

2.1 Health and Safety Policy

2.1.1 Health and Safety Policies Statement

Health and Safety at Work etc Act 1974 - Our general statement of policy is:
Basingstoke Consortium and EBP South are committed to providing a safe and healthy working environment for all employees. We therefore regard health and safety as a priority and an integral part of our business.

This commitment extends to providing, so far as is reasonably practicable, a safe, healthy and supportive environment for learners on all funded programmes. When working with children and young people, Basingstoke Consortium and EBP South will endeavour to work with stakeholders to implement the safe learner concept, through the promotion of risk education and safety awareness.

The Health and Safety at Work Act 1974, together with other related regulations, place specific responsibilities on both employers and employees. We intend, as a matter of policy, to comply, so far as is reasonably practicable, with all health and safety requirements.

Basingstoke Consortium and EBP South are committed to:

Provide and maintain in a safe manner all work equipment

Ensure the safe handling of hazardous substances

Provide information, instruction and supervision for employees

Maintain safe and healthy working conditions

Provide all employees with appropriate training to ensure that they are competent to complete their tasks

Consult with our employees on matters affecting their health & safety

Provide adequate control of health & safety risks arising from work activities

Prevent accidents and cases of work-related ill health

Review and revise this policy, as necessary, at regular intervals.

The Chief Executive, Trustee Directors, Managers and Employees have the responsibility for implementing the safety policy throughout the business operation.

Chief Executive

Date of last review: March 2018

Date of next review: March 2019

2.1.1 RESPONSIBILITIES

The Board of Trustee Directors, all managers and employees are responsible for carrying out their work in a manner that will not put their personal health and safety at risk or that of their colleagues or anyone that may be affected by their actions or omissions.

Managers and employees must plan and perform their work in accordance with the health and safety policy, its associated procedures and in compliance with current legislation. It follows, therefore, that all managers and employees have the right and the responsibility to refuse to carry out work or undertake any activity, which they consider to be unsafe.

2.1.1a Board of Trustee Directors

The Board of Directors accepts ultimate responsibility for health and safety and is committed to ensuring that these responsibilities are fully discharged throughout Basingstoke Consortium and EBP South. The board considers health and safety to be a core management function and therefore will ensure that the necessary resources are available to implement the policy successfully. This includes ensuring that the policy is communicated effectively and that employees are competent to fulfil their health and safety roles.

The Trustee Directors accept that successful health and safety management can only be achieved through planning, and that the policy must be regularly reviewed and developed. It acknowledges that the primary responsibility for implementing the policy lies with Managers and that all employees have an important contribution to make.

The lead Trustee Director for this is Trevor Cartwright.

2.1.1b Chief Executive

The Chief Executive will ensure that:

There is an effective and efficient approach to health and safety within all parts of Basingstoke Consortium and EBP South

The necessary resources/budget are made available to provide competent safety management and for continuous improvements of health and safety performance of Basingstoke Consortium and EBP South

All employees are consulted on health and safety matters, by ensuring that safety is included as an agenda item at each of Basingstoke Consortium and EBP South meetings

Employees with specific responsibilities have the necessary authority, expertise, training and resources to exercise their responsibilities effectively

All levels of management understand, actively support and implement the Basingstoke Consortium and EBP South's health and safety policy and procedures

Policies and procedures are developed to meet legal, moral and best practice obligations

There is a suitable organisation structure for planning, implementing, monitoring, reviewing and evaluating health and safety arrangements

All accidents, incidents and near misses are reported to the board

2.1.1c Managers

All managers will ensure:

That all employees under their control know and accept their personal responsibility for the safe working of themselves and others that may be affected by their acts or omissions

That all employees under their control are properly trained and supervised, and in particular, receive adequate induction training and on and off the job training in appropriate aspects of health, safety and welfare

That all employees understand their responsibilities for health and safety, as defined in the health and safety policy and are capable of performing their duties to the required standard

That they operate within all legislative and the Basingstoke Consortium and EBP South requirements applicable to the work of their team

That they maintain high standards of housekeeping in their office areas/teams

A consistent implementation of Basingstoke Consortium and EBP South's policies and procedures within their area of accountability

That they co-operate with the Chief Executive and the Health and Safety Advisor, on health and safety matters

Ensure risk assessments for their teams/tasks within their responsibility are completed and they implement the risk assessment findings.

That all accidents, incidents, near misses, diseases and dangerous occurrences are recorded and investigated by a competent person. Comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations and the accident reporting mechanism of the relevant government funding agency.

