

Health and Safety Policy

Statement of intent

LWB Training believes that people are its most important asset. It is the service's aim to achieve and continually develop standards of health and safety in all its activities through effective, proactive management and a co-operative effort at all levels.

LWB Training is committed to ensuring, so far as is reasonably practicable the safety and health of employees and of others that may be affected by its acts or omissions. This includes the provisions of the Health and Safety at Work Act 1974 and all other Regulations made under this and other relevant Acts.

To achieve and maintain high standards LWB Training will pay particular attention to the provision of the following measures:

- Hazard identification and risk assessments for all work places and work activities, employing best practice whenever possible.
- Consultation of employees and their representatives on all matters effecting their health and safety at work.
- Safe and healthy working environments.
- All plant and equipment is maintained, inspected and suitable for purpose.
- Articles and substances hazardous to health are handled, used, stored and transported safely.
- Employees (contractors where appropriate) are provided with adequate and appropriate instruction, training and supervision to avoid hazards and work in safety.
- Members of the public are not exposed to risks to their health and safety from LWB Training activities.
- Contractors, consultants, volunteers etc. undertaking council work will do so to the same standards as outlined in this policy (and associated documents) all contractors will be monitored and supervised.
- Suitable welfare facilities for all staff.
- All accidents or near misses investigated to ascertain the cause and to action appropriate changes.

Resources

This policy will be fully supported by LWB TRAINING and will endeavour to ensure that adequate resources are allocated so the above measures can be achieved.

Employee responsibilities

Employees must also be aware that they too have responsibilities under the Health and Safety at Work Act 1974 and must:

- Take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work.
- Co-operate with LWB TRAINING to ensure that it can discharge its legal responsibilities.
- Not intentionally or recklessly interfere with or misuse anything provided in the interests of Health, Safety or Welfare at work.

Organisation

The following sections describe the framework of responsibility by which health and safety is managed within LWB Training. This framework works within the existing management structure.

All employees have allocated responsibilities for health and safety. Through this framework the Managing Director will, with the help of specialist advice, take responsibility for their staff, work activities and environment.

Managing Director

The Managing Director has overall responsibility for the development, implementation and monitoring of LWB Training health and safety policies, including the organisation and arrangements and will ensure:

- The health and safety policy is periodically reviewed
- Effective arrangements are in place to ensure that LWB Training health and safety policies and procedures are implemented, effectively managed and monitored
- Health and safety is given the same importance as other business aims
- Positive action is taken over any willful disregard of the health and safety policy, procedures and arrangements by any employee. If necessary, this will be by use of disciplinary procedures
- Monitor changes in health and safety legislation, identifying those that have a direct effect on LWB Training
- Formulate, develop, and review LWB Training health and safety policies and procedures to ensure LWB Training complies with its statutory duties.
- Provide health and safety advice to all LWB Training employees
- When serious hazards are identified, take appropriate action, which can include the decision to stop work likely to cause injury to employees, contractors or the public.

This is managed in consultation with the Apprenticeship Manager.

Apprenticeship Manager

The Apprenticeship Manager is responsible for the day-to-day implementation of LWB Training health and safety policies and procedures within areas of their control.

Their main responsibilities are to ensure:

- Safe systems of work and procedures are developed and implemented.
- Suitable and sufficient risk assessments are undertaken for all work-related activities undertaken by their staff
- Health and safety training needs are identified and that the right staff receive appropriate training.
- Adequate supervision and instruction is provided to the degree identified in the risk assessment.
- Their staff are informed about and updated on the health and safety issues that may affect them.
- Work equipment is suitable for the task for which it is being used, is properly maintained and where appropriate routinely and regularly inspected/tested.
- Their staff are consulted on matters relating to their health and safety to encourage a positive, pro-active safety culture.
- Accidents and incidents within their areas of control are reported and adequately investigated in order to establish root causes and introduce measures to prevent recurrence.
- The activities of employees and contractors are monitored to ensure compliance with health and safety regulations and Council policies and procedures.
- Health and safety records, such as: premises inspections, DSE assessments, training records, machinery/equipment maintenance records are maintained and made available for audit.

LWB Training employees

Employee duties for health and safety can be found in section 7 of the Health and Safety at Work Act 1974. Employees must:

- Be familiar with, and follow, all instructions and arrangements for health and safety issued by their employer. If in doubt, ask their line manager for further explanation.
- Follow all safe working practices and not put themselves, or others who may be affected by their acts or omissions at risk.
- Co-operate with their managers in implementing LWB Training codes of practice and health and safety policies.
- Bring to the attention of their line manager any hazards, situations or working practices, which have the potential to lead to injury, ill health or contravention of health and safety regulations.

- Where safety clothing or equipment has been identified and issued, ensure that it is used correctly for its intended purpose and properly stored when not in use.
- Report all accidents, incidents, dangerous occurrences and near misses on the council's accident reporting form and pass to their line manager in accordance with council procedures.
- Not interfere with, or misuse anything provided in the interests of Health & Safety

Arrangements

There are a number of methods used to ensure that the activities and services LWB Training provides are as safe as they can be for employees, contractors, members of the public and any others that might be affected.

The following list gives examples of some of most common methods:

- Safety Guidance Notes and policies provided centrally by LWB Training Managing Director.
- Risk assessments completed for all activities
- Documented safe systems of work
- Selection, provision and maintenance of Personal Protective Equipment
- Purchasing policies for Equipment, Materials and Substances
- Monitoring and controlling exposure to substances hazardous to health
- Equipment maintenance and inspection schedules
- Contract terms and conditions
- Health and safety training
- Employment of competent management and supervision

The sum of all documents produced in support of the above activities will form the arrangements section of this safety policy.

Apprentices

We take seriously the health, safety and welfare of apprentices. As all of our contact with apprentices will take place on employer's premises, we will ensure that all health and safety procedures the employer has in place are followed while we are responsible for the apprentices (e.g. in workshops).

If an apprentice has an accident or becomes ill during a session with an LWB Training employee, we will notify their line manager and will support them to follow the employer's procedure for reporting such an event.