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## Policy Statement

It is JFC Training College's policy to give priority to the health & safety of its employees, apprentices, learners and any other persons present on Company property or under the care of the Company and to provide a pleasant and safe working environment. The Company will take all steps that are reasonably practicable to ensure the health and safety of its learners, apprentices, employees and other persons having contact with the Company and observes all relevant legislation's regulations and Code of Practice.

Employees and persons individually have a duty to take all reasonable care to avoid injury to themselves and to others. Employees must observe Health & Safety Regulations and take care to ensure that Fire Exits are unobstructed, that no equipment or facility is used in an unsafe manner and that health & safety in all areas is of highest standard. Electrical equipment and machinery must not be adjusted or repaired other than by authorised staff and no equipment must be operated when there is an apparent fault.

The overall responsibility for health and safety is shared between employees and the management. Overall co-ordination and control of health and safety matters is the responsibility of the Proprietors.

In terms of promotion of the policy to all staff and learners, health and safety is a major agenda item at monthly senior management team (SMT) meetings. This ensures we manage and identify health and safety concerns. Health and safety actions, initiatives, campaigns, and procedures are cascaded to staff and learners via team meetings which in turn serve as a conduit to raise concerns to SMT or immediately via the Health and Safety Manager.

The Chief Executive of the Company will endeavor to communicate her commitment to safety and to ensure that employees, learners, contractors, and others are familiar with the contents of the Company Health and Safety Policy. Any changes in the Policy or new information will be communicated to the employees and others orally, in the form of directions and statements, and in written form as necessary.

We promote joint consultation on all health and safety issues. All learners are encouraged and reminded of their duty to report potentially unsafe practices both at JFC Training College and at their employer premises.

Commitment to the Health and Safety policy is assured by regular communication with staff and learners, unannounced audits and regular review of health and safety arrangements with our employers. A full Health and Safety Appraisal of the employer premises and Apprentice working environment is conducted before an Apprentice starts their qualification. Learners are regularly questioned at reviews about any accident, incident, near miss or health and safety concern at their company.

***The Director of Studies Funmi Oladimeji has ultimate responsibility for Health and Safety at JFC Training College.***

## Scope

This policy applies to all employees of JFC Training College and any other persons working or visiting Company premises.

## Purpose

To provide a safe and pleasant working environment and to ensure that all personnel are aware of individual and company responsibilities.

The full Health & Safety Policy Statement is contained in the Operational Policy Guide Health & Safety Policy and includes detailed requirements of reporting procedures and the content of other legislation and requirements of the Company.

## Accident

If an accident, injury or damage occurs you should act quickly to minimise the problem and report the matter to the manager or proprietor. Ensure that all accidents, no matter how trivial, are entered in the Company's accident book and on an accident, report form available from the Proprietor. Full guidelines on reportable accidents and reporting procedure are contained in the Health & Safety Policy of the Operational Policy Guide.

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## BUILDING EVACUATION

See Building Evacuation policy 3.1

## Electrical At Work

In Company provided accommodation; the Company is responsible for maintaining electrical systems. It is also the Company responsibility to maintain and test any electrical equipment provided by the Company including domestic appliances, and any plug-in equipment used on the premises.

In any event/situation Staff must report to the manager or Proprietor any electrical problem evident such as broken plugs, frayed flex, defective or unsuitable equipment. Staff must never attempt to adjust or repairs to equipment themselves.

Do not operate any equipment if there is an apparent fault.

## Emergencies

In the event of an emergency that requires Ambulance, Fire or Police to attend; the following procedure will apply:

- Contact the emergency service by dialling 999
- Calmly give full details of the address (location if away from the Home) and the nature of the incident

Any necessity to call the emergency services must be reported to the Proprietor as soon as is practicable by telephone and then in writing.

## **Fire Precautions**

Employees must be familiar with the following fire precautions applicable to each property.

- Assembly points
- Whether the fire alarm is a bell or a siren  
Where the fire alarms call point is located
- Location of escapes routes and fire exits
- Degree of responsibility for the evacuation of learners/apprentices

The Centre Manager Banji Oladimeji acts as the Fire Marshall/Designated Responsible person and will be responsible for checking that fire exits are unobstructed and open and will submit a weekly Fire Marshall's report to the Proprietor.

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## **First Aid / Emergency Box**

An emergency first aid box is supplied to the property.