That they complete any other reasonable health and safety activity, as defined by Basingstoke Consortium and EBP South's Chief Executive

2.1.1d Health and Safety Advisor

The Health and Safety Advisor's specific responsibilities include, but are not limited to:

The provision of advice and guidance to Basingstoke Consortium and EBP South's Chief Executive, Trustee Directors, managers and employees

The provision of health and safety updates to Basingstoke Consortium and EBP South's Chief Executive on changes in safety legislation and guidance

The development and updating of all health and safety policy, arrangements, procedures and documentation

The provision of advice and assistance where required during the investigation of accidents

The completion of risk assessments for the office and implementation of the findings

Ensuring that Basingstoke Consortium and EBP South's Health and Safety Policy is reviewed, evaluated and updated and the arrangements for health and safety receive an annual audit and review

2.1.1e Employees

All employees have a duty to:

Take reasonable care of the health and safety of themselves and of other persons who may be affected by their acts and omissions at work

Co-operate with their employer to enable the employer to perform, or comply with, any legal duty or requirement

Complete risk assessments for their tasks within their responsibility and implement the risk assessment findings

Not to interfere with, or misuse, equipment provided in the interest of health and safety

Use equipment, procedures and documentation provided for their work as they have been trained

Not to use equipment that they have not been trained to use

Inform their manager of any work situation that represents a serious and immediate danger to themselves and others

Reports all accidents immediately and enter the details in the accident book

Report near misses to Health and Safety Adviser

Keep their working area clean and tidy to minimise risk

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Appendix

Basingstoke Consortium

HSO03 Learner Programme Safety Verification Process – file path tbc

EBP South

HS001 *U:\Users Shared Folders\Health & Safety and Safeguarding\H&S Employee Pack*

HS002 *U:\Users Shared Folders\Health & Safety and Safeguarding\H&S Learner Pack*

2 ARRANGEMENTS

2.1.2a Accident Reporting— Basingstoke Consortium and EBP South employees

This procedure ensures that all accidents, incidents and dangerous occurrences, involving Basingstoke Consortium and EBP South employees, are investigated to determine the cause and appropriate action taken to prevent re-occurrence.

2.1.2b Accidents / Incidents / Near misses

All accidents must be recorded in the accident book.
All incidents and near misses must be recorded.

Where it deemed necessary and appropriate, the Health and Safety Adviser should inform the Chief Executive. An investigation should then be completed, to identify the accident causes and any remedial action.

Basingstoke Consortium and EBP South documentation used to implement this policy, is contained within Basingstoke Consortium Learner Programme safety and verification process appendix HS003 and EBP South H&S Employee Pack at appendix HS001

Reporting of Injuries, Diseases and Dangerous Occurrence Regulations (2013)

2.1.2c Fatality/Major Injury/Dangerous Occurrence

In the event of a RIDDOR reportable incident, the Health and Safety Adviser must inform the relevant enforcing authority by the quickest means possible, usually by telephone or internet.

2.1.2d Lost Time Accidents

If an employee is absent from work for ***over seven days**, as a result of an injury arising from their work, the Health and Safety Adviser must be notified. They must inform the relevant enforcing authority by the quickest means possible, usually by telephone or internet.

**This is where an employee is away from work or unable to perform their normal work duties for more than seven consecutive days(not counting the day of the accident)*

2.1.2e Diseases

If written confirmation is received from a medical practitioner that an employee is suffering from a notifiable disease, the Health and Safety Adviser must inform the relevant enforcing authority by the quickest means possible, usually by telephone or internet.

2.1.2f Follow up Action

The Manager/Safety Adviser should ensure that all remedial actions are completed

The Health and Safety Adviser should review all accident and incident reports and recommend further action as appropriate to the Chief Executive.

2.1.3 First Aid Policy— Basingstoke Consortium and EBP employees

2.1.3a

Basingstoke Consortium and EBP South has a duty under the Health and Safety First Aid Regulations (1981), to provide adequate and appropriate equipment, facilities and personnel to ensure their employees receive immediate attention if they are injured or taken ill at work. Basingstoke Consortium and EBP South will inform all employees of the arrangements that have been made in connection with the provision of first aid facilities, including equipment and those employees trained in first aid

2.1.3b

To meet this requirement Basingstoke Consortium and EBP South will:

Display the names of employees trained in basic first aid and of employees trained as Appointed Persons.

Provide access for all staff to an adequately stocked first aid kit, which will be clearly identified.

Arrange for the continuity of training to maintain a satisfactory number of employees qualified in basic first aid.

2.1.3c

During induction training, employees will be informed of:

Their responsibilities in the event of an accident.
The location of their local First Aider and first aid kit.
First aid and accident reporting procedures.

