



## Health, Safety and Welfare Policy

Version 6

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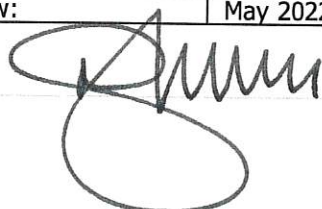
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Validated by:	Noel Johnson M.D / Health and Safety Champion
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This policy will be reviewed on an annual basis. Springfield Training reserves the right to amend this policy, following consultation, where appropriate.

Date created:	May 2021 (in response to Covid and returning to work)
Date of last review:	Sep 2020
Date of next review:	May 2022

 14.05.2021

## Health & Safety Policy Statement

Springfield Training places a fundamental importance on the health, safety and welfare of learners, staff and other stakeholders. A copy of our Policy can be requested from [noel@springfieldtraining.com](mailto:noel@springfieldtraining.com). It is also available on our website at [Springfield Training](#)

We consider that all stakeholders are entitled to learning that takes place in a safe, healthy and supportive environment. We are committed to providing suitable and sufficient arrangements for health and safety as a critical element of our legal Health & Safety legislation and company obligations. We see this as essential both to maximising a positive experience of learning and to promoting achievement.

The 'safe learner' concept is central to our policy and we consider health and safety to be an integral part of our quality delivery of training. We will promote risk awareness and the learning of health and safety as an integral part of any learning and seek to encourage and support all our learners in becoming safe and healthy workers.

This statement forms part of our health and safety policy required under Health and Safety legislation. This safety policy also includes the organisation's responsibilities for health and safety, the completion of risk assessments, protective and preventive measures for health and safety.

It is our policy to comply with all health and safety legislation, including Regulations, Codes of Practice and other guidance. We will provide a safe and healthy working environment including, premises, equipment and systems of work that are safe and without risks to health, as far as is reasonably practicable.

We will provide suitable and sufficient information, instruction and training for employees and learners to ensure our policy is understood and implemented. Employees and learners must comply with any training and information which is given and follow safe systems of work including the use of any necessary personal protective equipment/clothing.

We accept our responsibility for health, safety and welfare of others (public, contractors and visitors) that may be affected by our business.

This policy will be brought to the attention of all staff, learners and employers with whom we work.

The policy will be kept up to date by periodical reviews (at least annually) and will take account of any new equipment, processes or changes to work which affect health and safety. This policy can be viewed on our website.



Signed:

Managing Director: Noel Johnson

Date: 2 May 2021



## **1. Risk Assessments and Health and Safety vetting**

Springfield Training will ensure that workplace/ employer risk assessments are completed prior to the placement of an apprentice/ learner to ensure safety and compliance. The appropriate health and safety vetting form will be completed by an appropriate and experienced member of provider staff and risk assessments will be examined to ensure all risks have been identified and measures put in place to safeguard both learners/ apprentices and visiting staff on employer premises. Risk assessment records are in the Health and Safety Checks File.

Specific training and instruction will be provided as appropriate to the employees and learners as identified in risk assessments. This will include training, as appropriate, in:

- health and safety arrangements
- employee/learner responsibilities
- control measures following risk assessments
- safe use of equipment (including display screen equipment where appropriate and electrical safety)
- accident and first-aid arrangements
- fire arrangements

On completion of risk assessments, any issues will be reviewed and relevant control measures identified, recorded and monitored in line with this policy. Risk assessments will be reviewed annually or earlier if significant changes take place. The Employer will ensure that risk assessments for all employees including appropriate safety measures for those apprentices including those who are under the age of 18 and may be restricted. These are completed where appropriate and reviews (monitoring visits) are carried out periodically on a regular basis throughout the duration of the apprenticeship. This will include the vetting of the learning environment by appropriately qualified Springfield Training staff prior to the placement of learners. Training, information, instruction and supervision will be provided as required to employees and learners.

This vetting also includes information on fire, first aid, PAT testing information. Assessors and Tutors who visit the employer will complete health and safety monitoring forms to ensure risk is monitored throughout the learning journey. Within the learning journey there are a number of additional opportunities for learners to identify whether they feel safe (induction/ reviews/ learner questionnaires, embedded themes within curriculum), and appropriate support and safeguarding measures identified.

The Health and Safety Lead at Springfield Training is Noel Johnson who can be contacted on [noel@springfieldtraining.co.uk](mailto:noel@springfieldtraining.co.uk)

Springfield Training's Policy and procedure will be readily available to all staff, learners and stakeholders and a copy can be requested from [noel@springfieldtraining.com](mailto:noel@springfieldtraining.com). It is also available on our website at [Springfield Training](#)

## **2. Organisation & Responsibilities**

Overall responsibility for health and safety in the Company lies with Noel Johnson who leads on health and safety matters and will ensure that this policy is carried out effectively.

The Health and Safety Lead will ensure regular inspection and risk assessment regarding all Springfield Training delivery sites as well as related activities following a regular planned review programme, to include the responsibility to report any failures of policy, hazards, dangerous events and take immediate, appropriate action.