An Emergency Box is a chest that contains:

- First Aid Box
- Accident Book & Accident Report Forms
- Fire Precautions Certificate and/ or Fire Drill Logbook
- List of approved First Aiders
- List of building occupants for emergency roll call
- List of contact numbers for other emergency services

Emergency Boxes are in the staff office.

All staffs are required to complete basic First Aid training.

Only those First Aid supplies and requisites specified under the Health and Safety Act (First Aid) regulation 1981 will be provided to first Aiders. Headache tablets will not be available.

Any incident necessitating the use of First Aid facilities by a member of staff must be reported in the Accident Book.

## Hazards

Staff must report anything that they consider may result in significant harm to any person. The following list of examples may be useful as a guide.

- Slipping/tripping hazards – e.g., poorly maintained floor/stairs
- Fire hazards – e.g., flammable materials, obstructed fire exits
- Chemical –e.g., unlabelled cleaning fluids, insecure medication
- Moving parts of machinery – e.g., unguarded blades, poorly maintained equipment
- Working at height
- Vehicles
- Electrical – e.g., frayed cables, broken plugs, malfunctioning equipment
- Excessive dust
- Fumes
- Manual Handling
- Excessive noise
- Poor lighting
- Low temperature

## Manual Handling Operations Regulations 1992

These regulations are intended to reduce incidence of injury and disability caused by manual handling.

Manual handling operations means any transporting or supporting of a load (including the lifting, putting down, pushing, and pulling, carrying or moving) by hand or bodily force.

For this policy, 'load' includes a person.

Where it is indicated that manual handling operation may involve a significant risk of injury, the Proprietor will undertake a suitable risk assessment of the operation. Thereafter, reasonably practicable steps should be taken to reduce the risk of injury.

Consideration will be given to employees who are or have recently been pregnant or who are known to have injuries, ill health or another legitimate reason for requiring special consideration.

Staffs are required to:

- avoid hazardous manual handling operations so far as is reasonably practicable
- make suitable and sufficient assessment of any hazardous manual handling operations that cannot be avoided
- reduce the risk of injury so far as is reasonably practicable

## Substances Hazardous To Health

The Control of Substances hazardous to health regulations (COSHH) 1988 and 1999 require employers to prevent or control exposure to hazardous substances at work and where this is not reasonably practicable to ensure that they are adequately controlled. This responsibility applies to all persons on Company premises not just employees.

The Company will be responsible for:

- Assessing the risks and establishing what precautions if any are necessary
- Implementing procedures to prevent or control exposure where a risk has been identified
- Ensuring that control measures are used, and that equipment is properly maintained, and procedures observed
- Where necessary monitoring the exposure of workers and carrying out an appropriate surveillance of their health
- Providing instruction, information and training to workers about the risks and precautions to be taken. Training will be provided during induction and annually in form of a refresher course.

Staffs are required to be aware of the following:

Certain information about products may be found on the label. If this is inadequate further information is available from the supplier's advisory leaflet or a data sheet for that product may be obtained for the supplier or manufacturer.

Staffs are required to use appropriate protective gloves when using products carrying warnings such as 'avoid contact with skin'.

- Some products that are relatively harmless on their own may become extremely hazardous when mixed. Do not mix any products.
- It is forbidden to decant the contents of containers that carry any information label on the container.

Substances that are hazardous to health include substances that are very toxic, toxic, harmful, irritant or corrosive. These might include cleaning materials such as disinfectants, detergents, polish and dishwasher products that are widely used.

The regulations also include harmful microorganisms and thus cover clinical waste, soiled laundry, substantial quantities of dust and any material mixture or compound used at work or arising from work activities that can harm people's health.

## **Violence At Work**

If an employee faces a situation where a learner/apprentice is behaving or is likely to behave in a way that puts themselves or others at risk, the planned intervention contained in the resident's care plan should be deployed in the first instance.

Under no circumstances should an employee place themselves in a position of danger and risk of harm to themselves. If it seems unlikely that the situation will be contained with the resources available, consideration should be given to calling the police for assistance.

A full policy providing an outline of the law, training for staff and reporting procedures can be found in the Operational Policy Guide.

Any actual or potential incidence of violence must be reported immediately to the Manager/proprietor in writing.