Whilst we have no legal responsibility to provide first aid for non-employees, it is our policy to provide emergency cover for visitors and contractors on the premises of Basingstoke Consortium and EBP South, to ensure safe evacuation to the nearest medical services.

2.1.4 FIRE SAFETY AND EMERGENCY EVACUATION PROCEDURES

2.1.4a

All employees are required to familiarise themselves and understand the Fire and Emergency Evacuation procedures for Basingstoke Consortium and EBP South offices.

Please ensure that you know:

The location of your nearest FIRE EXIT and where it exits the building;
The Assembly point;
The location of your nearest fire alarm call point.

2.1.4b

As part of the induction programme, each employee will be briefed on the evacuation route(s), the fire alarm call points and the location of the Assembly Point.

2.1.4c What to do in the case of fire

By the person discovering the fire:

Ensure that no one is in immediate danger.
Sound the fire alarm at the nearest break glass alarm point (the 'Break Glass' alarm points are on the main exit routes); and
Leave the building by the nearest FIRE EXIT and go to the Assembly Point.

By all other staff not committed to specific Fire Duties, on hearing the alarm:

Leave the building via the nearest FIRE EXIT

Do not return to your desk to collect personal belongings.

Go straight to the Fire Assembly Point, obeying the instructions of the Fire Wardens.

Wait for further instructions.

2.1.4d Please Note:

If you have visitors with you, please ensure they are escorted safely from the building to the Fire Assembly Point. Do not use lifts.

2.1.4e

Fire risks for the Basingstoke Consortium and EBP South area of the premises will be assessed by the Health and Safety Adviser as part of the risk assessment programme.

2.1.4f

The Health and Safety Adviser is responsible for ensuring that fire appliances on the premises are tested regularly with the tests recorded. This is completed, under contract.

2.1.5 RISK ASSESSMENT POLICY

2.1.5a

It is the policy of Basingstoke Consortium and EBP South to carry out suitable and sufficient risk assessments of the risks to health and safety of our employees, and to others who might be affected by our work activities across all provision.

2.1.5b

To ensure that this happens we will:

Identify all hazards with a potential to cause harm to our employees and others who may be affected by our activities.

Evaluate the probability and severity of potential injury or damage.

Analyse the options for eliminating, reducing or controlling the identified risks and then take the appropriate action.

Review the assessments periodically and particularly where they may no longer be valid or where there has been a significant change in the work activities or processes.

2.1.5c

Basingstoke Consortium and EBP South documentation used to implement this policy, is contained within the Basingstoke Consortium Learner Programme safety and verification process appendix HS003 and EBP South H&S Employee Pack at appendix HS001

2.1.6 CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (C.O.S.H.H)

2.1.6a

It is our intention that wherever possible the use of harmful substances will be reduced to a minimum

2.1.6b

Within Basingstoke Consortium and EBP South premises the following substances may be stored and used:

Substances used in the maintenance and operation of photocopiers, printers and other office equipment.

Cleaning agents stored and used in the area.

2.1.6c

In order to meet its obligations, as defined in the COSHH Regulations, Basingstoke Consortium and EBP South will:

Identify and obtain information concerning all hazardous materials used.

Assess the risk to all employees exposed to hazardous materials.

Eliminate, minimise, or control the risk by effective measures.

2.1.6d

Basingstoke Consortium and EBP South documentation used to implement this policy, is contained within Basingstoke Consortium Learner Programme safety and verification process appendix HS003 and EBP South H&S Employee Pack at appendix HS001

2.1.7 DISPLAY SCREEN EQUIPMENT (DSE)

2.1.7a

It is the intention of Basingstoke Consortium and EBP South that display screen equipment (DSE) users are identified and assessments made to ensure that workstations are ergonomically correct.

2.1.7b

The Display Screen Equipment Regulations 2002 place a responsibility on Basingstoke Consortium and EBP South to complete an assessment of each employee's workstation. This must be completed for all employees who use DSE as a significant part of their job.

2.1.7c

Basingstoke Consortium and EBP South will provide training in the risks to health of employee's using DSE and the preventative and protective strategies to reduce such risk. The working environment in which display screen equipment is used should be safe, with minimum risk to health.

2.1.7d Display Screen Equipment Risk Assessment

As part of the risk assessment policy, all managers will be asked to identify the significant risks within their work area/tasks. In addition, each employee will be requested to complete a workstation questionnaire as part of their induction. Once completed should be forwarded to the Health and Safety Adviser.

The information collated from the Self Assessment Questionnaire will identify those employees who require additional workstation equipment, or specialist training in the use of workstation equipment.

2.1.7e

It is the responsibility of each manager to ensure that a Self Assessment Questionnaire is completed for employees within their team.

