



## QE TRAINING ACADEMY

### HEALTH AND SAFETY POLICY

#### 1. Introduction

- 1.1. This policy applies to QE Training Academy and is prepared for the benefit of all employees, learners, visiting instructors, training delegates and visitors.
- 1.2. The policy confirms the commitment of the **Queen Ethelburga's Collegiate Board** to ensure that **Queen Ethelburga's (QE) Training Academy** complies with all current legislation, responsibilities and arrangements together with the monitoring thereof. It provides such information as is necessary to assist those people using the training academy, to fulfil their obligations.

#### 2. Aims

- 2.1. We aim to ensure that the working environment is safe, without significant risks and meets the appropriate statutory requirements. It is recognised that all levels of management and employees have a vital role in the implementation and maintenance of our Health and Safety culture and environment.
- 2.2. It is our intention to reduce accidents, injuries, and work-related ill health to the lowest level practicable. Where hazards exist, we will evaluate, control, and bring these to the attention of our employees, learners, visiting instructors, training delegates and visitors.

#### 3. Purpose and Duty

- 3.1. We all have a legal duty to co-operate in all safety-related matters, not to endanger ourselves or others and not to misuse anything provided for safety. All persons are to ensure that appropriate safety rules are followed.
- 3.2. Whilst on our premises, visiting instructors, training delegates and visitors are to be accounted for, escorted, and protected from workplace hazards.

#### 4. Legislation

- 4.1. This Health and Safety Policy is extracted from the overarching Queen Ethelburga's Collegiate Health and Safety Policy Statement and Compendium, and is based on the following legislation:

- 4.1.1. [Health and Safety at Work etc. Act 1974](#) which sets out general duties' employers have towards employees and duties relating to lettings.
- 4.1.2. [The Management of Health and Safety at Work Regulations 1992](#), which require employers to assess the risks to the health and safety of their employees.
- 4.1.3. [The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training.
- 4.1.4. [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013](#), which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept.
- 4.1.5. [The Health and Safety \(Display Screen Equipment\) Regulations 1992](#), which require employers to carry out digital screen equipment assessments and states users' entitlements.
- 4.1.6. [The Regulatory Reform \(Fire Safety\) Order 2005](#), which requires employers to take general fire precautions to ensure the safety of their staff.

## 5. Orientation and Training

- 5.1. All employees will be given adequate information and training as is necessary to ensure their safety during routine, unscheduled and emergency situations, and in the use of appropriate facilities and equipment. This includes a health and safety orientation as part of the induction for new employees and an annual refresher there on in.
- 5.2. All visiting instructors, training delegates and visitors to QE Training Academy will receive a pre-planned welcome orientation brief on arrival. This includes, but is not limited to, safe use of indoor and outdoor spaces, the identification of any known hazard and control measures, safeguarding and emergency procedures and expectations for conduct and feedback.

## 6. Risk Assessments

- 6.1. Risk assessments are in place for the venues used and activities conducted by QE Training Academy.
- 6.2. Risk assessments, audits and general inspections will be undertaken and reviewed at regular intervals. This will enable our Collegiate Health and Safety Team to identify significant hazards and plan for their elimination, reduction, and control.
- 6.3. QE Training Academy proactively seeks feedback about the training environment during and on completion of training, to encourage an open culture for raising and addressing feedback related to the health, safety and welfare environment.

## 7. Responsibilities

- 7.1. The ultimate responsibility for health and safety lies with the Chair of the Collegiate Board, who will ensure that it is given equal priority with other major business objectives.
- 7.2. The Collegiate Board ensures provision of resources and systems, promotes safe practices, and conducts an annual review.
- 7.3. The Collegiate Health and Safety Team liaises with departments across the site, of which QE Training Academy is one, to ensure the adoption of all aspects of health and safety at work. Regular reports, prepared by the Health, Safety and Environment Manager, are presented

to the Collegiate Board, providing a vehicle for consultation between employer and employees.

