



Name of Policy / Strategy:	Health and Safety		
Reviewed by:	Kathryn Baker		
Approved by:	Board of Directors	Date:	December 2024
Implementation Date:	1 January 2025		
This document will be reviewed every 3 years or when there are operational or legislative changes that require a review.			
Amendments (include date)			

Health & Safety Policy

Policy Statement

Somerset Skills & Learning (SS&L) will, as far as reasonably practicable, ensure the health, safety and welfare of employees, learners, visitors, and anyone else affected by its undertaking. SS&L is committed to meeting its responsibilities under the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999 (as amended) and associated legislation.

The Chief Executive Officer alongside the Board of Directors and Managers will ensure the management of Health & Safety is an integral part of all activities. Employees, sub-contractors, partners, and volunteers are reminded of their legal duty to take reasonable care for the Health and Safety of themselves and others and to co-operate with the Board of Directors and Managers in implementing legal obligations. Whilst the Board have overall responsibility for health and safety and the staff named in this policy have delegated responsibilities, all staff have a responsibility for maintaining safe working and learning environments.

Who is responsible for Health & Safety?

All employees are responsible for health and safety across SS&L, however, the staff listed below have specific operational responsibilities.

Responsibilities	Name of responsible person
Overall accountability for ensuring the implementation of the Health & Safety Policy and associated processes.	Board of Directors
Overall responsibility for Health & Safety	Kathryn Baker CEO Tel: 07794 578893 Email: kbaker@sslcic.co.uk
Responsibility for monitoring the implementation of the Health & Safety Policy and associated processes.	Tracey Smith Finance & Resources Manager Tel: 07919 540725 Email: TASmith@sslcic.co.uk
Professional advice is obtained from:	Mentor Health & Safety 0800 634 7000
Operational implementation of Health and Safety policy and processes	All managers and employees
Use of External teaching venues	Community Learning Co-ordinators and Course Leaders
Assessment of Employer Placements for 16 – 19 learners	Employee setting up the placement (Tutors / Account Managers)
Assessment of Employer Placements for Apprenticeships	Account Managers
Reporting apprenticeship and work placement accidents and near misses on employers' premises.	Apprentices will follow the employers' reporting processes and be informed about these by their line manager at induction.
Reporting of learner accidents and near misses	Tutors
Reporting on staff accidents and near misses	Finance & Resources Manager
RIDDOR Reporting	Via Mentor Finance & Resources Manager CEO

Responsibilities	Name of responsible person
Induction and staff training	Individual Line Managers and HR team (following HR induction checklist)
Safeguarding and Prevent (see separate policy)	Designated Safeguarding Officer: Kate Priddle Safeguarding Officers: Karen Savill Sarah Williams Tracey Mortimore
Fire	Fire wardens (all employees trained as fire wardens) Administration Co-ordinator oversees 6 monthly evacuation drills.
First Aid	The local administrator is responsible for ensuring the first aid box is fully stocked. Emergency Services will be called in the event of an emergency.
Risk Assessments	
General workplace activities	Finance & Resources Manager
Curriculum Activity (for SS&L learners)	Team Leaders
Work Related Stress (pro-active)	Mental Health Awareness training completed during induction by all staff. Employee Assistance Programme available to all staff.
Work Related Stress (reactive)	Employee Assistance Programme
Manual Handling Operations	Line managers
Driving for Work	Line Managers
New and Expectant Mothers	Line Managers
SS&L staff working outside SS&L centres	Line Managers
Hazardous Substances (COSHH)	Finance & Resources Manager Team Leaders for specific substances related to curriculum activities Individual cleaning companies for cleaning related substances
Working at Computers (DSE)	Finance & Resources Manager
Annual Review of Fire Risk Assessments including Arson risks	Finance & Resources Manager
PAT Testing	Finance & Resources Manager
Fixed Electrical Installation Inspections (every 5 years)	Finance & Resources Manager

Responsibilities	Name of responsible person
Legionella testing	Finance & Resources Manager
Lone Working/Home Working	Line Managers
Personal Emergency Evacuation Plans (PEEPs) - for SS&L staff and learners	Finance & Resources Manager (staff) Tutors (learners)

How are we monitoring the arrangements in place?

- Annually the CEO will carry out a H&S review and present the findings to the Board of Directors through the annual HR & Health and Safety Report.
- The Finance & Resources Manager will provide a health and safety update to the Management Team including a summary of accidents, incidents and near misses as part of the standard health and safety agenda item.
- All work placements will be checked before a learner starts; checks will be sampled by the 16 – 19 Manager on a quarterly basis.
- Apprentices' workplaces will be checked using the Assessment of Workplace H&S checklist in the Employer Agreement Pack. The frequency of the review of these individual H&S arrangements will be dictated by the risk profile of each workplace (1-3 years). Assessments will be sampled by the WBL Manager on a quarterly basis.
- Work activity / premises Risk Assessments will be reviewed on an annual basis by the Finance & Resources Manager
- Activity-related Risk Assessments, relating to curriculum delivery, including sub-contracted provision, will be reviewed on an annual basis by the relevant manager.