In addition, all managers are expected to review the DSE work undertaken by their team to ensure that the work activity is structured and that natural breaks in that activity occurs.

2.1.7f

Basingstoke Consortium and EBP South documentation used to implement this policy, is contained within the H&S Employee Pack at appendix HS001

2.1.7g Eyes and eyesight

In line with the requirements of the Display Screen Equipment Regulations 2002, Regulation 5. Basingstoke Consortium and EBP South accepts its undertaking regarding the provision of eye tests for display screen users. Basingstoke Consortium and EBP South is keen to encourage employees to take up this opportunity.

Basingstoke Consortium and EBP South will also contribute £45 towards the cost of glasses or contact lenses if:

- They are used **specifically** for DSE use or;
- Your normal glasses or contact lenses include a **“Special (Intermediate)”** prescription for the distance at which the screen is viewed e.g. varifocals which include an intermediate prescription

Evidence from the Optometrist will be required to support any claim for the additional contribution.

2.1.8 MANUAL HANDLING POLICY

2.1.8a

The Manual Handling Operations Regulations (1992) place a responsibility on the organisation to eliminate, minimise or control the risks from the manual handling of loads within the work environment. In order to achieve this objective, Basingstoke Consortium and EBP South requires that all employees adopt safe working practices, with regards to the manual handling of all loads.

2.1.8b

It is our policy to prevent or reduce manual handling risks by ensuring that:

Where possible, deliveries are taken to the point of use or storage by the contractor.
Loads are small and as light as possible through sensible purchase procedures and contract.

Suitable manual handling aids are provided.

Employees who have to carry out manual handling operations receive adequate training in the process/tasks and in the best way to move loads so as to reduce the risk of injury.

2.1.8c

It is also our policy that managers:

Will not expect employees to move any load that manager thinks is beyond the capacity of the employee.

Ensure employees have a good regard to good manual handling techniques, use any aids provided and follow safe systems of work.

Will not expect employees to move any load that the employee thinks is liable to cause them injury.

2.1.8d

As part of the risk assessment process, all managers are asked to identify the significant risks within their work areas. The Safety Adviser will collate this data.

2.1.8e

Where the manager's risk assessment raises lifting tasks as a significant risk to their employee's, further action will be required. As part of the collation process, the hazard and risk appropriate to the work tasks and environment will prioritise the allocation of manual handling training.

2.1.8f

Basingstoke Consortium and EBP South documentation used to implement this policy, is contained within the H&S Employee Pack at appendix HS001

2.1.9 ELECTRICAL SYSTEMS AND EQUIPMENT POLICY

2.1.9a

It is the policy of Basingstoke Consortium and EBP South to comply with the Electricity at Work Regulations (1989) and guidance from the Health and Safety Executive.

2.1.9b

We will reduce electrical hazards to a minimum by using:

Competent or qualified persons for maintenance tasks.

Qualified persons for repair tasks.

Competent or qualified persons for regular inspecting and testing.

Safe systems of work for all work carried out on electrical systems.
Safe, suitable and approved materials and equipment.

2.1.9c

Regular inspections and testing shall be carried out with portable appliance testing will take place at a frequency determined by the risks associated with their use.

2.1.9d

Electrical risks will be assessed as part of the Management Risk Assessment.

2.1.9e

All employees are reminded that no personal portable electrical equipment, i.e. mobile phone chargers, fans, kettles, etc, are permitted onsite unless presented for inspection and authorised by Health and Safety Advisor.

2.1.10 NEW AND EXPECTANT MOTHERS POLICY

2.1.10a

Basingstoke Consortium and EBP South will carry out Risk Assessment for all new and expectant mothers.

2.1.10b

It is our policy to prevent or reduce risks to new and expectant mothers by ensuring that they do not:

Undertake any manual handling tasks.
Spend excessive time at a workstation without taking adequate breaks.
Undertake excessive driving or travelling duties.

2.1.10c

As part of this process, we will fully take into account recommendations made by a medical practitioner or midwife

2.1.10d

The documentation used to implement this policy, is contained within the H&S Employee Pack at appendix HS001

2.1.11 VISITORS POLICY

2.1.11a

Basingstoke Consortium and EBP South accepts their duty to protect visitors to their premises from harm and recognise also that visitors may pose a risk to our employees. Therefore our policies for the control of visitors on our premises is as follows:

In the event of a fire alarm, the person who is accompanying the visitor should take the visitor to the assembly point and ensure that they remain there until it is safe to return to the premises.

We will provide First Aid if necessary and ensure all casualties are evacuated to the nearest medical service, if appropriate.

