopted (by whom and by when) and the residual risk (i.e. the risk rating when all the required identified control measures have been implemented).

In consideration of the control measures required the following hierarchy shall be adhered to:

1. Elimination e.g. physical removal of the hazard
2. Substitution e.g. replace the hazard with a less hazardous alternative
3. Engineering controls e.g. extraction, guarding
4. Administrative controls e.g. supervision, training, information and instruction
5. Personal Protective Equipment e.g. masks, gloves, eye protection

All risk assessments are reviewed at least annually and are communicated to relevant staff and are readily accessible via NLTG intranet. NLTG's Health and Safety team ensures staff are kept up to date with update health and safety practices.

Where accidents/ill health via work related activities are reported they are investigated and recorded with corrective/preventive measures to reduce risk of recurrence (where necessary the incident/ill health, dangerous occurrence will be reported as per RIDDOR Regulations). This will include a review of the adequacy of NLTG risk assessment and further adoption of the relevant control measures if appropriate to reduce risk of recurrence.

Regular Health and Safety meetings and quarterly updates of our Ill Health and Safety Implementation plan monitor our safety performance.



Signed: _____
GARETH LINDSAY
NLTG Managing Director