#### *First Aid*

Noel Johnson and Andrew Fisher are the designated appointed person for Springfield Training. They have a First Aid appointed persons certificate which will be renewed every 3 years. The First Aid appointed persons and locations of first aid equipment and materials in the workplace are identified within the health and safety vetting procedures prior to the placement of the learner/apprentice. The Employer must advise the provider of a workplace accident concerning our apprentices and ensure correct reporting regarding RIDDOR.

#### *Meetings*

Health and Safety will be discussed at all formal meetings including supervision, where appropriate, and information will be circulated to all relevant people. Reviews with learners and employers ensure that provider staff monitor the health, safety and welfare of those within the workplace and there are clear reporting procedures if concerns are raised.

#### *Employees*

All employees have a duty to act responsibly and not to put themselves or others at risk by their acts or omissions. They must co-operate with the Company on health and safety matters and report any unsafe conditions to the Health and Safety Champion. They must follow safe systems of work and keep their workplaces clean and tidy always. Employees have a primary role in promoting increased learner awareness of Health & Safety in the workplace. They will promote safe working practices and review their application throughout the learning programme and especially during reviews.

#### *Learners and apprentices*

Learners have a duty to act responsibly and not to put themselves or others at risk by their acts or omissions. They must report any unsafe conditions to the Health and Safety Champion and co-operate with the Company on all Health & Safety matters. They must follow safe systems of work and help maintain a safe learning environment always, both for their own benefit and that of others.

### **3. Ill health**

Learners must inform the employer/ workplace as well as the apprenticeship Assessor/ Coach if illness or absence occurs and they are unable to attend either work or off the job delivery sessions by the provider and/ or workplace reviews. Both employer and provider policy and procedures must be followed and further guidance can be found in the Attendance Policy and Learner handbook.

Attendance is a key component in learner retention, progression, achievement and employability. Regular attendance and achievement are closely linked. Apprentices who actively participate in their learning by attending sessions regularly are more likely to enjoy a rewarding experience in

which their knowledge, skills and abilities are developed and successfully complete their apprenticeship.

Apprenticeships delivered by Springfield Training vary in length and type and include both remote (including on line) and face to face learning.

Whilst we expect all apprentices to attend the required classes, we set challenging targets based on our QAR and other performance data.

We have responded to the pandemic with a wide remote learning offer to support attendance and are flexible in providing support to our staff, apprentices and other stakeholders.

Attendance is recorded daily by the tutor/assessor. The registers are collected at the end of each week by a member of the Admin team and the data is recorded on our system. A learner is recorded as present even if they arrive late and lateness is recorded. This is also evident in our OTLA.

If a learner is intending to be absent, he/she must seek the permission of the Training team in advance. If a learner is absent without having previously notified the Training team, for example in the case of illness, he/she must contact the Training team immediately with the reasons. Any prolonged absence due to illness will need to be supported with a medical note. Repeated absence without a justified reason will lead to a meeting with the learner to discuss the pattern and reason for absence and may lead to the learner being asked to leave the apprenticeship (please see below). This process is made clear to all apprentices on induction and is included in the learner declaration and the learner handbook. It is important that apprentices are aware of the funding rules and provider expectations- this includes 20% OTJ training.

Where a learner is expected to be present and has not notified the Training team, we will endeavour to contact the learner by phone on day one to identify the reason for the absence and remind the learner that future absences without notification, will be treated seriously.

Lateness is monitored and recorded daily. Lateness of 15 minutes is recorded as Late against the learner and over 15 minutes very late. If a learner regularly attends late for classes, they are sent a warning letter and if there is no improvement in their timekeeping, a meeting is set up to discuss the lateness. If a learner attending a one-day apprenticeship attend over half an hour late, they will not be permitted onto the apprenticeship.

The information below is intended as a guide for staff and apprentices as to how absence is normally classified. Note that the lists below are not exhaustive and each case is treated on its merits.

The following may be considered as (but not limited to) reasons for an authorised absence:

- Illness (as evidenced by a medical certificate)
- Medical appointments that could not be made outside of the Training hours
- Attendance at a funeral or wedding of a close family member
- Genuine family emergencies
- Severe travel disruption that leaves apprentices with no means of attending the Training by public transport
- A driving test
- A religious holiday



Apprentices should arrive on time and remain for the duration of the session. Late arrival at, and early departure from sessions means apprentices might not achieve their qualification.

*Apprentices/ Apprentices are responsible for:*

- a. Attending all reviews and training sessions agreed
- b. Notifying their Tutor/ Tutor in advance (e.g. in person, by phone or by email) when they expect to be absent from the session.
- c. Notifying their Tutor in respect of unplanned or unforeseen absences within 24 hours, providing corroborating evidence to explain their absence where appropriate.

*Tutors/ Assessors are responsible for:*

- a. Reminding apprentices of the importance of regular attendance
- b. Recording attendance using agreed paperwork specific to each learner programme

*The CEO is responsible for ensuring that:*

- a. An accurate record of learner attendance is maintained and updated regularly.
- b. That any absence is followed up timely if apprentices don't arrive on site to ensure Safeguarding practice is 'effective'
- c. There are regular reviews of each learner's progress including attendance, lesson observations and mid and end placement reviews.