2.1.12 WELFARE FACILITIES

2.1.12a

In line with the requirements of the Workplace (Health, Safety and Welfare) Regulations 1992, Basingstoke Consortium and EBP South is committed to providing a safe place of work, with appropriate welfare facilities. These will include the following:

The provision of a good working environment, with all appropriate health and safety support facilities.

Safe access to, and egress from the office environment.

General welfare facilities, to include:

Hot beverage areas

Cold water supply

Toilet facilities

2.1.12b

In the provision of all of the above facilities, all employees have the responsibility to ensure that such facilities are not abused or misused. All employees are requested to support the organisation in maintaining a high standard of welfare facilities, and also to report where such standards are not maintained.

2.1.12c

Basingstoke Consortium and EBP South requires good housekeeping at all times. It is the responsibility of all managers to ensure that these standards are met within their team.

2.1.13 STRESS POLICY

2.1.13a

Basingstoke Consortium and EBP South will endeavour to comply with all legislation and good working practice and to identify sources of stress in the workplace. Subsequently we will address areas of concern with the prime purpose of achieving a healthy workforce in which stress levels are as low as practicable.

2.1.13b

To achieve this we will:

Take regular breaks and holidays.

Prevent stress by trying to control pressures to which employees are exposed.

Encourage timely reaction by managers and the ability to recognise and deal with stress amongst employees as it arises.

Promote and develop a supportive attitude to those employees identified as suffering from stress, including the development of strategies to deal with particular circumstances. Providing appropriate skills, training and resources needed for employees to do their jobs. Monitoring for excessive working hours.

2.1.13c Monitoring

The following reports will be used to monitor stress and provide an objective means of assessing the level of the problem and devising strategies for improvement.

Absence (reports on levels and reasons for employee absence).
Employee appraisal and development.

2.1.14 TRAINING

Health & Safety Training

Basingstoke Consortium

Julie Poynter	NEBOSH general certificate IOSH
Katie Clark	IOSH Health & Safety for Work Placement Personnel
Julie Biles	IOSH Health & Safety for Work Placement Personnel
Amanda Pike	IOSH Health & Safety for Work Placement Personnel
Sarah Singlehurst	IOSH Health & Safety for Work Placement Personnel

EBP South

Ian Saynor	IOSH Health & Safety for Work Placement Personnel NEBOSH Level 3 Certificate in Occupational H&S Emergency First Aid
Julia Jennings	IOSH Health & Safety for Work Placement Personnel
Matthew Barnard	IOSH Health & Safety for Work Placement Personnel
Samantha Walker	IOSH Health & Safety for Work Placement Personnel
Samantha Broad	IOSH Health & Safety for Work Placement Personnel
Kerry Murcott	IOSH Health & Safety for Work Placement Personnel
Adam Bunting	IOSH Health & Safety for Work Placement Personnel

2.1.14a

Basingstoke Consortium and EBP South recognise the importance and value of health and safety training and are committed to providing adequate information, instructions and training for all employees. Training will be given in accordance with the requirements of the job role and tasks to be undertaken.

2.1.14b

Basingstoke Consortium and EBP South will ensure that all new employees receive induction training covering the following:

Health and Safety Policy
Accident reporting procedures
Fire arrangements and first aid facilities
Safe manual handling
Risk assessment policy
Employee responsibilities

This is not an exhaustive list

2.1.14c

In addition to the above, additional specific information will be provided, relevant to the employees particular tasks or job, which will be arranged by the appropriate manager.

2.1.15 CHILDREN AND YOUNG PEOPLE on BASINGSTOKE CONSORTIUM AND EBP SOUTH premises

2.1.15a

It's the policy of Basingstoke Consortium and EBP South to prevent or reduce risks to them by carrying out through risk assessments to identify any risk to their health arising from their work. These would be in addition to our regular programme of risk assessments.

2.1.15b

It is also our policy to prevent or reduce risks to children and young people by ensuring that they do not:

Undertake any manual handling tasks without training and supervision
Operate machinery i.e. shredders without training and supervision
Spend excessive time at a workstation without taking adequate breaks

2.1.15c

Risk assessments will be completed in accordance with Regulation 19 of the Management of Health and Safety at Work Regulations.

2.1.15d

If a child is placed within a Basingstoke Consortium and EBP South site on work experience, information on the significant risks and control measures will be passed to the parents/guardian, prior to the work experience starting.

2.1.15e

The documentation used to implement this policy, is contained within the Basingstoke Consortium, Learner Programme safety and verification process appendix HS003 and EBP South H&S Employee Pack at appendix HS001

2.1.16 CONSULTATION AND COMMUNICATION WITH EMPLOYEES

2.1.16a

In accordance with the requirements of the Health and Safety (Consultation with Employees) Regulations 1996 and the Management of Health and Safety at Work Regulations 1999, Basingstoke Consortium and EBP South is committed to ensuring the Health, Safety and Welfare of all its employees whilst at work.

