



Northern
Regeneration cic

NORTHERN REGENRATION CIC

Health and Safety Policy

Jan 2019
(Version 1.1)

1. Introduction by the Non-Executive Directors

Northern Regeneration is required, under the provision of the Health and Safety at Work etc. Act 1974, to write a statement of policy with respect to the health and safety of everyone who uses its premises. Northern Regeneration recognises the importance of its employees, learners and other customers each appreciating the extent of their individual responsibilities and co-operating fully in ensuring that the Health and Safety policy and procedures are observed.

This document is intended to bring Northern Regeneration's statement of policy to the attention of all its employees and learners, providing details of the organisation and arrangements for carrying out that policy, as indicated by the Act. The policy is supplemented by individual Health and Safety Codes of Practice and Health and Safety Instruction Sheets (manufacturers' instruction and guidance). The Health and safety policies are available on Northern Regeneration's HR system (YOUManage), also in hard copy on all site. Learners have access to Northern Regeneration Health and Safety Policy on-site. It is everyone's individual responsibility to ensure they are aware of the safety precautions appropriate to the department in which they work and study.

Northern Regeneration embraces the 'safe learner' concept, by actively encouraging the teaching of health and safety as an integral part of the learning process.

Safety is achieved through knowledge, care and forethought but, whereas care can and must be practised by all, knowledge comes with experience and training.

The maintenance of standards also includes exercising a duty of care as an organisation, individually and to each other, irrespective of status. It is, therefore, in the interest of all individuals to read and fully understand Northern Regeneration's Health and Safety Policy.

Board of Non-Executive Directors

2. HEALTH, SAFETY AND WELFARE POLICY STATEMENT

Northern Regeneration is committed to continual improvement of health and safety throughout its operations. Northern Regeneration accepts its responsibilities under health and safety legislation, guidance and standards and acknowledges the requirement to ensure the health, safety and wellbeing of staff, learners, contractors and visitors working or visiting the premises or to those who may be affected by our activities. Northern Regeneration also accepts that legislation is regarded as the minimum standard required and that it should strive to exceed this.

Northern Regeneration accepts its duty as both an employer and that of a leading provider of education and training to set exemplary standards for health, safety and wellbeing, and for ensuring that those standards are observed, monitored and reviewed.

In so doing, Northern Regeneration requires all staff, learners, contractors, visitors and others working at or visiting our premises to fulfil their health and safety responsibilities at all times, reporting any shortfalls immediately.

Northern Regeneration shall fulfil its responsibilities by continual development of the safety management system to provide:

- Safe premises for visitors and a safe place of work for learners, staff and contractors which includes safe access and egress.
- Safe working arrangements to ensure welfare and wellbeing for all.
- Systems of work that are safe and that do not introduce uncontrolled risk to health and safety.
- Information and instruction, supervision and training for all to enable them to fulfil their responsibilities at all times in a safe manner.
- Appropriate systems for inspection, monitoring and review that are maintained to assist continuous improvement.
- Safeguarding – please refer to the Safeguarding Policy

Despite best policy and practice incidents will occur. Such situations will be investigated to identify cause and ensure lessons are learnt, which shall become integrated into future policy and practice.

In order for Northern Regeneration to continue to manage health and safety effectively it is recognised that staff, learners and others must be responsible for their own health and safety.

Signed for and on behalf of Northern Regeneration:

Graham Ratcliffe (Managing Director).....

Date

3. HEALTH AND SAFETY MANAGEMENT SYSTEM

The documentation contained within the management system is based on a three tiered approach. The Policy, Health and safety Executive (HSE) Codes of Practice and Instructions will be issued and controlled by the Health and Safety Consultant. All the documents within this management system are available on Northern Regeneration's HR system (YOUManage).

Policy

This policy document is a statement of intent, outlining the basic roles and responsibilities of everyone within Northern Regeneration (staff and learners) with respect to Health and Safety.

Codes of Practice

These give the general requirements to be followed in trade areas, and each code follows a standard format for ease of recognition.

Instructions

These form the lower tier of the documentation and could be regarded as the most important as they are essentially the do's and don'ts of health and safety regarding plant equipment and chemicals. These are Manufacturers' instructions & guidance.

