



HEALTH & SAFETY POLICY

DOCUMENT CONTROL	
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Policy owner/s	Health and Safety Manager Head of Skills and Training Quality Coordinator
Scope: applies to who	All staff, learners, employers, teaching and support Staff



STATEMENT OF INTENT

PDTT is committed to maintaining a safe and healthy working environment for its staff, learners and members of the public. Our aim is to continually improve our health and safety management and performance.

PDTT will provide and maintain a healthy and safe working environment to minimise the number of instances of occupational accidents, incidents, illnesses and near misses.

PDTT HEALTH AND SAFETY OBJECTIVES:

- To provide, as far as reasonably practicable, a safe and healthy working and learning environment, safe premises and facilities for staff, learners, contractors, and others who work on our behalf.
- The provision and maintenance of equipment and systems of work and learning that are safe.
- Providing information, instruction, training, and supervision as is necessary to ensure health and safety at work of its learners, employees and other persons.
- Creating for learners and staff, as far as is practicable a working environment where potential work-related stressors are avoided, minimised, or mitigated through good management practices, effective human resources policies and staff development.
- Ensuring, as far as reasonably practicable, that risks associated with travel by staff for PDTT are appropriately managed.
- Making sure that all learners and staff are aware of their health and safety responsibilities and know what is expected of them.
- Providing access for learners and staff to appropriate training and development.
- Having an effective system for communicating and consulting on health and safety matters and securing the co-operation of everyone in implementing the Health and Safety Policy.
- To have in place arrangements to plan, implement, monitor, and review measures to address risks arising from PDTT's activities.
- To strive to improve continuously PDTT's health and safety performance.
- Appointing a competent person to support PDTT to meet its statutory duties.

LEARNER SPECIFIC POLICY STATEMENT

The health and safety of learners is of paramount importance. PDTT believes learners are entitled to learning that takes place in a safe, healthy, and supportive environment. PDTT considers that safe learning is essential to maximise learners' experience and achievement. PDTT has a primary duty of care for the health and safety of learners and has a full expectation that this duty will be fully met.

The '*safe learner concept*' is central to this policy. Throughout the courses, learners will gain an understanding of the importance of health and safety, be able to identify and control risks and develop a set of safe behaviours. This will allow the learner to gain valuable and transferable skills which in turn will benefit both the workplace (where applicable) and the learner.



Risk Assessments will be checked for each employer where we have learners on work placements, and we expect our employers to follow our ethos of 'safety first'. Our Health and Safety Advisor (HSA) also shares useful documents, policies, and procedures with employers for good practice and safe working measures.

EMPLOYER/TRAINING PROVIDER RESPONSIBILITY

PDTT recognises and accepts its responsibility as both an employer and training provider for ensuring, as far as is reasonably practical, the health, safety, and welfare of all its employees and learners. This is fully in keeping with all current legislation within the scope of the company's business.

EMPLOYER/LEARNER RESPONSIBLY

Employer/employees/learners also have responsibilities. It is expected that everyone takes reasonable care to ensure their own safety and that of other people who may be affected by their acts or omissions at work.

PDTT staff will co-operate with our HSA in achieving our commitment to provide a safe and healthy working environment in the following ways:

- Working safely and efficiently.
- Using protective equipment provided and by meeting statutory obligations.
- Reporting incidents to their line manager/supervisor which have or might lead to injury or damage, using the internal cause for concern form.
- Adhering to company procedures and practices for securing a healthy and safe Workplace.
- Assisting in the investigation of accidents with the objective of introducing measures to prevent a recurrence.
- Not interfering with, damaging or misusing equipment, materials, or facilities where this could or might lead to injury, damage, or a dangerous occurrence.

