



Employment, Business and Skills

Health and Safety Policy

Document Owner: Celia Willson

Head of Programmes and Performance.

Reviewed: 31/5/2022

Health and Safety Policy

This Health and Safety document complements the London Borough of Waltham Forest Health and Safety Policy and highlights issues particularly relevant to Employment, Business and Skills (EBS). A copy of the full London Borough of Waltham Forest Health and Safety at Work Policy is available to view on the council's intranet. The borough's Safety Management Unit provide expertise and support directly to (EBS) when required.

Corona virus - The service ensures compliance with government guidelines and the London Borough of Waltham Forest procedures and protocols.

1. SECTION ONE – POLICY STATEMENT

1.1 The Strategic Head of Employment and Skills seek to provide, through constant review, the safest and healthiest working and learning conditions as are reasonably practical, in or about the premises and workplaces within their responsibility, taking into account elements of risk. In determining what might be dangerous, they will consider those risks which might reasonably be foreseen as a cause of injury to anybody acting reasonably, in situations that might reasonably be expected to occur. They will enlist the support of all employees in obtaining high standards of care. They will take all reasonable steps to meet their duties.

They will ensure that:

- Persons not employed by LBWF are protected from risks to health and safety
- Regular inspections of all workplace and learning/training activities and the appropriate
- Risk assessments are carried out and a report provided for all persons concerned.

1.2 The Executive Director of Economic Growth and Housing Delivery has, however, to make it clear that although overall responsibility for Health and Safety matters is accepted, each employee is responsible for their own and others health and safety.

1.3 Whilst at work, employees must take reasonable care for the health and safety of themselves and of others, particularly learners who may be affected by their acts or omissions at work. They must also co-operate with their manager, or others who may have legal responsibilities under the relevant Health and Safety at Work legislation and regulations.

1.4 No one must intentionally or recklessly interfere with, or misuse anything required by law and provided in the interests of health, safety or welfare.

In order to carry out their role under Health and Safety at Work Act 1974, all employees must take full account of all oral and written instructions given to them on safety issues.

2. SECTION TWO – ORGANISATION

2.1 Employment, Business and Skills is part of Economic Growth and Housing Delivery directorate of the London Borough of Waltham Forest. Within the directorate, the Executive Director has overall responsibility for Health and Safety. Responsibility within EBS is delegated down to the Strategic Head of Employment and Skills.

- 2.2 Health and Safety implementation and co- ordination in EBS is delegated to managers through the management team.
- 2.3 The Health, Safety & Safeguarding focus group supports managers to implement and co- ordinate all Health and Safety matters in EBS. Matters for discussion should be brought forward to members of this group.
- 2.4 The person responsible for Health and Safety at each site is the EBS Operations and Services Manager.
- 2.5 All staff and learners have the responsibility to co-operate with managers to achieve a healthy and safe workplace, to take reasonable care of themselves and others and report health and safety problems which they are not able to put right.
- 2.6 The person responsible for Health and Safety related to Work Based Learning trainees when off-site is the Apprenticeship Accounts Manager.
- 2.7 The person responsible for Health and Safety related to learners in off-site venues is the Lecturer. The lecturer should ring the nearest main centre for support and advice (eg, The Junction or Queens Road Learning Centre).

3. SECTION THREE – HEALTH AND SAFETY ARRANGEMENTS

Full arrangements are outlined in London Borough of Waltham Forest Health and Safety at Work. Particular issues are:

3.1 Codes of Practice

All members of staff are required to comply with the Policies and Codes of Practice issued by London Borough of Waltham Forest. These can be found on the Council's Intranet.

3.2 Reporting of Hazards

In the interest of themselves and others, all staff must report immediately any hazards, unsafe practice or near-miss accidents at work to their line managers.

3.3 Risk Assessment

Risk assessments on buildings and classrooms and work placements are carried out by competent staff. The EBS Health, Safety & Safeguarding focus group will discuss the results of risk assessments so that appropriate measures can be devised. Risk assessments should be conducted before using new venues and before a learner begins a new work placement. Risk assessments are reviewed following workplace changes or at least annually.

3.4 First Aid Procedures

There are a number of trained staff designated as First Aiders, their names and telephone numbers are displayed in reception areas and notice boards. First Aid boxes can be found on every floor.

3.5 Reporting and Investigating of Accidents

In the event of an incident the Injured Person (IP) or the line manager for the activity must report the incident as soon as possible and the report must be an accurate description of what has happened. Reports should be made via the AIR Line (Accident and Incident reporting Line) by dialing 03300 586 469. Any accidents of a serious nature will be investigated by a Line Manager or appropriate Manager and reported to the Health and Safety Executive, as well as the above. Any correspondence received from the HSE, the fire authority or a prohibition notice must be reported to the Head of Performance and Operations and Safety Management Unit via the line management structure.

3.6 Personal Protective Clothing and Equipment

Where provided, protective clothing and equipment must be used by staff and learners at all appropriate times. Disregard may result in action under disciplinary procedures. Staff are encouraged to carry out regular inspections of the equipment/machinery used by them or their learners and report defects to the Operations and Services Manager.

3.7 Training/Staff Development

Staff development related to Health and Safety is included in EBS staff development training programme, which is distributed by the Quality Support Officer.