Where a learner's attendance is unsatisfactory, one or more of the following actions may be taken:

- a. The Tutor may contact the learner to seek an explanation for their unsatisfactory attendance.
- b. Apprentices may be invited to discuss how their attendance will be improved and any support that may be required.
- c. Apprentices may be given a formal written warning about their attendance.
- d. Apprentices may be withdrawn from the programme if they fail to respond to written warning.
- e. HR when writing references, may refer to the learner's record of absence.

We appreciate that there may be circumstances where the learner is unable to attend training. In these cases, the learner will be asked to complete a leave of absence form which will need to be signed off by their Tutor/ Assessor for sessions with the training provider.

We are committed to constantly reviewing our curriculum to meet learner need and offer a range of flexible learning opportunities including on- line and remote learning to enhance our offer and promote attendance.

We fully support the government guidelines regarding Covid and ensure all stakeholders are aware of our commitment to keeping learners safe when they are ill.

[Coronavirus \(COVID-19\): what to do if you're employed and cannot work - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/guidance/coronavirus-covid-19-what-to-do-if-youre-employed-and-cannot-work)

#### **4. Health & Safety Responsibilities at Springfield Training**

Health and Safety Champion is Noel Johnson

First-aid appointed persons are Noel Johnson, Andrew Fisher

Fire Warden is Georgie Johnstone

Accidents/ reporting to HSE responsibility is Noel Johnson- Managing Director

##### *Fire*

If an employee or learner discovers a fire, they should follow the advice on the 'Fire Action' notice. Untrained staff should not tackle a fire but proceed safely to the assembly point via the escape routes.

The Fire Warden will be responsible to ensure the safety of all Springfield Training learners and employees, associates on site. The Fire Warden will contact the emergency services.

Employees and learners must keep fire routes and exits clear and not interfere with any fire safety arrangements.

Springfield Training will fulfil the requirements of the Fire Precautions Regulations.

##### *Accidents*

All employees who have an accident at work or are ill because of work must report it to the Health and Safety Champion, Noel Johnson

The Managing Director, Noel Johnson will inform HSE of any reportable accidents.

The Health and Safety Champion will investigate all accidents/incidents to determine the cause and will be responsible for implementing appropriate counter-measures.

Any visitor, contractor or learner who has an accident must also report the matter to the Health and Safety Champion and ensure correct recording for all incidents.

All near misses should also be reported to the Health and Safety Champion/ M.D.

##### *Dangerous Occurrences*

Any dangerous occurrence will be reported immediately to HSE and form F2508 will be sent by the Health and Safety Champion

##### *RIDDOR*

The Company will fulfil the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.

##### *Emergency Services*

At Springfield Training the registered first aider will call the emergency services and ensure the comfort of any injured person, where applicable. In the workplace learners/ apprentices will follow appropriate advice and guidance from identified personnel. The health and safety vetting form will identify those within the workplace who have responsibility.

##### *Recording*

A record of first aid will be kept on the appropriate form in the Health and Safety file.

#### *Requirements*

The Company will fulfil the requirements of the Health and Safety (First Aid) Regulations 1981 (updated 2015)

### **5. Well-being**

The Springfield Training approach to well-being is based on the commitment:

- to promote and support personal resilience and capacity to cope with problems
- to eliminate behaviours that undermine personal effectiveness and self-esteem e.g. bullying and harassment
- to recognise and take account of the fact that individuals have issues in their personal lives that may impact adversely on their performance at work
- to ensure that the work environment is well ordered, pleasant, comfortable and safe
- to promote good health
- to identify and monitor key performance indicators and feedback relevant to well-being and respond to any 'hot spots' or issues that are identified
- to provide a range of opportunities for employees to raise concerns regarding well-being

Springfield Training recognises that well-being and performance are linked. Improving ability to handle pressure and for individuals to balance work and home life will ultimately lead to improved individual and organisational performance.

#### *Definitions*

Springfield Training defines 'well-being' as a positive mental state that enables individuals to cope effectively with problems, maintain a good perspective and recover quickly from set-backs. It is accompanied and enabled by good physical health, a sense of personal control, and a life style where work and non-work factors are in balance.

Stress occurs when pressure exceeds an individual's perceived ability to cope.

#### *Personal resilience and self esteem*

The performance management policy including supervision and contribution review process supports measures to prevent and manage risks to employee well-being, together with appropriate training and individual support. It will also seek to foster a mentally healthy culture by incorporating these principles into line manager training and running regular initiatives to raise awareness of mental health issues at work. For apprentices at work, regular monitoring including reviews, learner surveys/ questionnaires ensure apprentices have the right support to progress and achieve.