4. STATEMENT OF RESPONSIBILITIES

Non-Executive Directors

The Non-Executive Directors, under the requirements of the Health and Safety at Work Act 1974, is responsible for issuing a written statement covering the general policy with respect to health, safety and welfare at work of employees, along with its other statutory responsibilities.

Managing Director

The Managing Director is responsible for achieving the objectives of Northern Regeneration's Health and Safety Policy, namely to:

- **ensure** that managers know and understand their individual responsibilities regarding health and safety, and that health and safety legislation is met;
- **advise** the Non-Executive Directors of the resources required to comply with statutory requirements and make adequate arrangements;
- **ensure** adequate consultation between management, any specialist advisers, employees and employees' representatives prior to the introduction of any change which may affect health and safety;
- **make** the necessary arrangements to ensure that safety representatives who are appointed under statutory regulations can effectively carry out the duties required of them;

- **ensure** the necessary arrangements to ensure that safety representatives who are appointed under statutory regulations can effectively carry out the duties required of them:
 - i) eliminate accident potential as far as is reasonably practicable
 - ii) conform with statutory duties and Northern Regeneration's Codes of Practice

- **ensure** that adequate communication links are maintained to promote health, safety and welfare information.

- **ensure** that the Health and Safety Committee review health and safety in Northern Regeneration and that reports are provided annually to the Non-Executive Directors.

The Senior Management Team

Under the direction of the Managing Director, the Senior Management Team is responsible for achieving the objectives of the Health and Safety Policy. As an integral part of their management responsibilities they will:

- **ensure** that they, and all employees for whom they are responsible, know and undertake their responsibilities regarding health and safety and that all employees are adequately trained to discharge their responsibilities;

- **promote** the implementation of the organisation's Health and Safety Policy by establishing a suitable and adequate programme to:
 - i) **seek** to eliminate potential accident situations;
 - ii) **ensure** that assessments of risks to health and safety are carried out and adequate control measures are in place and maintained;
 - iii) **conform** with statutory duties and Northern Regeneration's Codes of Practice and to introduce suitable procedures to report accidents, communicate information and identify and eliminate hazards.

- **ensure** that health and safety arrangements are fully discussed, seeking specialist advice where necessary, with regard to:
 - i) current working;
 - ii) planning new operations or methods of work;
 - iii) acquiring new buildings, plant and equipment.

- **arrange** consultations with employees and their representatives in the workplace to ensure progressive and positive methods are adopted to promote health and safety and to provide arrangements for the participation of employees or employees' representatives in the development of such measures;

- **provide** such information, instruction, training and supervision as may be necessary to ensure the health, safety and welfare of those under their control;
- **ensure** that regular fire evacuation drills are conducted, fire-fighting equipment is made available, fire alarms are tested with appropriate frequency and that all employees are aware of the emergency procedures;
- **keep under constant review the effectiveness** of Northern Regeneration's policy and advise the Managing Director of any changes they consider necessary on any matters in breach of statutory requirements which cannot be effectively dealt with by them.

Heads of Departments and above

This group is responsible for the adoption of Northern Regeneration's Health and Safety Policy within their area of control. To achieve this, they will **ensure** that:

- they actively promote the Skills Funding Agency's 'safe learner' concept by encouraging the teaching of health and safety as an integral part of the learning process;
- they nominate and consult staff with specific Health and Safety responsibilities;
- any matter brought to their attention by Safety Representatives or any other person is given prompt and appropriate attention;
- they, and all persons reporting to them, know and undertake their responsibilities under Northern Regeneration's Health and Safety Policy and are adequately trained to enable successful implementation of the Health and Safety Policy;
- all statutory law, regulations and approved codes of practice are strictly adhered to;
- all statutory registers are kept and maintained;
- safe working practices are maintained at all times to ensure the health and safety of employees, learners, contractors and members of the public;
- assessments of the risks to health and safety are conducted and the findings recorded, and that adequate control measures are introduced and maintained;
- adequate supervision is made available;
- Northern Regeneration's Health and Safety Policy, any Codes of Practice and Manufacturer's Instructions are read and understood to ensure their effectiveness;