THE LEADERSHIP TEAM

The leadership team at PDTT commit to:

- Taking a sensible approach to health and safety and balancing the need to manage risks whilst delivering a great educational experience.
- Providing and maintaining a safe environment for learners, staff, contractors, visitors, and other people who are involved with the organisation.
- Formally defining the roles that all staff have in providing and maintaining a safe environment.
- Involving learners and staff through communication, consultation, and direct involvement.
- Ensuring staff and learners get robust induction, training, and information.
- Taking all reasonably practicable steps to eliminate, substitute or control risks within the workplace through risk identification, assessment, control and monitoring and review.
- Measuring and communicating what works well and what needs to be improved. This includes ensuring all near misses, incidents and accidents are reported, recorded and causes identified and ensuring appropriate actions are taken to prevent reoccurrence.
- Complying with all appropriate regulations including:



- The Health and Safety at Work etc. Act 1974
- The Management of Health and Safety at Work Regulations 1999
- The Workplace Health, Safety and Welfare Regulations 1992
- The Manual Handling Operations Regulations 1992
- The Personal Protective Equipment Regulations 1992
- The Display Screen Equipment Regulations 1992
- The Provision and Use of Work Equipment Regulations 1992
- Lifting Operations and Lifting Equipment Regulations
- The Regulatory Reform (Fire Safety) Order 2005
- The Control of Substances Hazardous to Health Regulations 2002
- Control of Asbestos at Work Regulations 2006
- Construction (Design and Management) Regulations 2015
- The Health and Safety (First Aid) Regulations 1981
- RIDDOR

LINES OF RESPONSIBILITY

Hoss Malek, Head of Skills and Training is charged with implementing this policy using a suitable safety management system. The senior management team and all employees and contractors have the responsibility to provide leadership and to promote responsible attitudes towards health and safety.

Hoss Malek will seek and expect the full co-operation and support of the whole of PDTT to ensure that the Health and Safety Policy and the arrangements that are put in place to support the objectives of the policy are implemented effectively.

This is supported by a range of specific related policies and procedures and arrangements for carrying out the policy and is aligned to the PDT organisation wide health and safety policy.

At the Stowe Centre, day-to-day responsibility for health and safety for PDT as a whole is:

Vesna Milojevic - vesna@pdt.org.uk

PROCEDURES

In acknowledging its responsibilities under *Section 2 of the Health and Safety at Work Act 1974* and other relevant legislation, PDTT has set the following specific objectives related to health and safety and is committed to:

- Providing a safe and healthy working environment for everyone without risk to health.
- Providing all learners and employees with appropriate and sufficient information, instruction, training, and supervision to enable them to avoid hazards, identify risks, understand how these risks are controlled and contribute in a positive way to their own safety and health at work.
- Providing full opportunities for learners and employer/employee consultation on health, safety, and welfare.



- Make suitable and sufficient assessments of the risks to health and safety as required by *Regulation 3 of the Management of Health and Safety at Work Regulations 1999* and later amendments and other legislation.
- Keeping clear and accurate records of all risk assessments and ensure they are:
 - Reviewed on a regular basis or in the light of change.
 - Ensuring safe means of entry and exit to all places of work.
 - Ensuring a healthy working environment exists with adequate welfare facilities.

RISK AND HAZARD MANAGEMENT

- Risk assessments will be carried out to evaluate and adequately control hazards, to ensure the health, safety and welfare of staff and others who may be affected by the work activities of PDTT.
- Risk assessments will be recorded in PDTT's appropriate documents.
- Arrangements will be made for putting into practice the preventative and protective measures that follow on from the risk assessment.
- Risk assessments will be regularly monitored and reviewed to ensure they remain 'live' documents. They will be updated in accordance with legislative and contractual requirements, standards, code of practice for example.
- The outcomes of risk assessments will be readily available and communicated to staff. Staff will receive instructions and/or training with the level of risk identified and the control measures taken to prevent or control risks.

ACCIDENT AND INCIDENT REPORTING

In the event of an accident/incident/ill health of staff, learners, contractors, or anyone else involved with the organisation:

- Staff will ensure that a detailed entry of the event is recorded on an accident form.
- They will then notify the Head of Skills and Training, Hoss Malek
- The Head of Skills and Training will subsequently determine (in conjunction with PDTT's senior management team where appropriate) if notification is required under *The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013*.

