



HEALTH & SAFETY POLICY

DOCUMENT CONTROL	
Policy number	PDTT22/23 (006) v1
Approval date	October 2022
Review date	September 2023
Policy owner/s	Health and Safety Manager Head of Skills and Training Curriculum and Quality Manager
Scope: applies to who	Students, Employers, Teaching and Support Staff



Scope of Business

PDTT is a charity and training provider which delivers qualifications primarily at level 2 and level 3 including English Functional Skills qualifications in the following educational areas:

- Adult Care
- Childcare
- English
- ESOL
- ICT
- Supporting Teaching and Learning in Schools

Statement of Intent

PDTT is committed to maintaining a safe and healthy working environment for its entire staff, learners, and members of the public. Our aim is to continually improve our health and safety management and performance.

PDTT will provide and maintain a healthy and safe working environment to minimise the number of instances of occupational accidents, incidents, illnesses and near misses.

Through the implementation of the Health and Safety Policy, PDTT is committed to the following objectives:

- *To provide, as far as reasonably practicable, a safe and healthy working environment, safe premises and facilities for staff, learners, contractors, and others who work on our behalf*
- *The provision and maintenance of equipment and systems of work that are safe*
- *Providing information, instruction, training, and supervision as is necessary to ensure health and safety at work of its employees and other persons*
- *Creating for staff, as far as is practicable a working environment where potential work-related stressors are avoided, minimised, or mitigated through good management practices, effective human resources policies and staff development*
- *Ensuring, as far as reasonably practicable, that risks associated with travel by staff for PDTT are appropriately managed*
- *Making sure that all staff are aware of their health and safety responsibilities and know what is expected of them*
- *Providing access for staff to appropriate training and development*
- *Having an effective system for communicating and consulting on health and safety matters and securing the co-operation of everyone in implementing the Health and Safety Policy*
- *To have in place arrangements to plan, implement, monitor, and review measures to address risks arising from PDTT's activities*
- *To strive to improve continuously PDTT's health and safety performance*
- *Appointing a competent person to support PDTT to meet its statutory duties*



Learner Specific Policy Statement

PDTT is a charity and a training provider therefore the health and safety of learners is of paramount importance. The 'safe learner concept' is central to our policy and we will promote and expect those we train to always promote this. We believe that learners are entitled to learning that takes place in a safe, healthy, and supportive environment. In addition, we consider that safe learning is essential to maximise learners' experience and achievement. PDTT has a primary duty of care for the health and safety of learners. We have a full expectation that this duty will be fully met.

Throughout the courses, learners will gain an understanding of the importance of health and safety, be able to identify and control risks and develop a set of safe behaviours. This will allow the learner to gain valuable and transferable skills which in turn will benefit both the workplace (where applicable) and the learner.

Risk Assessments will be checked for each employer where we have learners on work placements, and we expect our employers to follow our ethos of 'safety first'. Our Health and Safety Advisor (HSA) also shares useful documents, policies, and procedures with employers for good practice and safe working measures.

Employer/Training Provider Responsibility

PDTT recognises and accepts its responsibility as both an employer and training provider for ensuring, as far as is reasonably practical, the health, safety, and welfare of all its employees and learners. This is fully in keeping with all current legislation within the scope of the company's business.

Employer/Learner Responsibility

Employer/Employees/Learners also have responsibilities. It is expected that everyone takes reasonable care to ensure their own safety and that of other people who may be affected by their acts or omissions at work.

PDTT staff will co-operate with our HSA in achieving our commitment to provide a safe and healthy working environment in the following ways:

- *By working safely and efficiently*
- *By using protective equipment provided and by meeting statutory obligations*
- *By reporting incidents to their line manager/supervisor which have or might lead to injury or damage, using the internal cause for concern form*
- *By adhering to company procedures and practices for securing a healthy and safe workplace*
- *By assisting in the investigation of accidents with the objective of introducing*
- *measures to prevent a recurrence*
- *By not interfering with, damaging or misusing equipment, materials, or facilities where this could or might lead to injury, damage, or a dangerous occurrence*



The Leadership Team

The leadership team at PDTT commit to:

