

Loida British Ltd Health and Safety Policy



LOIDA BRITISH
Learning & Training

Certificates Verification
No: 230165 - 230166

LOIDA BRITISH LTD

Health and Safety Policy for Loida British

1. Introduction

Loida British Ltd considers the health, safety and welfare of all employees, trainees and clients to be of primary importance to the well-being of the business and it is our continuing aim to make the Company a safe and healthy place in which to work and be trained. To achieve this, we must all take ownership of an active Health & Safety policy designed to achieve: -

- A safe and healthy environment for all employees and trainees.
- The prevention of accidents involving personal injury and occupational related diseases.
- The prevention of incidents causing plant damage, dangerous occurrences etc.
- The co-ordinated interpretation and implementation of statutory and other requirements to achieve good
- practices recognised by the industry.
- Reducing Hazards and Risks
- The control of visitors and contractors on site.
- The undertaking of any tests, examinations, samples and records as are necessary to monitor the working environment and equipment supplied.

It is my duty to ensure that the Committee Members and I take ownership of health, safety and welfare matters and that the Company provide safe systems of work, training and a clean and healthy working environment within their sphere of business.

In its commitment to prevent injury and ill health to employees, learners and clients, contractors and others affected by day-to-day operations, and in striving for continual improvement of the Health and Safety Management System, the Company sets annual objectives and targets against which its performance is monitored.

We will provide effective facilities for consultation between management and employee representatives; All employees and trainees can address safety problems and health related matters with **myself or with (.....)**, designated 'Health & Safety Officer' for Company and placement matters.

Senior management recognise the need to conduct the business in a manner that is in line with current legislation and codes of practice and will ensure that appropriate arrangements are in place to comply with all legislative duties and any other requirements.

Equally, it is the duty of every employee to assist the organisation in the attainment of its Health and Safety objectives. The organisation expects employees to take reasonable care of their own health, safety and welfare and that of others who may be affected by their actions.

To ensure commitment to this Policy, all employees and apprentices sign a declaration to confirm they have received a copy of, have access to updates, and have read & understood the policy.

2. Policy Statement

Our goal is to provide a safe and healthy working environment for all staff and trainees. We recognise our responsibility to comply with the Health and Safety at Work Act 1974 and all other relevant legislation and codes of practice.

3. Responsibilities

Loida British Ltd current health and safety objectives are:

1. Regular review of resources to be carried out at Board meetings
2. Carry out mental health awareness training for staff and learners
3. Refresh Staff Induction training during all staff meeting

We will promote to this policy by:

- Issuing a copy of this Policy to all staff, learners, and contractors during the induction process.
- **Ensuring it is readily accessible via our website – www.loidabritish.com/policies**
- Displaying the Policy on notice boards.
- Including Health and safety as a standard agenda item on all company meetings.
- Communicating all changes/ updates to the policy via email

3.1 Management Responsibilities

- Ensure compliance with all relevant health and safety legislation.
- Provide adequate resources to implement this policy effectively.
- Conduct regular risk assessments and implement necessary control measures.
- Ensure that health and safety considerations are integrated into all aspects of our operations.

3.2 Employee Responsibilities

- Take reasonable care for their own health and safety and that of others who may be affected by their actions.
- Co-operate with management on health and safety matters.

- Use equipment and facilities provided in accordance with training and instructions.
- Report any health and safety concerns or incidents to their line manager or the designated health and safety officer.

4. Training

Loida British is committed to providing appropriate health and safety training to all staff and trainees. This includes:

- Induction training for new staff and trainees.
- Regular refresher training on health and safety practices.
- Specific training for roles with health and safety responsibilities.

Mental Health

The term 'mental health' describes a sense of well-being; the capacity to live in a resourceful and fulfilling manner and having the resilience to deal with the obstacles that life presents. For these procedures the term 'mental health difficulties' refers to:

- Temporary debilitating mental health conditions or reactions which impact on a student's ability to fulfil their academic potential.
- Emerging mental health problems which may develop into conditions which require ongoing support or intervention.
- Severe or enduring mental ill health, which may be classified as a disability under Disability legislation.

