

TM/PP/103

RISK ASSESSMENT AND HEALTH
AND SAFETY v2

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RISK ASSESSMENT AND HEALTH AND SAFETY

1. Aim of Policy

This policy is in accordance with the Health and Safety at Work Act 1974 and all other relevant legislation and applies to all Teaching Matters activities.

2. Introduction

2.1 Teaching Matters recognises and accepts its responsibility as an employer to ensure a safe and healthy working environment for its learners, employees, visitors, contractors and others affected by its activities. It also acknowledges the Management of Health and Safety at Work, Approved Code of Practice (as approved by the HSC with consent of the Secretary of State, under section 16 of the Health and safety at Work etc. Act 1974).

2.2 This Policy document will be revised to reflect changing needs of the organisation and any changes which may become necessary as a result of developing legislation. This guidance document aims to serve as a reminder on general policy requirements of Health and Safety Legislation and to provide more detailed guidance and information on specific safety procedure and as such its primary purpose is to promote and develop Health and Safety for all.

2.3 Under the Health and Safety at Work Act 1974 all staff have a collective and individual responsibility to ensure, through their respective roles, the maintenance of a healthy and safe working environment. It is a requirement of the law that all staff assist and co-operate to promote health and safety and thus ensure high standards, of health and safety, consistent with these Policy requirements.

2.4 The Health and Safety Officer has the responsibility to advise on Health and Safety arrangements; to co-ordinate training; to liaise with enforcement and advice agencies; to co-ordinate arrangements to inform employees and third parties.

2.5 The Health and Safety Officer is responsible for ensuring the objectives of the Health and Safety Policy is achieved in practice.

2.6 All other staff have responsibilities for the day-to-day operational management of the Health and Safety Policy and implementation by participating in achieving the health and safety objectives for areas that affect them, by implementing and rigorously promoting the Health and Safety Policy and procedures as appropriate.

2.7 Teaching Matters will ensure that the objectives of the Health and Safety Policy are achieved in practice:

- safeguarding the health, safety and welfare of their employees
- safeguarding the health, safety and welfare of learners, contractors and visitors who may be affected by organisation's work activities

3. Responsibilities

3.1 The Health and Safety Officer

The Health and Safety Officer's duties and responsibilities include the following:

- Be the focus for provision of specialist knowledge and advice on health, safety and welfare issues.
- Monitor and oversee the practical implementation of the Health and Safety Policy.
- Maintain a high degree of awareness of health and safety issues as they might affect the operation of the Organisation and its duties towards its employees, students, contractors and visitors.
- Ensuring that accidents, hazards and near misses are dealt with and recorded according to procedures, including where appropriate, consultation with or notification to the HSE.
- Identifying training needs, skill gaps, and training programmes, and any associated training courses, as well as ensuring that adequate resource requirements are identified for approval for their completion.

Teaching Matters' Health and Safety Officer is Lee Rudge – lee.rudge@fea.co.uk

3.2 Coaches, Lecturers, Trainers and Managers

All coaches, lecturers, trainers and managers will ensure that:

- The safety responsibilities of new colleagues are communicated to them as part of their induction and undergo ongoing training on a regular basis.
- All colleagues under their direct control implement safe working practices at all times while carrying out Teaching Matters undertakings.
- New colleagues under their control are competent in their respective vocational areas and are appropriately trained on an ongoing basis to maintain this competency, ensuring that ongoing information, instruction and training is given to all colleagues where required.
- Appropriate health and safety assessments, vetting and statutory requirements are carried out for any properties under their control; this includes employer premises and other training provider locations where delivery is in partnership.
- An up-to-date statement of the company Health and Safety Policy is brought to the attention of all colleagues and that a copy is readily available.

3.3 Learners and employers

Learners and employers are introduced to the Health and Safety policy at the Commitment Statement meeting, shown where copies are available on the website and portal and give an electronic copy for their records. They are also asked to sign the Commitment Statement document to confirm their understanding and commitment to the Health and Safety policy.

Learner safety is of paramount importance. Learners should:

- Take reasonable care of themselves and anyone else who may be affected by their work.
- Use the correct tools and equipment for the job and ensure that they are kept in good condition.

- Understand the emergency procedures for the building they are working from.
- Work in accordance with information and training that has been provided to ensure their own safety and that of their colleagues.
- Make use of safety aids, appliances, equipment and PPE where necessary provided adequate training has been provided on their use beforehand.
- Report any hazardous defects in their workplace, any plant/equipment, or shortcomings in any existing safety arrangements to their line manager, while making the area/equipment safe if possible.
- Not undertake any task for which authorisation and/or training has not been given.
- Attend any health and safety training as required for their role.
- Report any accident, incident or near miss email teachingmatters@fea.co.uk

4. Working at home

4.1 For those people who are working at home on a long-term basis, there are risks associated with using display screen equipment (DSE). Teaching Matters will provide learners with advice on completing their own basic assessment at home. The Health and Safety Executive (HSE) provides useful guidance on how to avoid injury whilst working from home

<https://www.hse.gov.uk/msd/dse/home-working.htm>

4.2 The Health and Safety (Display Screen Equipment) Regulations 2003 are in force primarily to protect persons who operate computer equipment on a regular and/or continuous basis. However, even casual operators should be checked to ensure that equipment they operate does not put any unnecessary strain on their eyes, wrist and backs. Strains can be reduced by correct lighting, a well-designed computer desk and a comfortable chair of the correct height.