- 7.4. QE Training Academy, alongside all employees are expected to implement compliance with the Health and Safety at Work Act (1974) and the Collegiate Health and Safety Policy, within their day-to-day routine.
- 7.5. QE Training Academy staff are required:
  - 7.5.1. To undertake Health and Safety risk assessments for the areas and activities that are planned to take place, and ensure that identified control measures are implemented, including those needed to prevent slips, trips and falls;
  - 7.5.2. To take appropriate action on health, safety and welfare issues referred to them, informing the appropriate people of any problems they are unable to resolve;
  - 7.5.3. Carry out regular inspections of their areas of responsibility and report any issues revealed (quarterly checklist);
  - 7.5.4. Ensure the provision of sufficient information, instruction, training, and supervision, to enable employees, learners, visiting instructors, training delegates and visitors to avoid hazards and contribute positively to their own health and safety and that they are only using equipment they have been trained to use/are competent with;
  - 7.5.5. Ensure that all accidents (including near misses) or incidents occurring in their area of responsibility are promptly reported and investigated, and that any measures necessary for prevention of recurrence are implemented.
  - 7.5.6. Cooperate with the Health and Safety Team and Senior Leadership team on all matters relating to health and safety.
  - 7.5.7. Report immediately, to their line manager, all defects in condition of premises or equipment and any health and safety concerns.
  - 7.5.8. For employees' own Health and Safety, they MUST follow the Collegiate's Health and Safety policies and procedures; and the Health and Safety Code of Conduct. Any deviation from it may lead to personal or employer prosecution by the enforcing authority and may necessitate appropriate disciplinary procedures against an individual, by the employer. This is available to all staff on the 'Q Home' SharePoint site, in the Health and Safety folder. See – Health and Safety Compendium, Section 3 Guidance and Information.

## **8. Accidents and Accident Monitoring**

- 8.1. QE Training Academy will record, as soon as possible, all accidents to employees, learners, visiting instructors, training delegates and visitors, in line with the Procedure for Reporting Accidents. This is available to all staff on the 'Q Home' SharePoint site, in the [Health and Safety folder](#).
- 8.2. The notification and reporting of injuries and dangerous occurrences as laid down in "The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995" is the responsibility of the Collegiate Health and Safety Team, who will report via the HSE website: [How to make a RIDDOR Report-HSE](#)
- 8.3. The Queen Ethelburga's Collegiate Health and Safety Team will investigate extensively all accidents. If a change to working practices or training is required to prevent a similar occurrence, this will be implemented immediately.

## 9. Violence or Aggression

- 9.1. Expectations for professionalism including conduct, dress, and language will be reiterated to all employees, learners, visiting instructors, training delegates and visitors to QE Training Academy.
- 9.2. Any incident involving violence towards QE Training Academy staff will be recorded as an incident/accident, whether it results in injury. QE Training Academy reserve the right to withdraw services from any learner or training provider if they behave in a discriminatory, disruptive or abusive manner to any member of QE Training Academy staff, another learner or other visiting instructor/training delegate/visitor.

## Appendix 1 Procedure for Reporting Accidents

All accidents must be recorded on an electronic **Accident Form\*** located here on the 'Q Home' SharePoint site, in the [Health and Safety folder](#) and emailed to: [healthandsafety@qe.org](mailto:healthandsafety@qe.org)

Medical record databases are not a substitute for the forms, which must contain an accurate record, with a witness account where possible, of what circumstances surrounded the accident and what action was taken at the scene.

### Stages of progress of reporting

1. In the case of visitor injury, the accident form is filled in **and signed** by a responsible adult, preferably one who witnessed the accident. In the case of a member of staff, that person must fill in the form, including asking a witness to add an account. If no medical attention is needed, the form should be forwarded directly to the Health and Safety Team email. If there is referral to the Medical Centre, the accident form must also be forwarded to the nursing staff.
2. Where adults are referred to the Medical Centre, nursing staff will add what action is taken, recording any forwarding of patients to A & E or admittance to hospital.
3. Any referral to A & E or hospital admittance resulting from accident, should immediately be notified by Medical Centre staff, by email, to the Health and Safety Team, so that procedures can be observed, including any RIDDOR reports needed to be completed for the Health and Safety Executive.
4. Outcomes of visits to A & E, or any investigations into accidents, should be immediately notified, by email, to the Health and Safety Team, as these will also be needed for RIDDOR reports, and for recording on the Accident Forms, as evidence of correct procedure.
5. **ALL accident forms received by the Medical Centre must be copied to the Health and Safety Team**, who will decide whether further investigation or follow-up safety procedures are necessary.
8. Where investigations take place, the outcomes will be notified on a need-to-know basis, in the interest of confidentiality.