#### *In particular we will:*

- Provide training and practical guidance on stress awareness and managing stress



- Provide training around competencies necessary to personal resilience e.g. problem solving and assertion skills
- Provide external information for expert information, advice and guidance
- Ensure that there are regular opportunities to review practice and work pressures, one to one with line managers, and in an appropriate environment via the supervision process
- In addition to supervision meetings, provide a range of opportunities for employees to raise concerns i.e. staff surveys
- Ensure that standards of behaviour and mutual respect are set out and reinforced both via policies and other forms of communication and that action is taken where individuals fall short of these requirements

### *Work Life Balance*

Springfield Training provides a range of policy approaches to maximise opportunities for flexibility and to take account of short and long-term pressures that individuals experience during their lives. We will try wherever operationally viable to support individuals to achieve an appropriate work life balance including changing work patterns, hours, and enabling periods of special leave and/or home working in accordance with the relevant policies.

We will signpost sources of help and assistance and will add to this resource in response to feedback and experience.

### *A Suitable Work Environment*

We recognise that aside from the health & safety risks posed by an unclean, hazardous, uncomfortable or noisy environment, a disorganised environment makes the conduct of work more difficult and can lead to a sense of a loss of personal control which will, in turn, have a negative impact on well-being. In recognition of the vital importance of environment on well-being, we will:

- Conduct regular audits of the condition of workplaces, and the issues with the greatest potential to impact on well-being, and respond to any issues identified
- Promote the benefits of a well organised work environment and the link to mental health
- Provide practical guidance on initiatives and actions that can improve employees experience of their work environment
- Ensure that all employees and learners have reasonable access to confidential environments when needed
- Maintain essential equipment
- Enable display screen equipment assessments take place promptly where a need is identified
- Ensure that the employers we work with have a commitment to keeping apprentices safe by ensuring regular vetting, risk assessment, monitoring and communication

### *Communication*

Line managers, employers (for apprentices), employees and apprentices will regularly discuss individual training needs to ensure that they have the necessary skills to adapt to ever-changing job demands. An examination of training needs will be particularly important prior to, and during, periods of organisational change. A robust initial assessment of apprentices will ensure they have the identified starting point and individual learning plan targets to complete their apprenticeship, including off the job training.

All employees are expected to be aware of the importance of effective communication and to use the media most appropriate to the message, for example team meetings, one-to-one meetings, electronic communications and organisation-wide methods.

The organisation will expand communication with employees during periods of significant organisational change.

## **6. Training**

### *Employer Responsibilities*

It is the responsibility of the employer to ensure that their employees including apprentices and volunteers receive an adequate induction into health and safety, and on-going information, instruction and training in matters relating to health & safety in connection with their job role. The employer is responsible for ensuring that significant risks are identified, recorded and reviewed and for putting in place safe systems of work to minimise risks to the safety of individuals. Risk assessments for apprentices must be carried out. Springfield Training is responsible for ensuring that employers have discharged these duties through the monitoring of health and safety of employer workplaces.

Prior to the agreement of a training contract with an employer, a representative from Springfield Training will arrange to visit the person responsible for the health and safety of any potential learners. The purpose of this visit will be to assess the Health & Safety Arrangements and complete a risk assessment of the premises. It may be necessary to agree an action plan to make improvements before a contract to deliver training can be agreed.

Certain health and safety matters reside with the Employer and will vary from site to site.

Normally these include:

- Fire instructions
- Evacuation procedures and assembly points
- Fire-fighting appliances
- Fire drills and tests
- Information on key people e.g. supervisor, first aider, fire warden, safety advisor or representatives
- Supervision arrangements and the procedure for reporting hazardous or faulty conditions or work equipment
- The risks identified by risk assessments, and the measures in place to prevent or control the risks for all the tasks to be undertaken
- Arrangements for reporting an accident, incident or illness and for obtaining first aid assistance
- Arrangements for the provision, use and wearing of personal protective equipment and clothing
- Precautions and instructions for the safe use of hazardous substances
- Measures in place for preventing or reducing risks associated with manual handling or lifting
- Details of the controls in place for the safe use of work equipment and machinery and the safe operation of work place transport
- The importance of good housekeeping, keeping the work area tidy and safe storage of materials

- Arrangements for personal safety, welfare and personal hygiene arrangements
- Details of any prohibited or restricted tasks, activities, areas or work equipment.
- Specific or additional requirements related to the employer e.g. company rules or procedures Employer Health & Safety Assessment/ Vetting Procedure and Monitoring Arrangements/ visits

Springfield Training will provide information advice and guidance to employers about their health and safety and other legal responsibilities. Springfield Training will also make arrangements for a workplace health and safety assessment to be carried out by a member of staff who is competent and trained to do so.

The Assessor/ Coach will make recommendations as to whether training and assessment can proceed in the workplace and will communicate any recommendations to the employer. The Assessor/ Coach will identify if the workplace is accepted, accepted with an action plan or rejected... Where the Assessor/ Coach accept the employer with an action plan, the action plan will be clearly communicated to the employer and agreed objectives/actions documented with a timescale for each and a review date will be agreed.

The Assessor/ Coach will also identify if there are any significant risks presented to Springfield Training staff and will document the risk control measures.

