

## Health and Safety Policy

## Scope and Purpose of the Policy

A health & safety policy is a legal requirement under section 2 (3) of the Health and Safety at Work Act 1974. Employers with 5 or more employees are required to provide a written statement of intent, outline the responsibilities and describe the arrangements in place to manage health and safety.

The Management of Health and Safety at Work Regulations 1999 requires every employer to make a suitable and sufficient assessment of the risks to the health and safety of its employees to which they are exposed whilst they are at work and the risks to the health and safety of anyone else affected by the activities of ALW.

The purpose of this policy is to provide a framework to ensure the health, safety and welfare of all staff, learners' visitors and contractors are paramount within all the organisations activities and that learning environments under ALW direct control are safe and without risk to health.

This policy is to be read in association with supporting policies and procedures, including all other organisational Health and Safety policies, procedures and control documents.

## Summary of Review and Amendments

Version Number	Date of Review	Date of Approval	Summary of Amendments	Next review date
2	September 2022		Changes to layout of the document and review of the whole policy wording.	

## Disclaimer

If the review date of this document has passed please ensure that the version you are using is the most up to date by contacting the document author [health-safety-estates@adultlearning.wales](mailto:health-safety-estates@adultlearning.wales)

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## 1. Statement of Intent

Adult Learning Wales (ALW) is the largest provider of Adult Community Learning (ACL) in Wales comprising of multiple regional offices in North, South, South West and Mid Wales with delivery carried out in more than 650 local venues in all unitary authorities.

ALW recognises that health and safety has to be managed successfully at all levels and it is therefore the declared policy of ALW to provide so far as is reasonably practicable all steps to safeguard the health, safety and welfare of its learners and employees and to ensure that its undertakings do not adversely affect the health and safety of others, such as visitors or contractors.

It is equally a duty of care under the Health and Safety at Work Act for everyone engaged in ALW activities to comply with these legal requirements. Therefore, ALW expects the co-operation of all staff; branch representatives, volunteers and contractors to comply with the duties of employees as set out in the Health and Safety at Work etc Act to exercise responsibility and care in the prevention of injury or ill health to themselves and others affected by acts and omissions at work. ALW aims to encourage initiatives and adopt best practice within an organisational culture where all employees are aware of their individual health and safety responsibilities.

ALW is committed to providing a safe learning environment under their direct control, without risks to health of learners who are enrolled on its courses, activities or trips and will ensure that there are appropriate arrangements in place to fulfil this responsibility effectively. Learners will be provided with a general health and safety induction to include relevant information in respect of the learner's responsibility, the immediate training/learning environment, any specific equipment, machinery, chemicals and personal protective equipment to be used by the learner, the specific risks and their controls as identified in the risk assessments.

Where ALW provides services with or for other organisations, the policies and procedures of the employing or commissioning organisation will apply. Where joint working arrangements are in place and for shared premises a Service Level Agreement or Memorandum of Understanding will be in place.

ALW will take all reasonably practicable steps to provide and maintain safe and healthy working conditions, equipment and systems of work for all its employees and will provide information, training and supervision in accordance with identified needs appropriate for this purpose.

AOC|ALW is committed to the continuous improvement of environmental performance and management. We will comply with all legal and other relevant requirements that relate to our environmental aspects, within our operations and, as far as practicable, accepted best practice in environmental management.

Responsibility for the organisation and arrangements necessary to ensure that this policy is upheld will rest with the Council (Governing Body), delegated as appropriate to the Resources Committee. Details of how this will be achieved are outlined in this policy and/or detailed within other specific policies and procedures contained in the Health and Safety Policy and staff intranet.

The health and safety policy will be reviewed at least annually or in the light of legislative or organisational change and will be amended and updated as and when necessary. Communication of any such changes will be made to all employees, learners and other stakeholders.



**Signed:**

**Chief Executive**

**Dated: 21/07/23**

## 2. Organisation

The implementation of the policy will be affected within the existing staffing structure and be accorded equal standing with all other objectives of the organisation.

The following personnel have been identified to facilitate and maintain a safe and healthy working environment.