- *Taking a sensible approach to health and safety and balancing the need to manage risks whilst delivering a great educational experience*
- *Providing and maintaining a safe environment for learners, staff, contractors, visitors, and other people who are involved with our organisation*
- *Formally defining the roles that all staff have in providing and maintaining a safe environment*
- *Involving learners and staff through communication, consultation, and direct involvement*
- *Ensuring staff and learners get robust induction, training, and information*
- *Taking all reasonably practicable steps to eliminate, substitute or control risks within the workplace through risk identification, assessment, control and monitoring and review*
- *Measuring and communicating what works well and what need to be improved. This includes ensuring all near misses, incidents and accidents are reported, recorded and causes identified and ensuring appropriate actions are taken to prevent reoccurrence*
- *Complying with all appropriate regulations including:*
 - *The Health and Safety at Work etc. Act 1974*
 - *The Management of Health and Safety at Work Regulations 1999*
 - *The Workplace Health, Safety and Welfare Regulations 1992*
 - *The Manual Handling Operations Regulations 1992*
 - *The Personal Protective Equipment Regulations 1992*
 - *The Display Screen Equipment Regulations 1992*
 - *The Provision and Use of Work Equipment Regulations 1992*
 - *Lifting Operations and Lifting Equipment Regulations*
 - *The Regulatory Reform (Fire Safety) Order 2005*
 - *The Control of Substances Hazardous to Health Regulations 2002*
 - *Control of Asbestos at Work Regulations 2006*
 - *Construction (Design and Management) Regulations 2015*
 - *The Health and Safety (First Aid) Regulations 1981*
 - *RIDDOR*

Procedures

In acknowledging its responsibilities under Section 2 of the Health and Safety at Work Act 1974 and other relevant legislation, PDTT has set the following specific objectives related to health and safety and is committed to:

- *Providing a safe and healthy working environment for everyone without risk to health.*
- *Providing all employees with appropriate and sufficient information, instruction, training, and supervision to enable them to avoid hazards, identify risks, understand how these risks are controlled and contribute in a positive way to their own safety and health at work.*
- *Provide full opportunities for employer/employee consultation on health, safety, and welfare.*
- *Make suitable and sufficient assessments of the risks to health and safety as required by Regulation 3 of the management of Health and Safety at Work Regulations 1999 and later amendments and other legislation.*



- *Keep clear and accurate records of all risk assessments and ensure they are:*
 - *Reviewed on a regular basis or in the light of change*
 - *Ensuring safe means of entry and exit to all places of work*
 - *Ensuring a healthy working environment exists with adequate welfare facilities*

Risk and Hazard Management

- *Risk assessments will be carried out to evaluate and adequately control hazards, to ensure the health, safety and welfare of staff and others who may be affected by the work activities of PDTT*
- *Risk assessments will be recorded on PDTT's appropriate documents.*
- *Arrangements will be made for putting into practice the preventative and protective measures that follow on from the risk assessment*
- *Risk assessments will be regularly monitored and reviewed to ensure they remain 'live' documents. They will be updated in accordance with legislative and contractual requirements, standards, code of practice etc*
- *The outcomes of risk assessments will be readily available and communicated to staff. Staff will receive instructions and/or training with the level of risk identified and the control measures taken to prevent or control risks*

Accident and Incident Reporting

- *In the event of an accident/incident/ill health of staff, learners, contractors, or anyone else involved with the organisation, staff will ensure that a detailed entry of the event is recorded on an accident form and will notify Hoss Malek who will subsequently determine, in conjunction with PDTT's Senior Management Team where appropriate, if notification is required under The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013*
- *Where an accident/incident has occurred, it is necessary to carry out a review of the risk assessment to ascertain if additional precautions, an alteration to the method of work or additional control measures are necessary. This must be written down and the conclusions clearly defined and acted upon.*

All accidents and cases of work-related ill health are to be recorded in accident books. The books are kept at:

The Stowe Centre - Reception

Safety Measures

Within the Stowe Centre, panic alarm buttons are situated in:

- *The Reception area*
- *Ground Floor meeting room (sounds on the second floor).*

Computers and VDU Equipment please refer to PDT Employees Handbook



First Aid

PDTT will appoint a member of staff who will have the responsibility for First Aid. They will be trained in First Aid to meet the requirements of PDTT. We will ensure that a First Aid kit is available and checked on a regular basis as agreed by PDTT.

First Aid Contacts: *The Stowe Centre: Vesna Milojevic and Simeon Hector*

To provide a safe working environment, PDTT relies on all staff working together and effectively.

PDTT has a good health and safety record, but we must not be complacent. We will only achieve effective control and the success of our policy through the co-operation and support of everyone who works within, and with, the company.

Lines of Responsibility – Hoss Malek, Head of Skills, and Training, is charged with implementing this policy using a suitable safety management system. The Senior Management Team and all employees, contractors have the responsibility to provide leadership and to promote responsible attitudes towards health and safety.

Hoss Malek will seek and expect the full co-operation and support of the whole of PDTT to ensure that the Health and Safety Policy and the arrangements that are put in place to support the objectives of the policy are implemented effectively.

This is supported by a range of specific related policies and procedures and arrangements for carrying out the policy, copies of which are available either in paper format or electronically. The policy will be kept up-to-date, particularly as the business changes in nature and size. To ensure this, the policy, and the way in which it operates, will be reviewed every year as part of the quality assurance process.

This Policy is reviewed annually and was updated in August 2022 by the Health and Safety Manager, Head of Skills and Training and the Curriculum and Quality Manager. This policy is due for review October 2023. This policy covers PDT Training and is a sub-policy of the PDT wide Health and Safety Policy.