Where an accident/incident has occurred, it is necessary to carry out a review of the risk assessment to ascertain if additional precautions; an alteration to the method of work; or additional control measures are necessary. **This must be written down and the conclusions clearly defined and acted upon.**

All accidents and cases of work-related ill health are to be recorded in accident books. The books are kept at: **The Stowe Centre – Reception.**

SAFETY MEASURES

Within the Stowe Centre, panic alarm buttons are situated in:

- The reception area
- Ground floor meeting room (this alarm sounds on the second floor).



All visitors to the Stowe Centre, must sign in at reception on arrival and will be escorted around the building. All visitors must sign out at reception before leaving the building.

Signage - Mandatory health and safety signage must be displayed in and around the Stowe Centre. These include HASAWA poster, fire exits, hazard reminders as appropriate to the nature of the work being undertaken in each area. Please refer to www.hse.gov.uk/legislation/hswwa.htm

Safe working environment at the Stowe Centre - PDT has a duty to ensure you are working in a safe and healthy working environment. PDT will ensure you are working:

- Within a clean workplace, with a reasonable temperature, good ventilation and suitable lighting.
- With the right amount of space and seating for working.
- With well maintained equipment.

It is the responsibility of all PDT staff, volunteers and centre visitors to ensure:

- There are no obstructions on the floors and foot traffic routes.
- Windows can be easily opened and cleaned.
- Work areas are kept tidy and free from dangers.
- In-house rules, such as no smoking/vaping rules, are followed and obeyed.

Control of Substances Hazardous to Health (COSHH): By law PDT is required to adequately control exposure to materials in the workplace that cause ill health. This is the Control of Substances Hazardous to Health Regulations (COSHH).

PDT is committed to ensuring the safety of its staff and learners. Where appropriate PDT will:

- Conduct risk assessments to establish any health hazards on-site.
- Provide measures to reduce harm to health.
- Keep control measures in good working order.
- Provide information, instruction and training to staff and learners, and others attending the centre.
- Plan for emergencies.

Placements:

For learners who attend work placements, their chosen placement must complete the *Employer Registration Form - Health & Safety Risk Assessment Jot Form*.

When PDTT tutors and support tutors visit their learners on placement they should be attentive to health and safety, and do a visual check.

FIRE PROCEDURES

In case of a fire in the Stowe Centre building the following steps must be followed:

- If you witness a fire, activate the nearest building fire alarm and exit the building calmly. When safe, immediately call 999.



- Inform people in the immediate area to calmly evacuate following the emergency exit signage.
- On evacuating the building, you must go to the meeting point situated to the left in the main entrance at the beginning of the park (next to the bus stop).
- Fire marshals should ensure they exit the building with the sign-in register, so that they can ensure everyone has safely left the building.
- You will find an “Evacuation Procedures” signage on the wall of the second floor – it is important to familiarise yourself with this in case of emergency.

FIRST AID

To provide a safe working environment, PDTT relies on all staff working together and effectively. PDTT has a good health and safety record, but we must not be complacent. We will only achieve effective control and the success of our policy through the co-operation and support of everyone who works within, and with, the company.

There is a First Aid Kit and accident book available at reception (ground floor of Stowe Centre) and in the PDTT office (second floor. These are checked on a regular basis as agreed by PDTT.

First Aid Contacts: *The Stowe Centre: Vesna Milojevic and Simeon Hector.*

POLICY REVIEW

This policy will be reviewed annually by the Health and Safety Manager, Head of Skills and Training, and the Quality Coordinator. The policy will be kept up-to-date, particularly as the business changes in nature and size.

This policy covers PDT Training and is a sub-policy of the PDT wide Health and Safety Policy. To ensure this, the policy, and the way in which it operates, will be reviewed every year as part of the quality assurance process.