2.1.16b

Consultation and communication with employees on health and safety matters is a key element to the successful achievement of this objective.

2.1.16c

All employees are responsible for providing feedback on their views/concerns about the health and safety arrangements and to also report any defects or failings they identify.

2.1.16d

Consultation with employees will be undertaken by the inclusion of health and safety as a standing agenda item on all team meetings.

2.1.17 LONE WORKING POLICY

2.1.17a

Basingstoke Consortium and EBP South recognises its responsibility to assess the risks to lone workers and to take steps to avoid or control the risk where necessary. This will be highlighted as part of the Management Risk Assessment completed by managers. Additional risk assessments may then have to be completed as appropriate.

2.1.17b

Lone workers can be grouped into the following areas:
Workers in fixed establishments.
Mobile workers working away from their fixed base.

2.1.17c

Within our organisation, the second category predominantly applies, where certain employees may be required to visit commercial premises as part of their duties.

2.1.17d

Where this is necessary, the following steps should be followed:

The employee should ensure that the calendar within their PC is fully up to date, highlighting their offsite location.

The employee must have a mechanism for raising the alarm e.g. a mobile phone.

Regular contact is made between the employee and the office using a phone.

The employee should ensure that they have the office and managers contact numbers.

2.1.17e Personal Safety

All employees should consider whether any meeting outside of the office would make them particularly vulnerable:

Visits to remote locations.

Visits to home addresses.

You suspect the company is a sole trader.

This is not an exhaustive list

You should be accompanied to the meeting with a colleague. If this does not become apparent until you arrive, phone the office and advise a member of the Management Team that you will call again as soon as the meeting is over.

Before leaving the office you must ensure that a member of the Management Team knows what time you expect to return or, if your meeting is at the end of the day, if you are going home afterwards.

If whilst out, it becomes obvious that you will not be back in the office by the estimated return time, it is your responsibility to phone the office and inform a member of the Management Team. If you have not reported to the office by the estimated return time a member of the Management Team will follow the Emergency Procedure.

2.1.17f Emergency Procedures

Telephone the employee on their mobile number: Remember, they may have to stop their car to answer the phone or call back.

If there is no answer, telephone the company they were visiting and ask to speak to the employee concerned to ascertain what time they left. Allow enough time for the return journey and try their mobile number again.

If there is no reply try phoning the person at home.

If there is no reply from the mobile or home contact numbers alert a member of the management team who will then be responsible for contacting the next of kin.

2.1.17g

Basingstoke Consortium and EBP South documentation used to implement this policy, is contained within Basingstoke Consortium Learner Programme safety and verification process appendix HS003 and EBP South H&S Employee Pack at appendix HS001

2.1.18 HOMEWORKING

2.1.18a

Home workers are those people employed to work at home for an employer.

2.1.18b

It is the position of Basingstoke Consortium and EBP South that whilst an employee may choose to work from home occasionally, there are no contracted home workers, as the normal place of work is the office.

2.1.18c

There is no contractual right to home working. However the view of Basingstoke Consortium and EBP South is that where necessary, provided the business of the organisation is not inconvenienced and the line manager is in agreement, employees can work at home if needed.

2.1.18d

Line managers should not unreasonably refuse requests. Employees should note that there is no right to work at home and that they are normally required to be present at their place of work.

2.1.19 SAFETY VERIFICATION SYSTEMS

To be read in conjunction with the employee handbook
Section: **2.3 Safeguarding Children and Young People**

2.1.19a

Basingstoke Consortium and EBP South is committed to ensuring, so far as is reasonably practicable, a safe, healthy and supportive environment for all learners, across all programmes.

2.1.19b

The relevant procedures and associated documentation used by Basingstoke Consortium and EBP South to verify the safety mechanisms across all programmes are contained within Basingstoke Consortium Learner Programme safety and verification process appendix HS003 and EBP South H&S Learner Pack at appendix HS002

2.1.20 LEARNER SAFETY PREPARATION

2.1.20a

Basingstoke Consortium and EBP South will endeavour to implement the safe learner concept, whilst working with all relevant stakeholders, through the promotion of risk education and safety awareness.

2.1.20b

The relevant procedures and associated documentation used by Basingstoke Consortium and EBP South to verify the safety mechanisms across all programmes are contained within the Basingstoke Consortium Learner Programme safety and verification process appendix HS003 and EBP South H&S Learner Pack at appendix HS002

2.1.21 LEARNER SAFETY MONITORING

2.1.21a

Basingstoke Consortium and EBP South will endeavour to work with all relevant stakeholders to ensure that learners are monitored throughout the duration of all programmes.