Position	Area	Responsibilities
Chief Executive	All areas of operations	Overall STRATEGIC responsibility for health and safety within the organisation
Health, Safety, Environment and Estates Manager	All areas of operations	Overall OPERATIONAL responsibility for health and safety within the organisation
Managers and supervisory staff	Own areas of operations/working areas or other areas of responsibility applicable to their role	Overall operational responsibility for implementing this Policy throughout ALW, and ensuring that Health and Safety considerations are given priority in the planning and day to day supervision of work
All employees	Own working areas and/or other areas of responsibility applicable to their role	Implementation of all aspects of health and safety policy and procedures
Tutors	Teaching and learning environments	Adhere to all aspects of health and safety policy and procedures
Learners, branch representatives and other visitors to premises/ classes	Teaching and learning environments / offices	Adhere to all aspects of health and safety policy and procedures

## 3. Arrangements

### 3.1 Method of Identifying and Controlling Hazards

The identification of hazards and potential risks to staff and visitors to the organisation's premises or activities will take place via inspections and risk assessments. Staff responsible for conducting inspections and risk assessments will receive training and be competent to do the tasks required of them. The objective of risk management is to identify and control risks in order to protect learners, staff and others as far as is reasonably practicable. In addition to risk assessments, ALW will ensure appropriate arrangements for the effective organisation, control, monitoring and review of preventative and protective measures for learners, staff, volunteers, contractors and service users. ALW will take all reasonably practicable steps to provide and maintain safe and healthy working conditions, equipment and systems of work for all its employees, learners and others, including encouraging effective reporting and investigation, of near miss and work-related accidents to assist in risk management in line with

the Near Miss and Accident Guidance. Managers are responsible for investigating any accidents that occur within their area of responsibility and to undertake specific risk assessments to take into account those individuals within their management who may be at increased risk, including young persons, new and expectant mothers, persons with disability and/or learning difficulties etc during normal business hours and in the event of an emergency situation.

### 3.2 Workplace Inspections

Premises under the direct control of ALW will be inspected by the HSE Manager using forms and procedures specially designed for the task. Where ALW provides services with or for other organisations or joint working arrangements a Service Level Agreement or Memorandum of Understanding will be in place defining each party's roles and responsibilities.

Teaching venue inspections for outreach provision will be conducted by a member of the Regional/National teams before the commencement of each course using forms and procedures specially designed for the task.

Prior to the start of each course the Tutor should review all documentation in respect of the learning environment for knowledge and awareness of controls and practices within the risk assessment, ensuring that the learning environment and learners are safe and without risk to health. The member of the Regional/National team that conducted the inspection or the health and safety Team will be able to help with any questions, issues or queries that arise.

### 3.3 Risk Assessments

The Management of Health and Safety at Work Regulations 1999 require employers to assess the risks arising from their work activities. These can be:

**Generic risk** assessments covering common hazards for a task or activity. This type of risk assessment will consider the hazards for an activity in a single assessment and may be used where that activity or equipment may be carried out across different areas of the workplace or different sites.

**Site Specific** risk assessment is completed for a specific item of work and takes into account the site location, environment, and people doing the work.

**Person Specific** risk assessment detailing hazards that exist or may appear in the workplace that are likely to cause harm to vulnerable groups (staff and visitors) such as display screen equipment, manual handling and emergency planning etc or those who may be at increased risk i.e. new and expectant mothers, the young.

**Dynamic** risk assessment is a process of assessing risk in an on the spot situation, which is often used to cope with unknown risks and handle uncertainty.

ALW's risk assessment procedure is based on the Health & Safety Executive's 5 steps to risk assessment guidance which is available on the staff intranet. The risk assessment is a proactive approach to identify and address risks in the workplace, venues, for new and existing equipment, events/trips or activities including individual assessments.

An annual risk assessment audit will be undertaken by the HSE and Estates manager for review by the Operational Management Team and scrutinised by the Resources Committee.

### 3.4 Smoking

ALW promotes a healthy, safe and clean environment for staff, visitors and learners and will avoid health risks associated with passive smoking. This therefore restricts smoking including the use of an electronic cigarette or similar device in or on the its premise. In compliance with legislation, a strict NO SMOKING policy exists and must be adhered to by everyone at all times.