All staff working on the premises of remote employers will report to their Line Manager any concerns or hazards which could put themselves or learners at risk. Reporting of Incidents

Employers and Partner organisations are required to keep records of all accidents, incidents, 'near misses' and reports of bullying and harassment involving learners on Springfield Training funded programmes.

### *Supervision*

Supervision levels must be appropriate to the risk identified and the individuals' capability, needs and experience

Once the learning plan is in place, the learner should receive on-going information, instruction and training to enable him or her to work and learn efficiently and safely

### *Apprentice Assessment*

The learner' developing understanding and awareness of key health, safety and welfare issues should be assessed and evaluated on an on-going basis.

### **A Safe Learner will demonstrate:**

- **Hazard Awareness**

Safe learners will be aware of the hazards within their environment, their activities and the work being carried out around them and their responsibilities to others

- **Understanding**

Safe learners will understand the concepts of hazard and risk and the measures that are required to control risks

- **Confidence**



Safe learners will be confident, not only in their ability to learn and work safely, but also to challenge any situation or instruction that could be unsafe to them or other people. Safe learners will know their limitations and when to seek further advice

- **Contribution**

By developing these skills and knowledge, safe learners will be able to contribute ideas and input into their learning and work, and become more involved in the day to day operation of the organisation and their learning activity

- **Behaviours**

Safe learners will have developed a set of behaviours to enable them to play an active part in the learning process and acquire practical, value added and transferrable skills from their experiences

*Learner Induction, assessment and monitoring procedures*

Springfield Training will ensure that learners are informed about their rights and responsibilities as part of their induction onto their learning programme. Additionally, learner initial assessment will be carried out and documented and will consider the individuals training and support needs in relation to health and safety and safeguarding.

The Assessor/ Coach will ensure that the learner has received an induction into working safely by their employer before assessment takes place. The induction will consist of ensuring that the learner is aware of their own organisations policies and procedures and establishing their current level of understanding and identifying any training they may require.

The Assessor/ Coach will ensure that learners demonstrate a good understanding of health and safety as well as demonstrate safe practice and safe behaviours in their work and learning. It is the responsibility of the Assessor/ Coach to establish any additional training or support needs and arrange this with the employer throughout the learning programme.

The Assessor/ Coach will ascertain at meetings with learners if they have been involved in any accidents at work and will check if this has been reported and relevant documentation completed (i.e. accident and incident reports, RIDDOR reportable) and will discuss with the manager any investigation carried out and the outcomes. It is however, expected that employers and learners will notify Springfield Training immediately of any accidents and incidents that learners are involved in.

The Assessor/ Coach will also check the learners understanding of health and safety and the concept of the safe learner during the formal progress reviews by asking specific questions and will document their responses. The Assessor/ Coach will also ask the learner how safe they feel in their work environment and give them the opportunity to raise concerns around bullying or harassment and give them the opportunity to be able to speak to someone privately about this subject. The Assessor/ Coach will identify if the learner needs further training, advice or guidance in relation to health and safety and safeguarding. Any concerns about health and safety or safeguarding must be reported immediately to the Designated Safeguarding Lead or Health and Safety Champion who will take appropriate action.

Learners will be invited to complete induction and final evaluations which helps Springfield Training to monitor the effectiveness of inductions and learning programmes in providing information, advice and guidance about health and safety and in establishing if learners understanding of health and safety has been raised. Results will inform the self-assessment report (SAR)

On programme interviews will also be carried out with learner randomly and questions are asked about how safe learners feel in their environment, if their awareness of health and safety has been raised and what could be improved. They are also asked if they have experienced any form of bullying and harassment in their workplace. This information is analysed and reported to the Managing Director through the learner voice and inform the self-assessment report (SAR).

All employees including apprentices and learners will be informed of this policy, risk assessments and control measures. All new employees will complete a programme and have health and safety arrangements explained to them by their line manager.

Employees and learners will be coached in the correct use of equipment prior to its use, where appropriate. A record of employee's training and instruction will be kept in the individual's Training/ Personnel file.

The provider/ employer will ensure that employees and learners can carry out every required task in Health and Safety terms to the required standard, demonstrating competency.

### *Guidance*

Any employee/learner who is uncertain of how to do a job safely must ask the relevant responsible person. Anyone who wants further training in health and safety is encouraged to request it.

## **7. Machinery & Equipment**

All equipment provided by the Company and employer will be to the correct safety standards. This includes PAT testing.

All safety devices and controls must always be used by employees and learners.

Any fault or defect in a piece of equipment or controls must be notified immediately to the relevant responsible person i.e. Health and Safety Champion. Equipment must not be used until it has been repaired and safe to use again. Employees should check equipment before operation.

### *Advice*

Any employee or learner who is unsure of any piece of equipment, safety feature or controls should seek advice from the responsible person.

### *Requirements*

The company will fulfil the requirements of the Provision and Use of Work Equipment Regulations 1998.

## **8. Hazardous Substances**

Risk assessments for all hazardous substances will be completed, where appropriate, and kept in the Health and Safety file. Employees and learners must follow guidance identified following the completion of risk assessments to ensure they do not expose themselves or others to an unacceptable level of risk.