2.1.21b

The monitoring mechanism, for each funded programme, will be agreed with all stakeholders.

2.1.21c

The relevant procedures and associated documentation used by Basingstoke Consortium and EBP South to verify the safety mechanisms across all programmes are contained within the Basingstoke Consortium Learner Programme safety and verification process appendix HS003 and EBP South H&S Learner Pack at appendix HS002

2.1.22 LEARNER INCIDENT REPORTING AND INVESTIGATION

2.1.22a

Basingstoke Consortium and EBP South is committed to the safety of all learners, on all programmes. Basingstoke Consortium and EBP South recognises the contractual obligations of the relevant government funding agency, to investigate and report all R.I.D.D.O.R incidents to learners whilst on funded provision.

2.1.22b

The relevant procedures and associated documentation used by Basingstoke Consortium and EBP South to record, investigate and report R.I.D.D.O.R accidents to learners are contained within the Basingstoke Consortium Learner Programme safety and verification process appendix HS003 and EBP South H&S Learner Pack at appendix HS002

2.1.23 MANAGEMENT REVIEW

2.1.23a

It is the policy of Basingstoke Consortium and EBP South to ensure all health and safety systems are dynamic and under continuous improvement. To achieve this we will regularly review our policies, procedures and arrangements to ensure that they continue to provide suitable and sufficient health, safety and welfare requirements for employees, and reflect our business activities.

2.1.23b

The Health and Safety Adviser has the following responsibilities:

To ensure that the performance of health and safety is managed, through audits and inspections, which are reported effectively to the Chief Executive.

To ensure that all feedback information is analysed to identify trends and opportunities for improvement.

To collate all audit results and actions.

To review accident and incident reports and other feedback information, including “near misses”.

2.1.24 SAFETY AUDITING

2.1.24a

It is the policy of Basingstoke Consortium and EBP South to ensure all health and safety systems are dynamic and under continuous improvement

2.1.24b

To achieve this our policies, arrangements, procedures and premises will be regularly audited to ensure they reflect suitable health, safety and welfare requirements for all employees for our work activities.

2.1.24c

Basingstoke Consortium and EBP South's Health and Safety Adviser is responsible for establishing, maintaining and undertaking internal Health and Safety Audit Programme. The Chief Executive is responsible for ensuring that where necessary, appropriate remedial actions are taken from the conclusions of the safety audit.

2.1.25 DRIVING POLICY

2.1.25a Policy statement

Driving is among the most hazardous tasks performed by employees. Legislation places a duty on the employer to provide a safe working environment; this is also extended to driving on business. It is a requirement for employees to follow safe driving practices. This include steps to ensure the driver's total concentration and safe operation of vehicles, such as determining clear directions before departing, refraining from operating equipment such as mobile phones while the vehicle is moving, and not operating a vehicle when the driver's ability is impaired. Drivers are expected to follow defensive driving principles, driving regulations i.e. The Highway Code to prevent accidents.

2.1.25b Code of conduct

Basingstoke Consortium and EBP South expects all employees whilst driving on company business to comply with traffic legislation, be conscious of road safety and demonstrate safe driving and other good road safety habits when driving.

The following actions will be viewed as serious breaches of conduct:

- Drinking or under the influence of drugs while driving
- Driving while disqualified, or not correctly licensed
- Reckless or dangerous driving causing death or injury
- Failing to stop after an accident
- Any actions that warrant suspension of licence

2.1.25c Responsibility as an employee

Employees, who drive on Basingstoke Consortium and EBP South business, will:

- Ensure they hold a current driving licence
- Immediately notify their line manager if their driver licence has been suspended or cancelled or has limitations placed on it
- Be responsible and accountable for their actions when driving on business
- Assess driving hazards and anticipate "what if scenarios"
- Wear safety belts
- Drive within legal speed limits
- Comply with traffic legislation
- Not to use a mobile phone (including hands free kit) when driving– *see instructions for mobile*

phone use

Ensure that your vehicle is within safe operating conditions. Checks should include proper inflation of tyres clean windows, mirrors properly adjusted, brakes, lights in working order, windscreen wipers and wash in working order.

Report any accident to your line manager, including those that do not result in damage or injury

Record all details of the accidents and report to the police if applicable

Take regular and adequate rest breaks - at least 15 minutes for each 2 hours driven, stop when tired.

Plan journey ahead, taking into consideration pre-journey work duties, the length of the trip and post journey commitments.