## **Alcohol and Drug Abuse**

### **Introduction**

The Alcohol and Drug Abuse policy supports the Colleges commitment to the health and wellbeing of staff and its aim of ensuring staff are guided by realistic and helpful policies to promote healthier lifestyles. The College also recognises that alcohol and drug abuse problems can have a detrimental effect on work performance and behaviour, and the Agency has a health and safety responsibility to its staff and customers to ensure that this risk is minimised.

### **Policy Statement**

The Colleges policy involves two approaches:

- Providing reasonable assistance to a member of staff with an alcohol or drug abuse problem who is willing to co-operate in treatment for that problem; and
- To balance a disciplinary approach to instances of misconduct with a more understanding attitude of cases of dependency but to take disciplinary action against those who allow their alcohol or drug-related problems to persist with detrimental effects on their own and colleagues' work.
- The Agency will seek to assist a member of staff in obtaining specialist help and the policy will provide guidance on how to proceed when tackling instances of alcohol or drug abuse.

Where someone is addicted to drugs originally medically prescribed, the Agency will comply with the provisions of the Disability Discrimination Acts 1995 and 2005.

The specific objectives of the policy are to:

- provide information on the effects of alcohol and drugs and an understanding of the likely symptoms of abuse
- encourage and support self-referral or intervention at an early stage of dependency;
- provide support during a period of treatment to help staff to recover and to make an effective contribution at work;

- create a climate which encourages honesty and gives staff and management confidence to deal with an individual's alcohol or drug abuse problems by following a clear procedure.

## **Training and Development on Health & Safety**

JFC expects employees to recognise the need for everyone to develop their skills on a continuous basis and undertake training with a positive and flexible outlook in health and safety.

JFC will ensure that all staff members have received annual training in the following:

Fire safety

Health & safety (the requirement of the 1974 and 1999 Acts)

Moving and handling

COSHH

RIDDOR

Infection control

For the avoidance of doubt 'annual' in this respect is defined as during the 12-month calendar period directly preceding recruitment, and further training on an annual basis thereafter calculated from the date that the previous training was undertaken.

Where the staff receives regular training from another employer, JFC will obtain from that employer a written confirmation of the type and extent of such training and will place such confirmation on the staff's file.

## **Assistance for a member of staff**

The Agency will offer help to a member of staff who has an alcohol or drug abuse problem although that help will depend upon the following:

- That our Occupational Health providers diagnose an alcohol or drug abuse problem that the member of staff recognises that he/she is suffering from an alcohol or drug related problem and is prepared to cooperate fully in referral and treatment.

We must all recognise that such help will be limited in certain circumstances. This will be:

- Where a member of staff fails to co-operate in referral or treatment arrangements, no special assistance will be given and any failure in work performance and/or behaviour will be dealt with through the inefficiency or disciplinary procedures as appropriate.
- If the process of referral and treatment is completed but is not successful, and failure in work performance and/or behaviour occurs, this will be dealt with through the inefficiency or disciplinary procedures as appropriate.
- A member of staff's continuation in his/her post or an alternative post during or after treatment may depend upon the business needs of the Agency at that time.

## **Everyone has a part to play**

The policy reminds everybody that we all have responsibilities for identifying and dealing with alcohol or drug abuse.

### *Managers*

Managers have a key role to play in identifying staff that may have alcohol or drug-related problems. As a manager you should adopt a business-like but sensitive approach. The over-riding intention in intervening should be to help the person concerned.

As a manager you should:

- make yourself familiar with the policy and ensure that your staffs are aware of and understand it;
- be alert to possible alcohol or drug abuse in your section;
- take an objective and non-judgmental approach when investigating or acting on any potential or actual case of alcohol or drug abuse.

If you are concerned about the performance, attendance or conduct of a member of your staff and know or suspect that the cause is in any way alcohol or drug-related you should discuss the matter with the individual at a private and confidential interview as soon as possible.

## **Staff**

Staff should:

- be familiar with the policy and ensure your performance is not impaired because of alcohol or drug abuse;
- advise your manager if you are using medicines, which may have the potential to affect work performance;
- avoid covering up for or colluding with any colleague who has an alcohol or drug abuse problem;
- urge colleagues with an alcohol or drug abuse problem to seek help;
- seek help yourself if you have problems related to alcohol or drug abuse (see
- advise management if you consider that a colleague's or contractor's alcohol or drug abuse may be endangering the safety of other staff, contractors or the public.

## **Identifying Alcohol and Drug misuse**

We should all be alert to the possible early signs of substance misuse to allow individuals every opportunity to overcome their difficulties.