4.3 There are some simple steps people can take to reduce the risks from display screen work:

- breaking up long spells of DSE work with rest breaks (at least 5 minutes every hour) or changes in activity
- avoiding awkward, static postures by regularly changing position
- getting up and moving or doing stretching exercises
- avoiding eye fatigue by changing focus or blinking from time to time.

5. Working at an employer's site

Where Teaching Matters learners are working on an employer's site, they should familiarise themselves and adhere to the employer's Health and Safety policies.

6. Accident and incident reporting

The following should be read in conjunction with TM-PP-103a Health and Safety Incident Reporting Form and TM-PP-103b Risk Assessment Form v1.

Teaching Matters will ensure accident/incident reporting that results in the following:

- death or injury
- a dangerous occurrence that could have resulted in death or major injury
- ill health of an apprentice or member of staff

- an injury to staff that causes absence from work or a change in work activity for more than three days (including weekends)
- someone who is not at work suffers an injury as a result of an accident and is taken from the scene to a hospital.

Teaching Matters will keep a record of all accidents and incidents involving:

- Learners working from home
- Learners working at an employer's site
- Staff working from home
- Staff working at an employer's site.

The Health and Safety Officer will:

- Contact the Health and Safety Executive in the event of a reportable accident, dangerous occurrence or disease affecting Teaching Matters staff or students.
- Carry out investigations into the causes of accidents, dangerous occurrences and diseases where necessary.
- Ensure safekeeping of accident, dangerous occurrence documentation/forms.

7. Moving and handling

The Manual Handling Operations Regulations 1992 establish a clear hierarchy of measures to reduce the risk of injury when performing manual handling tasks. To summarise, manual handling operations which present a risk must be avoided so far as reasonably practicable, if these tasks cannot be avoided then each such task where there is a risk of physical injury must be assessed. As a result of that assessment the risk of injury must be reduced as far as is reasonably practicable.

Manual Handling operations cover lifting and related activities such as holding, carrying, lowering, pushing and/or pulling by hand or bodily force. They also extend to lifting and assisting people.

Common hazards are the manual movements of loads and frequent or awkward movements of the body, leading for example to back injuries and severe pains in the hand, wrist, arm or neck – repetitive strain injuries. Moving materials mechanically is also hazardous and people can be crushed or struck by material when it falls from lifting or moving device, or is dislodged e.g., from a storage stack.

All staff will therefore ensure:

- That manual handling is avoided where a safer way is practical or there is risk of injury
- Design of task suits the work to the person, not the person to the work where possible
- Assessment is made of the risk of injury from any manual handling operation that can't be avoided
- The risk of injury is reduced so far as is reasonably practicable.

8. Communication of the policy

Teaching Matters will bring revisions of its the Health and Safety Policy Statement to the notice of employees and other affected parties, as appropriate. Copies will be displayed in prominent positions i.e., notice boards, and will be part of any employee\learner handbook, to ensure ease of access and a good general distribution. It will also be available on the Teaching Matters website.

9. Risk Assessments

The Management of Health and Safety Regulations requires risk assessment be undertaken, reviewed regularly and a record kept of the findings. Where an activity or task is to be undertaken for the first time, it must be preceded by a risk assessment to consider and then be approved by appropriate Manager prior to commencement.

A hazard is anything that has the potential to cause harm (e.g., chemicals, electricity, working with ladders etc.). A risk is the likelihood (big or small) of harm actually occurring.

All Employees will:

- Undertake a risk assessment/hazard analysis of the activities in their care
- Assess activities whilst they are in progress
- Identify precautions necessary to eliminate or reduce the risk to an acceptable level, seek advice as necessary, and ensure all appropriate personnel are informed
- Record the findings of all risk assessment and safety inspections using the appropriate procedures/forms
- Ensure all staff/learners are aware of the hazards/risk.

10. Related Policies and Documents

Safeguarding and Prevent Policy

Covid-19 Guidance

TM-PP-103b Risk Assessment Form v1

TM-PP-103a Health and Safety Incident Reporting Form

11. Review of policy

This policy should be reviewed annually to update key information such as:

- Who has overall responsibility for the policy
- Members and details of Health and Safety team
- Change in legislation

Where legislation is updated, the policy should also be updated without waiting for the review date.