There are a range of conditions which come under the umbrella term 'mental health difficulties', including anxiety, depression, eating disorders, self-harm, bipolar mood disorder, psychosis, obsessive compulsive disorder and others as diagnosed by a relevant medical practitioner.

Loida British Ltd seeks to provide holistic support to all our students in a way which reflects our values. To help support the mental health of its students we are committed to providing:

- A supportive and non-discriminatory environment for all learners
- A co-ordinated approach to training and raising awareness
- Continuing development of policy and provision
- A co-ordinated approach to the support of learners in the management of their studies throughout their time with us.

The Training Manager and Assistant Training Manager have been trained as mental health first aiders.

5. The Safe Learner

Loida British Ltd is totally committed to the concept of the "safe learner" and makes every effort to translate the concept into practical applications for the learner.

This is achieved by focusing the effort in the “transfer” stage where information/training is being delivered to the learner. This is typically with the tutors in the ‘training centre, and through the supervisor in the workplace. Intervention at this level is liable to have the most significant impact.

The focus is on instilling in the individual learner a sense of responsibility for self, and others, and providing a supportive climate to encourage the appropriate development of the individual’s skills.

Violence/Bullying /Abuse

The Health and Safety Executive’s definition of work-related violence is ‘any incident in which a person is abused, threatened or assaulted in circumstances relating to their work’. Any allegation will be thoroughly investigated by the Training Manager and where necessary the appropriate action taken.

6. Use of Computers and Display Screen Equipment (DSE)

Prolonged use of computers can cause eye strain and other health issues. To mitigate these risks, we will:

- Ensure all staff undertake DSE assessments.
- Provide guidance on ergonomic best practices and workstation setup.
- Encourage staff to take regular breaks, ideally a 5-10 minute break every hour.
- Implement the Health and Safety (Display Screen Equipment) Regulations 1992.

7. Risk Assessments

We will conduct regular risk assessments to identify and manage health and safety risks. These assessments will cover:

- Workstations and the use of DSE.
- The physical environment, including lighting, ventilation, and temperature.
- Manual handling tasks.
- Any specific risks associated with training activities.

8. Reporting and Investigation of Incidents

All health and safety incidents, including near misses, must be reported to the designated health and safety officer. We will:

- Record and investigate all incidents promptly.
- Take corrective action to prevent recurrence.

- Review incident reports regularly to identify patterns and improve safety measures.

9. Consultation and Communication

We are committed to consulting and communicating with staff on health and safety matters. This will be achieved through:

- Regular health and safety meetings.
- A designated health and safety representative.
- Clear communication channels for reporting concerns and receiving feedback.

10. Health and Safety Committee

We will establish a Health and Safety Committee to oversee the implementation of this policy. The committee will:

- Include representatives from management and staff.
- Meet regularly to review health and safety performance.
- Make recommendations for improvements.

11. RESPONSIBILITIES

The Director and Management has corporate responsibility for safety and occupational health and hence will ensure that an effective policy is maintained to prevent injuries, loss or damage to property, of risks to persons, whether employed by Loida British Ltd or not, but affected because of Company activities. The Manager will ensure that all employees fulfil their responsibilities and as far as is reasonably practicable, ensure that no impediment exists to prevent the fulfilment of this obligation. Initiate actions to ensure the elimination or reduction of risks to safety and health.

In its commitment to prevent injury and ill health to employees, contractors and others affected by day-to-day operations, and in striving for continual improvement, the Company sets annual objectives and targets against which its performance is monitored.

DESIGNATED COMPETENT PERSON

The Manager will appoint a 'Competent Person' who will be responsible for developing, communicating and implementing a cost effective, strategic safety programme for the company. This will be done through liaison with the Director who will ensure that the Company always has, the capability and resources to operate safely.

- The designated 'Competent Person' will co-ordinate activities relating to safety at all work locations within the Company and monitor standards achieved by regularly auditing for safe systems of work and recording the results of such audits.