If an employee or learner feels ill because of using a substance, they must report it to the nominated responsible person, who will record this in the accident book so that the matter can be investigated.

If an employee or learner is uncertain about the use of any substance they must seek advice from the nominated responsible person before using it.

## **9. Manual Handling**

Employees and learners must not move any load, which they think may cause them an injury. Training will be given to employees in safe working methods, where appropriate.

Any employee or learner who is injured during any manual handling operation must report it to the relevant person who will record it in the accident book.

Two person lifts are to be encouraged, where practical. The Company will fulfil the requirements of the Manual Handling Operations Regulations.

## **10. Employee and learner responsibility**

Below is a list of some of the basic rules for employees and learners to follow:

- keep your work area clean and tidy, particularly from things likely to cause injury
- always use equipment the way described in instructions
- follow the safety procedures and rules from the risk assessments and ask if you are ever uncertain
- never interfere with equipment, electricity or any safety features
- report any defects or damage to equipment
- do not put yourself or others at risk by engaging in horseplay or substance misuse

It is a requirement of employment for employees to abide by health and safety rules. Any employee breaching safety rules will be subject to disciplinary procedures.

Any employee or learner who notices a hazard must report it immediately. Springfield Training encourages suggestions from employees and learners to promote good practice in Health & Safety.

It is a requirement of all employees and learners to abide by health and safety rules, as agreed at their induction. Any employee or learner seriously breaching safety rules may be required to leave their employment or learning programme.

## **11. Electricity**

Any defects or damage to electrical equipment must be reported immediately by staff to the relevant person. Anyone suffering an electrical shock must report this as an accident.

A competent electrician or an electrical contractor will carry out any necessary electrical work. No employee must carry out electrical repair work for themselves.

Electrical equipment that requires testing and inspection will be marked and a record kept of the result. Any records will be kept in the Health and Safety file.

The Company will fulfil the requirements of the Electricity at Work Regulations.



## **12. Display Screen Equipment (DSE)**

All workstations are laid out with standard equipment and all staff will complete a workstation risk assessment during induction, with adjustments identified where necessary. Control measures will be put in place as identified by HSE to reduce the risk from the use of DSE and other potential risks, i.e. employees and learners are required to have a short break regularly (e.g. 5 minutes every hour) from use of DSE.

Employees and learners will be shown how to use DSE properly and how to make appropriate adjustments to their workstation. This includes apprentices within both their workplace and training room environment. Any other relevant information and training will be provided.

The Company will meet the requirements of the Display Screen Equipment Regulations 1992.

## **13. Maintenance of Premises**

The Health and Safety Champion will liaise with staff and employers to ensure all premises are maintained in a safe and healthy condition at all times. Employees must take responsibility for general housekeeping, cleanliness and tidiness.

Adequate welfare facilities, toilets, drinking water, washing facilities, etc. will be provided at all delivery sites including satisfactory working environment with adequate temperature, ventilation and lighting. Any defects or damage to the premises or its fixtures and fittings, must be reported by employees and learners to the relevant manager as well as to the premises' facilities manager if appropriate.

## **14. Lone Working**

A lone worker can be defined as someone who works by themselves without direct supervision. Remote working is also the term used for employees who work away from their main office base on a regular basis in either a part-time or full-time capacity.

To prevent serious incidents occurring organisations are required to ensure the safety of all staff who work alone. This is done by carrying out an assessment of the risks to staff which may include risks of violence.

Organisations should then put measures in place to reduce the likelihood of these incidents occurring, such as contingency planning, assessment of possible violence, staff keep in regular contact.

Staff must also play their part in maintaining their own personal safety by adhering to the safety measures put in place by the organisation to protect them, for example, phoning in on time, using equipment correctly, reporting areas of concern.

The Health and Safety Executive (HSE) defines lone workers as "those who work by themselves without close or direct supervision".

A risk assessment is an important step to identifying all the risks associated with lone working. There are no legal duties on employers specifically in relation to lone working and no legal bar to people working alone. However, there is legislation to ensure a safe working environment. The following are relevant.

### *Health and Safety at Work Act 1974*

All employers have a duty to maintain a safe working environment 'so far as reasonably practicable' for their employees under the Health and Safety at Work Act. This means that employers are expected to protect their workers against risks to their health and safety.

The Act also expects that the working environment is safe and that training to ensure the health and safety of workers is carried out. These requirements are not only for office-based staff but lone workers and the environments they encounter too.

### *Management of Health and Safety at Work Regulations 1999*

The regulations make it clear what employers must do under the Health and Safety at Work Act, the main requirement of which is to assess all the risks to the health and safety of their employees and, if the organisation have more than five employees, to record the outcomes of the assessment. The risk assessment should identify the risks associated with lone working, outline any safety measure that can help to reduce the risk and ensure that the safety measures are put into practice and reviewed regularly to make sure they are still valid.

If the risk assessment shows that the risk is too hazardous for one lone worker to manage alone, other arrangements will need to be introduced. The regulations also expect employees to take reasonable care for their own personal safety.

