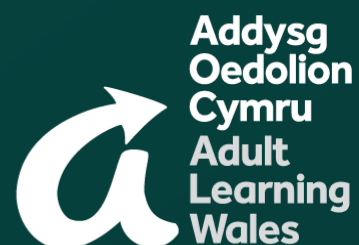


# Health and Safety Policy

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## 1. 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 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. In addition, this policy is supported by health and safety procedures that are available within the organisations health and safety policy and resource pack and its intranet.

## 2. Statement of Intent

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

AOC|ALW recognises that health and safety has to be managed successfully at all levels and it is therefore the declared policy of AOC|ALW to provide all reasonable and practicable steps to safeguard the health and safety 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 AOC|ALW activities to comply with these legal requirements and to exercise responsibility and care in the prevention of injury or ill health to themselves and others affected by acts and omissions at work.

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 (Board of Governors). 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 Resource Pack.

The health and safety policy will be reviewed at least annually 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.

24/01/18

  
**Signed:.....**  
**Chief Executive**

Review Date:

July 2018

### 3. Organisation

The implementation of the policy will be effected 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
Senior Health and Safety Officer	All areas of operations	Overall OPERATIONAL responsibility for health and safety within the organisation
Employees	Own working areas and/or other areas of responsibility applicable to <i>their</i> 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 and other visitors to premises/ classes	Teaching and learning environments / offices	Adhere to all aspects of health and safety policy and procedures

### 4. Arrangements

#### 4.1 Methods 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. Advice and guidance will be provided by the Health & Safety officer.



## 4.2 Inspections

- Central / Regional Offices will be conducted by the H&S Officer using forms and procedures specially designed for the task. These can be found in Section 7 of the H&S Policy and Resource Pack.
- Outreach / teaching venues, 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. These can be found in Section 7 of the H&S Policy and Resource Pack. A risk rating will be attached to the course venue/ activity and shared with all concerned. Where risks have been identified, appropriate, remedial action(s) will be carried out.
- The above venue checklist is to be reviewed by the course tutor before the commencement of each course. The H&S Team will be able to help with any questions, issues or queries that arise.

## 4.3 Risk Assessments

- In addition to the Central/ Area Offices and outreach / teaching venues, Risk assessments of other related items such as First Aid, DSE equipment, New and Expectant Mothers, the use of substances (COSHH) and Manual Handling etc. will be conducted by the H&S Team. The results of these will be placed in a risk assessment file, to be kept at Central/ Area Offices, and in a database on the organization intranet.
- An annual risk assessment/audit will be undertaken by the H&S officer for review by the HSE Working Group and scrutinised by the Resources Committee and Council.

## 5.0 Responsibilities

### 5.1 The Employer:

It is the responsibility of the organisation to ensure, so far as is reasonably practicable, the health, safety and welfare of all employees, visitors and learners. This will be achieved by adopting the following measures:

- Providing a safe and healthy environment;
- Providing safe systems of work;
- Ensuring that all personnel are competent to perform their duties without danger to themselves or others;
- Providing any training as necessary and making health & safety information

readily available;

- Monitoring and measuring the effectiveness of this policy regularly with the involvement of the Health and Safety Working Group;
- Conducting an annual audit of all health and safety policies and systems.

## 5.2 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 employer, in regards to the duties imposed by statute so far as is necessary to enable that requirement to be performed or complied with;
- 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 to report hazards, accidents or incidents discovered by them to their relevant line manager.

## 5.3 Tutors :

All tutors must:

- Make themselves aware of this policy, and other specific H&S policies and procedures;
- 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 responsibilities;
- 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;
- Report any hazardous condition to their relevant line manager;
- Report any accidents or near miss incidents that occur during a teaching session using the appropriate communication methods and forms;
- Attend health and safety training events when organized.

## 5.4 Learners:

All learners are responsible for complying with the H&S policy in the course of their learning. In particular they shall:

- Observe and follow all safety rules and instructions outlined by their tutor;

- 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 their course tutor.

## 5.5 Visitors to the organisations premises:

### 5.5.1 Business visitors entering the organisation MUST:

- Sign the visitor's book 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 thefts to a senior manager within the organisation.

### 5.5.2 Tutors and learners and other personnel using training rooms:

- The person coordinating the training event or meeting will sign the visitors' book 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 to make sure that no one re-enters the premises until the all clear' has been given.

## 6. Environmental commitments

AOC|ALW are committed to implementing energy saving initiatives in order to minimise the environmental impacts of the organisation. These will include:

- Using utilities in a responsible and economic way to minimise negative impacts on the environment
- Managing waste according to our duty of care, minimising volumes going to landfill, by re-use and recycling wherever possible.
- Purchasing supplies wherever possible which are recycled and recyclable, and whose production and minimise the consumption of natural resources.
- Communicating this policy and our environmental performance to appropriate people working for or on behalf of the organisation.

- Using contractors / suppliers who perform the services in accordance with the government's environmental policy, demonstrating commitment to the continuous improvement of environmental performance and the management and prevention of pollution from the activities they undertake.

## **7. Other policies and information**

The Health & Safety Policy and Resource Pack contain a number of other policies and procedures, information and guidance about specific areas of health and safety. These can be found within the pack and in the organisations internal network.