## 4. Responsibilities

### 4.1 Council (Board of Governors)

Council are collectively responsible for providing strategic oversight on health and safety matters. They also perform a scrutinising role ensuring the integrity of processes to support health and safety and minimise risks.

### 4.2 The Chief Executive

The Chief Executive has overall responsibility for health and safety.

### 4.3 SMT

The Chief Executive has delegated delivery responsibility within the management structure to the Head of Learner Services and Resources. The Senior Management Team provides support to the Chief Executive in the delivery of health and safety responsibilities, ensuring that this policy and associated procedures and guidance are applied within their respective areas of responsibility and form an integral part of their operational management processes.

### 4.4 HSE and Estates Manager

The HSE and Estates Manager is responsible for;

- Providing support and advice to all members of staff on matters relating to health and safety.
- Maintaining and co-ordinating Health and Safety policies.
- Ensuring, as far as reasonably practicable, that the fabric and facilities of all premises under ALW control are in a satisfactory condition and meet operational and health and safety requirements.
- Manage the maintenance requirements of ALW premises.
- Acquire and co-ordinate the services of contractors, liaising with contractors regarding health and safety requirements.
- Ensuring that the organisation has in place suitable and sufficient arrangements to meet its objectives relating to Environmental Management.

### 4.5 Operational Management Team

Managers and supervisory staff have responsibility for implementing this policy throughout ALW and must ensure that health and safety considerations are given priority in the planning and day to day supervision of work. Managers must ensure the adequate provision of training, instruction and information to staff and others on safe working practices and hazards at work together with the arrangements in place to manage risks. Managers must also ensure the prompt reporting and investigation of near miss and accidents, taking appropriate corrective action to prevent a recurrence.

### 4.6 All employees

It is the responsibility of all members of staff, so far as is reasonably practicable, to:

- Take reasonable care for the health, safety and welfare of themselves and of other persons who may be affected by their actions or omissions at work,
- Co-operate with the organisation with regards to its legal responsibilities and undertake appropriate health and safety training as required,
- Not interfere with or misuse anything provided in the interests of health, safety or welfare,
- Observe safety procedures and measures that apply to their own work and report hazards, accidents or incidents discovered by them to their relevant line manager.

### 4.7 Tutors

All tutors must:

- Make themselves aware of the health and safety policy, and other organisational policies,

- Make themselves aware of the accident and emergency procedures of the premises in which they are operating,
- Carry out induction training with all learners for whom they have a teaching responsibility,
- Make themselves aware of the individual health and safety needs of their learners, especially those who may be at an increased risk due to a disability or learning difficulty and ensure that all risk assessments are completed prior to learning,
- Report any hazardous condition to their relevant line manager,
- Report any accidents or near miss incidents that occur during a teaching session,
- Attend health and safety training events when organised
- Ensure that health and safety forms are an integral part of planning processes within their teaching practice.

#### 4.8 Learners

All learners are responsible for complying with the health and safety policy in the course of their learning. In particular they shall:

- Observe and follow all safety rules and instructions outlined by their tutor and the health and safety policy,
- Inform the tutor of any particular health and safety issue or condition that affects them or their learning group,
- Obtain first aid for any injury sustained in the learning environment,
- Ensure that all injuries are recorded by the course tutor adhering to the near miss and accident reporting guidance.

#### 4.9 Visitors to the ALW premises

4.9.1 Visitors entering the organisation MUST:

- Sign the visitor's book or equivalent on arrival and leaving the premises,
- Ensure their vehicles are left in approved parking areas,
- Report any accidents, injury or dangerous occurrences immediately,
- Comply with all aspects of the health and safety policies and procedures,
- Report any issues of concern to a senior manager.

4.9.2 Tutors, learners and other personnel using training rooms:

- The person coordinating the training event or meeting will sign the visitors' book or equivalent on behalf of the group. S/he will keep a record of those in attendance,
- In the event of an emergency evacuation of the premises the coordinator of the group will lead attendees to the FIRE ASSEMBLY POINT identified on the emergency evacuation notice and make a roll-call of those present. If applicable s/he will report this to the fire warden present,
- The Coordinator/ warden should make sure that no one re-enters the premises until the all clear' has been given.