### *Health and Safety (First Aid) Regulations 1981 (updated 2015)*

The regulations require employers to provide first aid equipment so that emergency first aid can be received by employees if needed. This could include the provision of first aid equipment in the car for lone workers travelling alone in case they are involved in accidents and incidents.

### *Provision and Use of Work Equipment Regulations 1998*

If lone workers use equipment in the course of their working day, the regulations require the risks to the health and safety of employees to be assessed. This is to ensure that the equipment is safe, suitable, regularly maintained and is used only by those who have been specifically trained in its use.

It is the responsibility of Springfield Training to ensure all employees, learners (including apprentices at work) and associates are in a safe working environment. Due to the nature of the business, there are many instances when remote working may be necessary.

## **15. Covid and minimising risk**

We follow best practice from HSE <https://www.hse.gov.uk/coronavirus/working-safely/index.htm>

<https://www.hse.gov.uk/coronavirus/working-safely/risk-assessment.htm>

and gov.uk.



Reviewed guidance on the apprenticeship programme response to COVID-19 has been updated on April 2021 to support those returning to work and education provision and forms an important part of our Health and Safety/ Safeguarding processes and flexibilities of delivery:

<https://www.gov.uk/government/publications/coronavirus-covid-19-apprenticeship-programme-response/providing-apprenticeships-during-the-coronavirus-covid-19-outbreak>

We have implemented guidelines and best practice within our delivery which is reviewed regularly regarding all updates.

**A. Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, or who have been advised by NHS Test and Trace to stay at home, do not attend the setting. Individuals formally advised by NHS Test and Trace as a close contact should also self-isolate.**

Ensuring that students, staff and other adults do not come into your site if they have [coronavirus \(COVID-19\) symptoms](#), or have tested positive in the last 10 days is essential to reduce the risk in education settings and further drive down transmission of coronavirus (COVID-19). Make sure anyone developing those symptoms while on site is sent home. Individuals formally advised by NHS Test and Trace as a close contact should also self-isolate.

All settings must follow this process and ensure all staff are aware of it.

If anyone on your site becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow [guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#). This sets out that they should self-isolate for at least 10 days and should [arrange to have a test](#) to see if they have coronavirus (COVID-19).

If they have tested positive whilst not experiencing symptoms but develop symptoms during the isolation period, they should restart the 10 day isolation period from the day they develop symptoms.

Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.

If a student is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age and needs of the person. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.

If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom must be cleaned and disinfected using standard cleaning products before being used by anyone else.

More information on PPE use can be found in the [safe working in education, childcare and children's social care settings, including the use of personal protective equipment \(PPE\) guidance](#).



For more information on how to care for a symptomatic student while protecting the welfare of other students and staff, read the [guidance on isolation for residential educational settings](#).

As is usual practice, in an emergency, call 999 if someone is seriously ill or injured or their life is at risk. Anyone with coronavirus (COVID-19) symptoms should not visit the GP, pharmacy, urgent care centre or a hospital except in an emergency situation.

Any members of staff who have helped someone with symptoms and any students who have been in close contact with them do not need to go home to self-isolate unless:

- they develop symptoms themselves (in which case, they should arrange a test etc.)
- the symptomatic person subsequently tests positive or
- they have been requested to do so by NHS Test and Trace

Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned after they have left to reduce the risk of passing the infection on to other people. See the [COVID-19: cleaning of non-healthcare settings guidance](#)  
Public Health England is clear that routinely taking the temperature of students is not recommended as this is an unreliable method for identifying coronavirus (COVID-19).

### **B. Use of face coverings in FE settings.**

[use of face coverings by staff and students in further education settings](#).

### **C. Clean hands thoroughly, more often than usual.**

Coronavirus (COVID-19) is an easy virus to kill when it is on skin. This can be done with soap and running water or hand sanitiser. You must ensure that students clean their hands regularly, including

- when they arrive at your site
- when they return from breaks
- when they change rooms
- before and after eating

Regular and thorough hand cleaning is going to be needed for the foreseeable future.

Consider:

- whether your site has enough hand washing or hand sanitiser 'stations' available so that all students and staff can clean their hands regularly
- supervision and help with hand sanitiser use given risks around ingestion for students with complex needs - skin-friendly skin cleaning wipes can be used as an alternative
- building these routines into your site culture, supported by behaviour expectations, and helping ensure younger students and those with complex needs understand the need to follow them

#### **D. Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.**

The 'catch it, bin it, kill it' approach continues to be very important, so education settings must ensure that they have enough tissues and bins available to support students and staff to follow this routine. As with hand cleaning, you must ensure those with complex needs are helped to get this right, and all students understand that this is now part of how your site operates.

Some students with complex needs will struggle to maintain as good respiratory hygiene as their peers, for example, those who spit uncontrollably or use saliva as a sensory stimulant. This should be considered in risk assessments in order to support these students and the staff working with them and is not a reason to deny these students face to face education.

Further education providers have the discretion to recommend the wearing of face coverings in the communal areas of the education setting. See the [face covering](#) section for more information.