Accidents / incidents and near misses

- All accidents / incidents / near misses will be reported using the Incident Report Data Collection form. Completed forms will be sent to the Finance & Resources Manager who will input into the Accident/Incident Reporting System. RIDDOR-reportable accidents or incidents will be reported by the Finance & Resources Manager or the CEO.
- The SS&L accident reporting procedure (held on SS&L Central) details the actions and forms used by staff, learners, clients and visitors for reporting all accidents and incidents whilst on SS&L premises or undertaking any activity supported by SS&L. This procedure covers reporting of all accidents, incidents and/or near misses.
- The Finance & Resources Manager is responsible for the investigation of all accidents /

incidents and other matters of concern reported by staff, visitors and safety representatives and will present to the CEO a summary of their findings and corrective actions.

- The depth of the investigation will be commensurate with the seriousness of the incident and could involve the HSE.

Review of arrangements

Health and safety arrangements will be reviewed annually. This will include:

- Finance & Resources Manager will review (at least annually) the validity of fire, asbestos, and legionella risk assessments for their premises.
- Finance & Resources Manager and other delegated staff will report on any other premises related to safety issues at regular meetings.
- Fire risk assessments will be reviewed following any major premises changes or on a 5-year cycle by Finance & Resources Manager

How do we communicate and consult with employees?

- All new SS&L staff will receive initial Health and Safety training as part of their induction process. This will be arranged by their line manager as part of the staff development programme.
- Managers will use line management meetings to discuss any health and safety matters.
- Guidance and instruction on all H&S matters will be published and circulated to staff via SS&L Central.
 - Via "Pass it on" (internal SS&L newsletter).
 - Through the content of periodic refresher training.
- SS&L staff can raise any H&S issues with their line manager during regular line management meetings or at any other time. The line manager should forward concerns to the Finance & Resources Manager. Staff can also raise H&S concerns via the anonymous feedback form to the CEO.

Where are health and safety documents kept?

Document	Location
Health & Safety Policy	SS&L Central Health & Safety Policies
Local procedural arrangements	In the Premises Folder at each relevant workplace maintained by the Finance & Resources Manager and other delegated staff.
Workplace inspection records	Carried out by delegated staff within the Centre with the support of the Finance & Resources Manager. Reports held locally and on Premises Folder.
Records of accidents / incidents / near misses / RIDDOR occurrences	On SS&L Central SS&L Team Site - Accident/Incident Reporting - All Items
<u>Risk Assessment documents:</u>	
SS&L Premises related	In the Premises Folder at each relevant centre maintained by the Finance & Resources Manager and other delegated staff
External Venues	Visual inspection checklist completed by Community Learning Coordinators and stored on SharePoint
Asbestos Register	Stored on SharePoint (RAMIS) Finance & Resources Manager and other delegated staff members
Legionella Risk Assessment plus records	Stored on SharePoint (RAMIS) Finance & Resources Manager and other delegated staff members
Activity related – SS&L Learners	Tutors complete risk assessments Stored centrally on SharePoint by the Finance & Resources Manager
Fire risk assessments plus records	SharePoint online record system (RAMIS)
Employer Apprenticeship Agreement	Completed by EET and uploaded to EBS employer Record.

Document	Location
Assessment of Workplace H&S checklist contained in the Work Experience Placement Agreement placements set up and monitoring document (this document is reviewed annually)	Completed by tutor and held on individual learner's file
Individual Learner Risk Assessment – Workplace, 16-19 (before learner starts placement)	Completed by tutor and held on individual learner's file
Individual Learner Health and Safety review – Workplace -16-19 (within 4 weeks of work placement starting)	Completed by tutor and held on individual learner's file
16-19 work placement risk assessments monitored by quarterly H&S paperwork audit.	Finance & Resources Manager
ALS – Completed assessments	Completed by Learning Support Co-ordinator sent to MIS and held on individual Learner's file on SharePoint.
DSE assessments	Online self-assessment carried out as part of the induction training or if staff move office or circumstances change to a working environment
<u>Training plan and records:</u> Retraining every 3 years: all staff <ul style="list-style-type: none"> • Fire Wardens • Fire Awareness • Manual Handling • Mental Health Awareness • Risk Assessment for Managers 	Identified training needs will be actioned via reminders from Cezanne and the Line Manager through the Annual Review / LMM (supervision) process or as part of the Staff Development programme. Details are held on "Staff essential training requirements" on SS&L Central. Documentation of process and/or certificates to be held on Cezanne and ihasco

KMBaker

Kathryn Baker (Tue, 21st Jan 2025
9:54:49 GMT)