- all persons reporting to them are carrying out their responsibilities as defined by regularly auditing the workplace;
- as appropriate, correct protective clothing is requested/made available to all persons under their control;
- adequate plant and equipment is made available to ensure safe working practices and that such plant and equipment is effectively maintained to a safe standard;
- specialist advice is sought on any health and safety at work matter for which clarification or assistance is required;
- the Managing Director's attention is drawn to any breach of statutory requirements which cannot be effectively dealt with by them;
- advice is given to the Managing Director of the resources required to make adequate arrangements;
- learners are inducted in health and safety awareness requirements and their responsibilities before undertaking work experience.
- so far as is reasonably practicable, all contractors engaged by any department conduct their work in accordance with:
 - i) the terms of the contract including the Contractor's Checklist;
 - ii) the Health and Safety at Work Act 1974
 - iii) statutory regulations and HSE Codes of Practice;
 - iv) eliminating or reducing to an acceptable level any danger to Northern Regeneration's employees, learners or members of the public.

Whole Northern Regeneration Duty Manager (WCDM)

A senior manager, nominated by a written rota, will make decisions in the event of a whole Northern Regeneration major incident or adverse weather conditions. For further information, please contact the Health & Safety Department.

Site Duty Controllers (SDC)

A competent member of Northern Regeneration staff, usually a manager, nominated by written rota, will liaise with the WCDM and make decisions in the event of a major incident involving a Northern Regeneration site. For further information, please contact the Health and Safety Department.

5. RESPONSIBILITIES OF MANAGEMENT

Establish and maintain a safe and healthy working environment at each of Northern Regeneration's locations by:

- **ensuring** the provision and maintenance of premises, plant and equipment is to a safe standard and in accordance with statutory requirements;
- **producing Northern Regeneration procedures** and other publications, including the Policy Statement, informing employees and contractors of their responsibilities to ensure the health, safety and welfare of all Northern Regeneration users;
- **providing** necessary information, instruction, training and supervision to ensure the health and safety of employees at work;
- **providing** as appropriate, and ensuring the correct use of, approved safety equipment and protective clothing to protect staff and learners in the workplace;
- **ensuring** immediate and accurate reporting and investigation of accidents and incidents to determine trends and the need for amendments to practices/procedures;
- **ensuring** that suitable, sufficient and regular risk assessments are carried out and recorded for all operations and undertakings in the workplace to ensure continued identification of risks and hazards, protecting the health, safety and wellbeing of all persons accessing Northern Regeneration's facilities;
- **ensuring** the provision of an appropriate number of specialist staff with responsibilities for safety, health and welfare and also ensuring appropriate contingency arrangements are in place during the absence of such staff to meet the relevant statutory requirements;
- **promoting** an attitude of safe working by employees and contractors in all aspects of Northern Regeneration's work by adapting standards of best practice;
- **encouraging** discussion between staff, management and contractors and other appropriate agencies, including the continued meetings of the safety committee to discuss safety, health and welfare matters and to promote awareness of and responsibility for health and safety issues;
- **making** specific arrangements to ensure that contractors are carrying out their responsibilities for health, safety and welfare in order to comply with statutory requirements;
- **ensuring** that articles and substances purchased for use at work have been so designed and constructed as to be safe and without risks to health, and that full

information is made available by the suppliers where additional safety precautions are required;

- **undertaking** regular audits of safety equipment, safety systems and environments and providing and maintaining a place of work that is, as far as is reasonably practical, safe, without risks to health, and with adequate facilities for the welfare of all employees.
- **receiving** reports and annually reviewing health and safety in Northern Regeneration.