#### **E. Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents.**

Consider:

- putting in place a cleaning schedule that ensures cleaning is generally enhanced and includes:
- more frequent cleaning of rooms and shared areas that are used by different groups
- frequently touched surfaces being cleaned more often than normal
- that toilets will need to be cleaned regularly and students must be encouraged to clean their hands thoroughly after using the toilet - different groups being allocated their own toilet blocks could be considered but is not a requirement if the site does not allow for it

Public Health England has published revised guidance for [cleaning non-healthcare settings](#). This contains advice on the general cleaning required in addition to the existing advice on cleaning those settings when there is a suspected case.

#### **F. Minimise contact between individuals and maintain social distancing wherever possible.**

Minimising contacts and mixing between people reduces transmission of coronavirus (COVID-19). This is important in all contexts, and you must consider how to implement this. You must do everything possible to minimise contacts and mixing while delivering a full programme of study. Where possible you should maintain 2 metres between people.

The overarching principle to apply is reducing the number of contacts between students and staff. This can be achieved through keeping groups separate (in 'bubbles') and through maintaining the distance between individuals. These are not alternative options and both measures will help, but the balance between them will change depending on the:

- age groups of students
- layout of the building
- feasibility of keeping distinct groups separate while offering a broad programme of learning



### *How to group students*

You should explore how you can reduce contacts between individuals and groups, and how to maintain distance where possible. All settings are different, and some measures will be more appropriate for certain age groups, or more easily manageable in certain buildings.

Other measures from the [system of controls](#) 6<sup>th</sup> April 2021 update.

## **16. Covid -Test and Trace.**

Our working practices fully reflect the advice and guidance given from government and we ensure we are aware of regular updates within this every changing environment. We ask upon arrival to our sites that you not only sign in but give your consent to our commitment to Test and Trace in case of any outbreaks of Coronavirus and the need to contact all stakeholders who may need to isolate.

<https://www.gov.uk/guidance/nhs-test-and-trace-workplace-guidance>

The statement from Deputy Chief Executive Paul Arnold as the ICO publishes initial guidance for businesses asked to record and maintain personal data of customers, staff and visitors in support of the test and trace scheme.

## **17. Further reading**

<https://www.hse.gov.uk/legislation/>

**Coronavirus: latest information and advice - HSE news**

<https://www.hse.gov.uk/news/coronavirus.htm>

Subscribe for free news and updates on health and safety topics and industries. Email address. GOV.UK: Coronavirus (**COVID 19**) guidance. Health professionals ...

**Make your workplace COVID-secure - Working safely during the ...**

<https://www.hse.gov.uk/coronavirus/working-safely/covid-secure.htm>

11 Jun 2020 ... Beta This is a new way of showing guidance - your feedback will help us improve it. Working safely during the coronavirus (**COVID-19**) outbreak.

**COVID risk assessment**

<https://www.hse.gov.uk/risk/assessment.htm>

20 May 2020 ... As an employer, you must make a 'suitable and sufficient assessment' of risks to your employees' health and safety, and risks to others not in ...

**Cleaning, hygiene and hand sanitiser - Working safely during the ...**

<https://www.hse.gov.uk/coronavirus/working-safely/cleaning.htm>

11 Jun 2020 ... Working safely during the coronavirus (**COVID-19**) outbreak ... about cleaning your workplace to reduce risk from coronavirus (**COVID-19**).

**First aid during the coronavirus (COVID-19) outbreak - HSE news**

<https://www.hse.gov.uk/news/first-aid-certificate-coronavirus.htm>

If fewer people are coming into your workplace it may still be safe to operate with reduced first aid cover. You could also stop higher-risk activities. Share first aid ...

**Guide to working safely during the coronavirus (COVID-19) outbreak**

<https://www.hse.gov.uk/.../working-safely-during-coronavirus-outbreak.htm>

This guidance is for employers, but workers and the self-employed may also find it useful. It's designed to help you make your work and workplace safe (be ...

[Cleaning your workplace to reduce risk from coronavirus \(COVID-19 ...](#)

<https://www.hse.gov.uk/coronavirus/cleaning/index.htm>

11 Jun 2020 ... As an employer, you must protect people from harm. This includes taking reasonable steps to protect your workers and others from **coronavirus**.

[RIDDOR reporting of COVID-19 - HSE news](#)

<https://www.hse.gov.uk/news/riddor-reporting-coronavirus.htm>

Details on how you can report, exposure to coronavirus or a diagnosis of **COVID 19**, in the workplace under RIDDOR .

[PPE \(personal protective equipment\) and face coverings - HSE](#)

<https://www.hse.gov.uk/coronavirus/ppe-face-masks/index.htm>

4 days ago ... This includes taking reasonable steps to protect your workers and others from coronavirus (**COVID-19**). During the outbreak, HSE has worked ...

[HSE: Information about health and safety at work](#)

<https://www.hse.gov.uk/>

... Risk assessment · Protect home workers · Driver welfare facilities · RIDDOR · DSE (display screens) · Coronavirus (**COVID-19**) - Latest information and advice.