Discuss any exceptional circumstances with the CEO prior to undertaking the journey (such as exceptionally long journeys, long haul flights etc)

In additional, all employees using their own car for business mileage must observe the following:

Ensure your insurance covers business travel

Ensure that your vehicle has a valid MOT certificate and is in a roadworthy condition

Ensure that your vehicle has valid road tax.

Ensure that you are not taking any medication that may impair your driving ability

Basingstoke Consortium and EBP South will not accept liability for any damage to privately owned vehicles

2.1.25d Training

Should an employee have an unacceptable level of accidents whilst driving on business, Basingstoke Consortium and EBP South may request that driver completes additional training, before allowing that person to drive on business again.

2.1.25e Responsibility as an employer

Basingstoke Consortium and EBP South will not require an employee to drive under conditions which are considered unsafe and/or likely to create an unsafe environment, physical distress, fatigue, etc.

We will do this by:

Ensuring that all employees are aware of their responsibility to check the vehicle prior to use, line managers take into account safe driving times when reviewing work load. Take into account individual driving needs and experience, collation of statistics on accidents and near miss incidents to ensure continuous improvement of driving policy, regular review of policy and procedures to ensure the development and quality of the driving policy.

2.1.25f Procedures

All employees will be required to provide evidence of their insurance cover (to include business use) during their induction period.

In addition, employees will be asked to produce copies of insurance details once a year (normally in January) to confirm continuity of appropriate insurance cover.

Instructions for Mobile phone use:

A substantial body of research shows that using hand-held or hands-free mobile phone while driving is a significant distraction and substantially increases the risk of the driver crashing.

Research shows that individuals are four times more likely to crash, injuring or killing themselves and/or other people.

Using a hands-free phone while driving, does not significantly reduce risks, because the problems are caused mainly by the mental distraction and divided attention, (RoSPA).

Mobile phones cause distractions in three ways:

Taking hands off the wheel

Becoming engrossed in a conversation and not concentrating on the road

Mental distraction

The use of mobile phones whilst driving is not acceptable except where a legally compliant hands free unit is installed, and even then it is strongly advised against. Employees should adopt the following principles:

You must never use a mobile phone whilst driving unless you have a fully legally compliant hands-free unit and are an experienced driver used to handling such equipment, even in such cases you should never initiate calls whilst driving.

Unless you have a hands free unit your phone should be switched off, with divert all calls to voicemail and check messages when your vehicle is stationary.

Never make calls, dial numbers or text while driving, even with a hands-free unit.

From a safety point of view, all use of mobile phones should be avoided whilst driving vehicle is being driven, even with hands-free units, as drivers cannot fully concentrate on driving if they are having to process and respond to phone calls. If the phone has to be left on (and this may only be the case where a legally compliant hands-free unit is installed), the driver should pull off the road (in a safe position) to make a call or take a call for any length of time. If in such conditions you receive a call you should indicate that you are driving and that you will call back when stationary.

Drivers should also be aware that if you have an accident whilst using a hands-free device you may be prosecuted for driving without due care and attention.

2.1.25g What to do if you have an accident or near miss

Stop your vehicle at the scene or as close as is safe, always ensure your safety first.

Record the following:

Details of other vehicle

Name and address of other driver

Name and address of any witnesses

Name of insurer

Description of incident

Contact the police:

If there are injuries

There is a disagreement over the accident

If you damage property other than your own

If you feel unsafe

To get the incident reference number

Notify travel of any/all injuries and vehicle damage sustained

2.1.25h Recommended Driving Hours

Daily driving hours must not exceed 10 hours more than twice a week

Maximum driving period 2 hours (followed by at least a 15 minute break out of the vehicle)

Daily rest period 11 hours not driving or working
Weekly driving limit 56 hours

These are not absolute limits but guidelines which you should not normally or regularly exceed. You should also consider working hours spent not driving and reduce driving hours accordingly.

It should be remembered that the hours given here are a maximum and are given so that both you and the organisation stay within the law. Advice from the Royal Society for Prevention of Accidents (RoSPA) is that the nature of the meeting and work undertaken needs to be taken into account in determining what is reasonable in terms of Driving and Work time. For example, they would view 5 hours total driving plus a full day's work at an event such as a meeting (where you might reasonably be expected to employ a large amount of mental activity) as being excessive whereas a shorter meeting or attendance at a less mentally intensive meeting would be conducive to a longer overall driving time. There is no hard and fast rule and in essence the law requires risk assessment to be taken for each trip. In reality this means considering the purpose of the trip, the type of work which will be undertaken, and the comfort of the driver in making any journey. Other factors that need to be taken into account are the likely weather and traffic conditions etc.

More information can be found on the Health & Safety Executive website and the Royal Society for The Prevention Of Accidents.