## **Staffs are encouraged to come forward**

Staff who thinks they may have an alcohol or drug abuse problem are encouraged and expected to seek confidential advice, help or treatment. Alcohol or drug-related problems can have serious health and social consequences and therefore the Agency will provide support for anyone who seeks and accepts assistance. You can seek help through your GP, your Manager, Personnel or Welfare or the Colleges confidential Employee Assistance Programme.

## Sources of help

- Your manager
- Your Personnel Adviser
- The Welfare Officer
- Your Trade Union Representative
- Your doctor

The Colleges Employee Assistance Programme (ICAS) through the confidential Freephone helpline number - 0800 072 7 072

National Drugs Helpline 0800 776600

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## Definition of stress

The Health and Safety Executive define stress as “the adverse reaction people have to excessive pressure or other types of demand placed on them”. This makes an important distinction between pressure, which can be a positive state if managed correctly, and stress which can be detrimental to health.

## Policy

The company will identify all workplace stressors and conduct risk assessments to eliminate stress or control the risks from stress. These risk assessments will be regularly reviewed.

- The company will provide training for all managers and supervisory staff in good management practices.
- The company will provide confidential counselling for staff affected by stress caused by either work or external factors.
- The company will provide adequate resources to enable managers to implement the company’s agreed stress management strategy.

## Responsibilities

### Managers

- Conduct and implement recommendations of risks assessments within their jurisdiction.
- Ensure good communication between management and staff, particularly where there are organisational and procedural changes.
- Ensure staffs are fully trained to discharge their duties.
- Ensure staffs are provided with meaningful developmental opportunities.
- Monitor workloads to ensure that people are not overloaded.
- Monitor working hours and overtime to ensure that staffs are not overworking. Monitor holidays to ensure that staffs are taking their full entitlement.
- Attend training as requested in good management practice and health and safety.
- Ensure that bullying and harassment is not tolerated within their jurisdiction.
- Be vigilant and offer additional support to a member of staff who is experiencing stress outside work e.g., bereavement or separation.

### **Occupational health and safety staff**

Provide specialist advice and awareness training on stress.

- Train and support managers in implementing stress risk assessments.
- Support individuals who have been off sick with stress and advise them and their management on a planned return to work.
- Refer to workplace counsellors or specialist agencies as required.
- Monitor and review the effectiveness of measures to reduce stress.
- Inform the employer and the health and safety committee of any changes and developments in the field of stress at work

### **Human resources**

- Give guidance to managers on the stress policy.
- Help monitor the effectiveness of measures to address stress by collating sickness absence statistics.
- Advise managers and individuals on training requirements.
- Provide continuing support to managers and individuals in a changing environment and encourage referral to occupational workplace counsellors where appropriate.

### **Employees**

- Raise issues of concern with your Safety Representative, line manager or occupational health immediately if considered dangerous.
- Regular meetings will be held where employees can raise any concerns and suggest improvements to health and safety in the workplace moving forward. There is an online form available for reporting of concerns, suggestions and improvements.
- Record in the Health and Safety Record sheet when incidents occur, when training has been completed, and where concerns have been raised, with outcomes also logged.
- Accept opportunities for counselling when recommended.

### **IMPORTANT:**

**REPORT ANYTHING YOU REGARD AS DANGEROUS TO THE MANAGER OR THE PROPRIETOR IMMEDIATELY**

**DO NOT PUT YOURSELVE OR OTHERS AT RISK.**

**THE MOST SENIOR PERSON PRESENT OR DESIGNATED RESPONSIBLE PERSON WILL BE RESPONSIBLE FOR ENSURING THAT ANY INCIDENT OCCURING UNDER THE HEALTH AND SAFETY POLICY IS APPROPRIATELY REPORTED TO THE PROPRIETOR.**

**THE PROPRIETOR WILL BE RESPONSIBLE FOR ENSURING THAT ANY INCIDENT OCCURING UNDER THE HEALTH AND SAFETY POLICY IS APPROPRIATELY REPORTED TO THE REGISTRATION DEPARTMENT AND OR PUCHASING AUTHORITY.**

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## **The Working Environment**

### **Ventilation**

The Company will ensure that adequate ventilation is provided in all workplaces. Where extraction equipment is installed it must be maintained in a serviceable condition and records maintained. Company representatives must ensure that the Employer has adequate ventilation in the workplace.