Health and Safety Consultant

On behalf of the Non-Executive Directors and Senior Management Team the Health and Safety Consultant;

- will ensure adequate support is available regarding health and safety policies and standards, rules and procedures, health and safety aspects of design and safe use of plant and equipment, safe use of safety equipment and protective clothing.
- will plan and organise safety audits and inspections, organise first aid provision, conduct initial accident investigations, maintain safety records and statistics, liaise continually with management, supervisors and safety representatives and with the enforcing authorities.
- will organise and monitor occupational health checks relating to the health and safety of employees e.g. audiology and sight tests etc.
- will ensure that all vocational work experience placements used by Northern Regeneration learners are pre-vetted for health and safety and risk banded as either high, medium or low risk prior to use by learners. The Head of Health and Safety will also provide advice and guidance to curriculum areas so that all learners on work experience are monitored for health and safety in accordance with SFA good practice guidelines.
- will engage as and when necessary expert health and safety services from external consultants enabling Northern Regeneration to maintain the necessary level of competence in dealing with all levels of health and safety matters.
- will keep statutory registers for tasks that require training as part of the regulations, e.g. Abrasive Wheels Regulations.

The Health and Safety Consultant reports to the Managing Director.

Operations Manager

On behalf of the Non-Executive Directors and Senior Management Team:

- is responsible to the Managing Director on a delegated basis for the general overseeing and development of the Health and Safety Policy and for ensuring co-ordination of such policies and practices across Northern Regeneration;
- is responsible for advising on and drawing together the overall Training and Development Plan. This will include seeking to ensure that resources are set aside in that plan to support training and development for staff to help them comply with and understand their health and safety responsibilities and record all the training and development undertaken;
- is responsible for the development of Northern Regeneration's disciplinary procedures particularly related to health and safety matters;
- is responsible for advising managers and staff on issues surrounding individual incapacity and suitability for employment. Where necessary, this will entail seeking independent expert advice for managers and the individual.
- is responsible for undertaking Disclosure and Barring Service (DBS) checks on staff and learners as appropriate.
- will develop and implement a programme of training designed to raise awareness of health and safety policies, practices and standards by managers, staff and learners.
- is responsible for main reception staff who have the responsibility of ensuring that visitors and contractors are signed on to the site on which they are visiting/working. Reception staff will be required to telephone the emergency services when requested to do so by the Site Duty Controller.

The Operations Manager is responsible to the Managing Director.

The Quality and Curriculum Manager

On behalf of the Non-Executive Directors and Senior Management Team:

- is responsible for the development and implementation of the Prevent strategy in Northern Regeneration
- is responsible for risk assessing Northern Regeneration's estate to identify where learners are more likely to be exposed to the risks of radicalisation and extremism and mitigating any identified risks.
- ensures Northern Regeneration adheres to statutory guidance and locally agreed inter agency procedures relating to safeguarding issues
- is responsible for the development of policies and procedures which make arrangements for safeguarding within Northern Regeneration community.

Site Manager

On behalf of the Non-Executive Directors and Senior Management Team:

- is responsible for the development and implementation of capital works, the overall maintenance investment plan for Northern Regeneration, managing and implementing Northern Regeneration's maintenance policies, procedures and operations ensuring compliance with statutory requirements, including the arranging, testing and keeping of registers for general cross-Northern Regeneration services, such as for water, gas and electricity;
- will keep and maintain statutory registers for the testing of all plant and equipment. This will include electrical equipment, lifting gear, pressure vessels, local exhaust ventilation/extraction units, passenger lifts, lifts and hoists;
- is responsible for the development of the overall project planning strategy for Northern Regeneration, managing and implementing Northern Regeneration's policies, procedures and operations ensuring compliance with statutory requirements;
- will liaise with external bodies at the planning stage of projects so the necessary notice/planning permission is adhered to;
- will liaise with designers, architects and contractors to ensure that any requirements of regulations, e.g. Construction, Design and Management Regulations are complied with.
- is responsible for the development of the overall security, cleaning, waste disposal, transport, car park control, caretaking, staff/learner refectories, grounds maintenance and pest control strategy for Northern Regeneration and co-ordinating and implementing Northern Regeneration's policies, procedures and operations ensuring compliance with statutory requirements.

The Site Manager reports to the Quality and Curriculum Manager.

Contractors

Both Northern Regeneration and the contractor have responsibilities under health and safety law. All contractors will have gone through a procurement process, the depth of which will be dependent on the size of the contract.