4.9.3 All contractors engaged by ALW shall:

- Adhere to the requirements set out in ALW policies,
- Where practicable be registered with Safety Schemes in Procurement or an approved equivalent,
- Contractors and others will be given sufficient information about the risks that working in ALW may create, including near miss and accident reporting procedures.

#### 4.10 Shared premise (Service Level Agreement (SLA) or Memorandum of Understanding (MOU))

Where ALW provides services with or for other organisations, including the hiring of venues, SLA or MOU agreements will ensure the co-ordination of health and safety arrangements.

This understanding also applies to courses run by and venues used by branches of Adult Learning Wales. To include the following:

- Health and safety arrangements are detailed in the SLA/MOU and that these are fully explained and communicated,
- The premises are in a safe condition for the purpose of use,
- Adequate arrangements for the emergency evacuation are in place and communicated,
- Arrangements and requirements relating to accident, near miss reporting, security and the provision of first aid are outlined,
- Adequate Employer's Liability Compulsory Insurance and Public Liability Insurance cover is in place where appropriate.

## 5 Environmental Commitments

ALW in the exercise of its management and responsibilities is committed to meeting all its compliance obligations. As part of our commitment to the principle of continuous improvement we have assessed our key environmental impacts and areas for action which relate to energy, water and waste. These include:

### 5.1 Energy & Fuel Use

Become more efficient in our use of energy and water: minimise energy used for space heating/cooling and equipment and power supply while maintaining acceptable levels of comfort:

1. Switch off lights and equipment when not in use,
2. Only purchase equipment with a high energy efficiency rating (A or A+),
3. Do not operate heating system with open windows: in hot weather, use natural ventilation,
4. Switch to 100% renewable electricity tariff,
5. Prioritise online meetings where appropriate to reduce the need to travel,
6. Promote active travel (making journeys by physically active means such as walking or cycling) among staff and visitors if meetings, trainings have to take place face to face.

### 5.2 Waste Management

Promote recycling and waste management encouraging reduce, re-use and recovery thus limiting the amount of waste we send to landfill:

1. Re-use stationery and office equipment rather than buying new,
2. Buy second-hand or refurbished equipment when it is safe and appropriate to do so - donate unwanted furniture and equipment to other organisations and specialist charities,
3. Hydrate without using single-use plastic bottles – encourage visitors to use a refill bottle and on-site water supply,
4. By adopting a waste hierarchy of *refuse*, reduce, reuse, recycle when procuring goods and materials, consider first the need to buy, and the associated waste from packaging of new goods. Require suppliers to minimise unnecessary packaging or to take back packaging on delivery of items,
5. Have clearly labelled bins for on-site segregation of waste types including the composting of food materials,
6. Establish contracts with waste brokers/carriers that enable us to maintain an accurate record of quantities recycled, composted, and landfilled/incinerated.

### 5.3 Water Management

Use water responsibly and efficiently:

1. Ensure water saving measures such as flow control taps and cisterns are installed in all properties we have direct responsibility for,

2. Do not discharge harmful chemicals to the waste water system – use natural cleaning fluids or eco-certified products,
3. Do not dispose of food waste via sinks.

#### 5.4 Influence and Inform Others

1. Provide suitable training to enable employees to deal with their specific areas of environmental control,
2. Communicate this policy and our environmental performance to appropriate people working for or on behalf of the organization,
3. Adopt a sustainable procurement policy that will influence suppliers by including commitments 1.2 and 2.4 above plus a commitment to only buy materials with eco-certification labels where available, and to hire contractors who are able to demonstrate environmental responsibility via a clear policy or certified environmental management system. Production of this evidence will be a requirement of contract award.

## 6 Training

ALW is committed to providing instruction and training for all employees on safe working practices and procedures. ALW will ensure through annual review of training needs that staff will have appropriate level of competence to be able to safely carry out their roles, with a focus on mandatory training as a priority. Staff will receive refresher training and any further training necessary as a result of changes in the workplace arising from the introduction of new procedures or new equipment. All new staff joining ALW will receive adequate instruction in health and safety as part of an induction programme. Records of training provided will be kept by ALW in order to enable managers to ensure that the training of their staff is up to date and relevant to their workplace and work activity.

## 7 Communication and Implementation

A copy of ALW's Health and Safety policy will be made available to staff through staff publications and will be accessible on the ALW intranet site.