*\*Hard copies of these forms will, when completed, be kept in the Principal's P.A.'s office, in a file, with any records of investigation. This is in addition to the Medical Centre's own copies of forms, which may not contain such investigation or follow-up details.*

## **Appendix 2 Health and Safety Code of Conduct**

### **Please report:**

- **ANYTHING** which may be hazardous to you or anyone else.
- Equipment malfunctions and electrical defects.
- The discharge of any extinguisher **or** faults in equipment/storage.
- Any medical condition which may affect your safety while using equipment or which may be hazardous to other persons.
- **ALL** accidents to staff or visitors and ensure they are reported to [healthandsafety@qe.org](mailto:healthandsafety@qe.org) using an electronic accident form.
- **ALL** incidents (near-misses) regardless of any lack of damage or injury.
- **ALL** accidental or otherwise damaged equipment.

### **Please ensure that you:**

- Comply with safety signs and follow the warning given.
- Ensure your workplace is kept clean and tidy.
- Pick up litter, mop up or report spills using due care e.g., wearing of gloves.
- Lift correctly or where applicable use a mechanical means.

### **Please do not:**

- Leave equipment in a condition or position where it may later injure you or someone else.
- Lift anything which may cause you injury to your health – ask for assistance.
- Let any person operate or touch equipment for which only you have been trained and have responsibility for its safe use.
- Empty any hazardous substance or anything that could cause a blockage down the drains.

## **Electrical**

### **Please ensure that you:**

- Know the location of your equipment's electrical switches.
- Inspect the cable, plug and equipment for signs of misuse, damage, or wear prior to using it.
- Unplug/switch off electrical equipment when not in use.
- Do not use faulty equipment.

### **Please do not:**

- Bring any personal electrical or portable radio equipment onto Company premises unless authorisation has been given by Management and it has been PAT (Portable Appliance Testing) tested by Estates.
- Leave trailing cables which you or others may trip over.
- Use 240 Volt equipment in the wet.
- Remove or open equipment casings which will expose mains voltages or attempt to repair, modify, or maintain any equipment for which you are not authorised and trained to do so.

### Hygiene Please

#### **ensure that you:**

- Wash your hands before and after using the toilet and always before handling food or drinks.
- Ensure removal of soiled and / or protective clothing. **Please do not:**
- Eat, smoke or drink in any area where unauthorised to do so.
- Leave toilets, washbasins or eating areas in an unclean, untidy, or dirty condition.

### Safe Access

#### **Please do not:**

- Block any corridors or exits always ensuring safe access.
- Climb any structure or stand on chairs or other unsuitable equipment or surfaces.
- Store items on top of cupboards or other inappropriate places.

### First Aid

#### **Please ensure that you:**

- Know who the first aiders are and know where the nearest first aid kit and defibrillator are stored (see notices on the QE Training Academy noticeboard in the eLearning suite).
- Report anything that you suspect may cause an injury.
- Report any accident to the Health and Safety Team, on the appropriate accident form.
- Check with the first aider before using anything from the first aid kits.

#### **Please do not:**

- Use first aid cabinets to store any medicines, ointments, tablets etc.
- Use the pins, bandages, plasters etc. for any other purpose.

### Fire

#### **Please ensure that you:**

- Know your fire escape routes and the fire procedures (see notices on the QE Training Academy noticeboard in the e-Learning suite).
- Know where designated “**places of safety**” are.
- Know where the extinguishers are, the correct type for your use, and how to use them (if trained).
- Sound the alarm on discovering a fire.
- Report to the assembly point on hearing the fire alarm.
- Keep fire exits clear of all obstructions.
- Report any suspected fire hazards to the Health and Safety Team or Fire Officer.
- Know your fire contacts. **Please do not:**
- Smoke on site.
- Tackle a fire **BEFORE** sounding the alarm and only then if you are confident that you can put it out without endangering yourself or others. • Re-enter a building after a fire until authorised to do so.

If you do not understand any of the Health and Safety Code of Conduct, please contact your Line Manager.

**Remember - You must accept responsibility for your own Health and Safety whilst at work by cooperating with QE Training Academy Management. This code of conduct is to be kept at work for your reference.**

### Version Control Table

<b>Version Number</b>	<b>Purpose/Change</b>	<b>Author</b>	<b>Date</b>
2.1	QE Training Academy address amended	Anna Potter	08.08.24