

Health and Safety Policy

This is the statement of general policy and arrangements for Basingstoke ITEC Limited. Basingstoke ITEC Limited will ensure the promotion of health, safety and welfare of all persons who may be affected by company activities. The company will maintain safe and healthy working conditions and equipment for employees and provide a safe, healthy and supportive environment for learners, in so far as it is reasonably practicable.

Basingstoke ITEC Limited is committed to promoting the Safe Learner Concept, to ensure learners understand the importance of Safety, and that staff and learners develop the ability to identify hazards that may affect them and others, and to develop an understanding of the control measures used to minimise the associated risks.

Basingstoke ITEC Limited acknowledges its duty of care to ensure that not only its employees but also those persons other than its employees, e.g. learners, visitors, contractors, and members of the public, are not put at risk as a result of the carrying out of its business operations, so far as is reasonably practicable.

Specialist consultants shall be engaged, where necessary, to advise on specific safety issues and/or hazards and the means of their control.

All employees and apprentices shall receive adequate information, instruction and training on recruitment and then annually to enable the safe discharge of their contractual duties. Learners shall receive Health and Safety information at Induction onto their programme and at appropriate intervals across the learner journey.

As part of business development process when agreeing contracts with employers who will be recruiting apprentices, we will undertake appropriate health and safety checks to satisfy ourselves that the employer provides a safe working environment.

Basingstoke ITEC Limited acknowledges the importance and contribution of all employees and learners in the formulation and implementation of health and safety procedures and systems and shall consult appropriately on all such issues.

Organisation and Responsibilities

The legal responsibility for compliance with Health and Safety legislation cannot be devolved to others by the Chief Executive Officer. Basingstoke ITEC Limited Board of Trustees acknowledges its responsibility for ensuring that all statutory requirements are carried out and that the company discharges its legal duties in an appropriate manner.

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Signed and authorised by Chair of Trustees		

The Chief Executive Officer is accountable to the Board of Trustees for the implementation of the Health and Safety Policy. He/she will, by delegating certain duties to senior staff to ensure that:

1. The Health and Safety Policy is brought to the attention of all employers, employees, learners, contractors and visitors through published processes.
2. Health and safety information is communicated to employees and apprentices at least annually, but additionally at induction.
3. Adequate first aid procedures exist including the provision of sufficient properly trained first aiders who can support those who are ill or have had an accident. All employees and learners are aware of the arrangements through published policies and processes.
4. Accidents and incidents are reported using the established procedures and appropriately investigated
5. Training needs are identified, and appropriate arrangements are made for training
6. New employees and learners receive appropriate health and safety information including details of the Health and Safety Policy, Codes of Practices, fire drill, emergency evacuation and other Health and Safety procedures
7. The overall procedures for health and safety are monitored
8. ITEC will report incident that meets the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations (RIDDOR) 2013.

Accidents

The First Aid box and Accident Book is located in the 1st cupboard in the ITEC office (near the window) and the person responsible for this is Mark Hammond.

In the event of an accident, staff to inform the responsible person.

III Health and Accident procedures

Any learners that are taken ill whilst on site will be assessed by an appropriate person who will make a judgement on the need for emergency support. In all cases the appropriate person will be required to complete an incident form detailing what happened and when. The trainer will inform the employer and next of kin or partner of any ill health or accident and arrange transport if needed.

If the ill health or accident requires a stop of active delivery, the trainer will inform the compliance team to record a break in learning and amend ILR records. Additionally, there may be a need as a result of the ill health or accident to provide learning adjustments or additional resources to support the learner.

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Fire Precautions

Fire Alarm and Detection systems and appropriate Fire-Fighting equipment are maintained in serviceable condition, tested at appropriate intervals and certificated in accordance with legislative requirements. These are maintained by the landlord of our premises.

Fire Evacuation procedures are maintained, monitored and evaluated at appropriate intervals for effectiveness via practice drills which are managed and delivered by the landlord of our premises.

Housekeeping and Premises

The Chief Executive Officer and all employees are responsible for correct procedures as regards cleanliness, waste disposal, safe stacking and storage, marking and keeping gangways, exits etc. clear.

Electrical Equipment

All personnel (learners and staff) are responsible for looking for any electrical fault (loose wires, broken fittings, trailing cables etc.) and reporting these immediately to the Chief Executive Officer.

Electrical equipment is subject to Portable Appliance Testing and regular visual checks.

All extension leads, and portable equipment are to be kept tidy and clear of gangways, passages and exits.

Name: Chief Executive Officer

Mark Hammond

Signed: Chief Executive Officer



Name: Chair of Trustees

Tina Easton

Signed: Chair of Trustees



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