### **Lighting**

The Company will ensure that there is suitable and sufficient lighting to enable people to work, move from place to place safely, and not experience eyestrain. Staff are responsible for reporting defective lighting and ensuring that it is rectified as soon as possible. Emergency lighting should be serviced annually. Company representatives must ensure that Employers have adequate lighting in their workplaces to ensure safe movement and work of clients. The Health and Safety Checklist will be used to record the information

### **Heating**

The Company will endeavour to maintain a temperature of at least 16 degrees Celsius at all its inside workplaces. Company representatives should identify the arrangements that Employers make to ensure that the premises are suitably heated for the type of work to be undertaken by learners. When a reasonable temperature cannot be maintained suitable PPE will be made available by the employer.

### **Washing and Sanitary Facilities**

The Company will provide sufficient washing and sanitary facilities as required by the Workplace (Health, Safety and Welfare) Regulation 1992. They will be cleaned daily and contain soap, towels or other suitable means of drying, and toilet paper. Company representatives will inspect Employers washing and sanitary facilities to ensure they are adequate for the number of people employed and ensure they are clean and hygienic.

### **Rectification Of Defects**

Defects of premises, plant or equipment must be reported to the Contracts Manager immediately. Priority will be given to the rectification of serious hazardous defects to Company plant or premises.

### **Smoking**

Smoking is not permitted inside company premises or vehicles.

## Lone Worker Policy

Trainers who work remotely from the office on their own outside of office hours should act in line with JFC's Health & Safety procedure to enhance their safety. IQAs must be aware of Trainers' movements and their external weekly visits. To track this the Movement Sheet, recording a plan of visits, will be requested to be filled in and returned to the Lead IQA between Friday and Sunday of each week.

If trainers, particularly assessing Health & Social Care, where late or night visits may be required to meet the Learners' needs, the following must be undertaken to enhance your safety:

- Weekly movement sheets of visits
- Trainer to text/email IQA when commencing visit stating name of Learner and employer
- Trainer to text/email IQA when visit ended.

Trainers are not to conduct out-of-office hours' visits to learner's homes or a destination that JFC Training College is unaware of.

### Health and Safety Adviser:

In line with current legislation \_\_\_\_\_ and \_\_\_\_\_ are appointed to act as our in-house health and safety advisor under Regulation 7 of the Management of Health and Safety at Work Regulations.

## Health & Safety Assessment Checklist

Name of Learner:
Course
Name of the Trainer

	Health & Safety Issues	Y	N	Not applicable
1	a. Has the learner received suitable induction training as outlined in the Induction Checklist?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	b. Has the learner been given adequate information and instruction in the control measures to be applied during learning activities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	c. Has training been given in any specialised equipment or electronic equipment the learner is expected to use?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	d. Does the learner feel they receive adequate supervision?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	e. Are there any health and safety related issues that the learner feels they have not received adequate information, instruction or training on?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	a. Do fire escape routes/exits from training place areas appear clear of obstruction?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	b. Are fire exit routes identified by suitable signs?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	c. Are fire evacuation procedures posted at suitable places?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>

	d. Does adequate firefighting equipment appear to be in place?	<input type="checkbox"/>	<input type="checkbox"/>	
<b>3</b>	a. Are college areas and aisles clear of obvious obstructions and slip/trip hazards such as: trailing cables, boxes, waste, insecure carpet/floor tiles etc?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	b. Are adequate welfare facilities provided within reasonable proximity to the office?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	c. Is drinking water provided/available?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	d. Is general temperatures/humidity/ventilation in the training place satisfactory?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>4</b>	a. Does the learner have access to a first aider?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>5</b>	a. Does the learner have any particular health and safety concerns regarding their period of training whilst at course?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>6</b>	a. If the learner has a disability has reasonable adjustments been facilitated by the provider?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Assessed by (Block Capitals):.....

Sign: .....

Date: .....

Learner Name: .....

Sign: .....

Date: .....

*General Comments:*

## **Monitoring and Review**

The policy will be monitored through monthly monitoring reports, and the self-assessment process. It will be reviewed annually and the necessary amendments to the policy will be made.

## **Review of Policy**

This policy was last reviewed in May 2023. The next review date is May 2024, and this will be completed, approved and signed off by the Director of Studies.

Policy Approval

Director's Name: Funmi Oladimeji