STAFF

Every staff and/or Instructor has the responsibility for their own safety and occupational health as well as that of the trainees for whom they are responsible and for the safety and loss prevention activities relating to all facilities entrusted to their care as laid down in their job description.

Staff and Instructors are responsible for developing suitable programmes to encourage safety awareness and ensuring compliance of all personnel, including on site contract personnel with Company safety principles, standards and policies as laid down by the Training Manager. Specifically, they must ensure:

FIRST AID

- First-aiders are responsible for providing first aid to injured personnel until more medically qualified personnel arrive. In the event of any incident resulting in the necessity to provide 'first-aid', the Tutor/Instructor in charge should direct injured personnel to the trained first aiders – A list of first aiders is at each first aid location.
- The Tutor/Instructor in charge will enter details of the treatment given and action taken in the Accident Book. The designated 'Competent Person' is responsible for the maintenance of first-aid boxes.

EMPLOYEES (includes Learners)

- Every employee has a continuing duty to exercise responsibility and to do everything reasonably practicable to prevent injury to themselves and others.
- Employees must always use appropriate safety clothing and equipment as recommended and provided by the management; they must report any accidents, incidents, near misses and/or potential safety hazards promptly to the Training Manager.

RISK ASSESSMENTS

- Assessments of risks in each workstation/area will be carried out by nominated staff members who will submit their written reports to the Training Manager for further discussion and the implementation of any necessary action.
- The designated 'Competent Person' will be specifically responsible for the recording of risks associated with hazardous substances.

STAFF MEETINGS

- All staff meetings will include 'Health and Safety and Welfare at Work' as an agenda item. Where necessary any member of staff should discuss important matters with Management without waiting for the next meeting.
- Learners should discuss any issues during their workplace review or urgent matters immediately with their tutor.

MANUAL HANDLING

Where possible lifting equipment should be used to facilitate lifting. Where this is not possible correct lifting techniques must be adopted. No one should attempt to lift anything, which is above his or her capabilities.

EMERGENCIES

The Company will provide and display a set of emergency procedures to be followed in the event of fire, hazardous substance spillage etc. The procedures contain specific details on many aspects of fire prevention and what to do in the event of a fire e.g. smoking in delegated areas only, raising the alarm, assembling at the designated area etc.

Emergency exercises and drills will be held regularly to test the procedure and response of personnel.

The designated 'Competent Person' will act as 'Fire Marshall' and will be specifically responsible for the recording drills etc. Action will be taken to correct any deficiencies or weakness detected.

EXTERNAL CONTRACTOR

On arrival at our premises, external contractors will be questioned and briefed re our Company policies. Once it has been established that they are competent they will sign a disclaimer before carrying out any work

POLICY REVIEW

This policy will be reviewed by the Training Manager at least annually or when necessary to bring it into line with any new legislation. All such revisions will be communicated to staff and trainees.

STAFF COMPETENCIES

It is a requirement that all company staff should be provided with health and safety training relevant to their responsibilities and experience. Details of such training and the outcomes shall be recorded.

12. Review and Monitoring

This policy will be reviewed annually or in response to significant changes in legislation or our operations. Monitoring of health and safety performance will include:

- Regular audits and inspections.
- Reviewing accident and incident reports.
- Feedback from staff and trainees.

13. Compliance with UK Legislation

We are committed to complying with all relevant UK health and safety legislation, including but not limited to:

- Health and Safety at Work Act 1974
- Management of Health and Safety at Work Regulations 1999
- Health and Safety (Display Screen Equipment) Regulations 1992
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- Control of Substances Hazardous to Health (COSHH) Regulations 2002

14. Posters and Notice

- Health and Safety notice boards are regularly reviewed and/ updated on site
- Staff and public service users are required to review and follow Loida British Health and Safety policies as part of their induction.

15. Conclusion

Loida British is dedicated to fostering a culture of health and safety. We will continually strive to improve our health and safety performance and ensure the wellbeing of our staff, trainees, and the public.

Approved by:

Name:

Title

Date