If the contract involves the maintenance of equipment or machinery, refurbishment of a building or any other such work then method statements and suitable and sufficient risk assessments must be approved by the Head of Health and Safety before any work commences.

Teaching staff

All teaching staff must ensure:

- That a suitable risk assessment is in place for the lesson, including relevant activities, and ensure that learners are aware of this prior to any work commencing.
- All accidents to learners are reported as soon as possible and update the risk assessment accordingly.
- That learner behaviour is appropriate to the learning environment.
- That the work area is checked to ensure it is safe for learning to take place.

All Employees

The Health and Safety at Work Act 1974 states that EVERYONE has a responsibility for safety. It is important that everyone appreciates the extent of their responsibilities, namely that they:

- **will make themselves familiar** with the Health and Safety Policy and procedures of Northern Regeneration and the area in which they are employed and shall be familiar with sections of the policy and procedures which directly affect their particular activities;
- **will accept individual responsibilities** to take all reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions and to co-operate with Northern Regeneration so far as is necessary to enable it to comply with its statutory duties;
- **will report** to supervisors/line managers any accidents or dangerous occurrences, whether or not an injury is sustained, and any unsafe working practices. Report systems of work or conditions which they consider may create risks to their own and others' health and safety or damage equipment and premises;
- **must not, intentionally or recklessly, interfere with or misuse** anything provided by Northern Regeneration in the interests of health, safety or welfare;
- **will conform** to all instructions, written and oral, given to ensure their personal safety and the safety of others;
- **will attend** training courses designed to further the needs of health, safety and welfare requirements;
- **will, at all times, make full use of** appropriate protective clothing and appropriate safety equipment and devices provided;
- **will maintain** tools and equipment in good condition and report any faults or defects to their supervisor/line manager.

All Learners / Learners

- **will**, at all times they are on Northern Regeneration premises or taking part in Northern Regeneration activities, follow the Health and Safety Policy and comply with any health and safety instructions given to them;
- **must not**, without the consent of the member of staff in charge of the area or activity, introduce any equipment for use on Northern Regeneration premises, alter fixed installations, alter or remove health and safety notices or equipment, or otherwise take any action which may create hazards for persons using the premises or employees of Northern Regeneration;
- **must not**, intentionally or recklessly, interfere with or misuse anything provided by Northern Regeneration in the interests of health, safety or welfare;
- **will** conform to all instructions, written and oral, given to ensure personal safety and the safety of others;
- **will** maintain tools and equipment in good condition, reporting any defects to their tutor/supervisor;
- **will** use protective or specialist clothing as required and shall use all safety equipment available;
- **will** report all accidents, incidents and near misses immediately, whether or not injury is sustained, to their tutor/supervisor.
- **will** notify their tutor / supervisor if they become pregnant, allowing risk assessments to be completed at the earliest opportunity

6. ARRANGEMENTS

All Northern Regeneration employees will have access to a copy of the Northern Regeneration Health and Safety Policy.

7. HEALTH AND SAFETY CODES OF PRACTICE AND INSTRUCTIONS

Procedures and guidance for implementation can be found on Northern Regeneration's Server and face to face with the Health and Safety Consultant.

8. REVIEW AND UPDATE OF HEALTH AND SAFETY INFORMATION

The Head of Health and Safety is responsible for the annual review and updating of the Health and Safety Policy and cross-Northern Regeneration Codes of Practice. Northern Regeneration Managers/Supervisors are responsible for the review and updating of the Health and Safety Codes of Practice and Instruction Sheets related to their work activities, and a copy of the revised documents should be sent to the Health and Safety Consultant to ensure central records are updated.

9. MONITORING

It will be the responsibility of the Health and Safety Consultant to monitor the effectiveness of this policy by:

- assessing the nature and frequency of complaints or cases and identifying any patterns which need to be addressed
- monitoring individual complaints or cases to ensure that they are effectively resolved and that no victimisation occurs

While this policy is to be followed by all employees of Northern Regeneration, it does not form part of an employee's contract of employment.

10. LOCATION AND ACCESS TO THIS POLICY

This policy is available on Northern Regeneration's HR System (YOUManage) and on all sites.