

**Lynher Training Ltd Health & Safety Policy. Updated February 2022.**

Lynher Training Ltd prioritises health and safety of employees ,learners and Apprentices at all times. Under the Health and Safety at Work Act 1974, we have a statutory duty to employees, all learners and apprentices in our care, and to others present. Health and Safety in the working environment is the responsibility of every member/representative of the Lynher Training Ltd organisation. We are committed to ensuring the safety of all staff, visitors and learners. We recognise that careful informed thought and forward planning, along with regular monitoring and appropriate action, will considerably reduce the risks of injury or damage. We ensure that all of our instructors and assessors are regularly observed and monitored whilst training and assessing (Observations of teaching and learning), and have a Health and Safety Risk Rating report completed at 6-month intervals, or more frequently depending on their Risk Rating outcome.

**Lynher Training recognises their responsibility:**

- to provide adequate control of the health and safety risks arising from our work activities;
- to consult with our employees on matters affecting their health and safety;
- carry out risk assessments and review them when necessary;
- to ensure safe handling and use of substances;
- to provide adequate and suitable information, instruction and supervision for our employees and learners, including Apprentices;
- Carry out suitable checks on Apprentice work places to ensure they are safe environments for apprentices to work, and to obtain all relevant information from Employers including insurances, risk assessment procedures, policies and procedures.
- To ensure additional measures are in place with Employers regarding apprentices who are under 18, including supervision in the workplace, and suitable risk assessments in place.
- to ensure that all employees are competent to perform their tasks, and to provide them with adequate training to perform their tasks;
- to use only fully trained, qualified and competent instructors for training and assessing. (Must be qualified in the specific field they train and assess)
- to prioritise prevention of accidents and cases of work-related ill health;
- to report accidents or near misses under the RIDDOR regulations
- to report relevant incidents to the relevant Awarding Body/ESFA as applicable
- to maintain safe and healthy working conditions
- to review and revise this policy as necessary at regular intervals.

**The responsibilities of employees / learners / apprentices are to:**

- Complete or take part in (as applicable) thorough site-specific risk Assessments (SSRAs) for every activity undertaken with Lynher Training limited. The Risk assessment must include Emergency contact details, information on Accident procedures. Fire procedures and meeting point, and hazards/ Risks/ mitigations. Learners must be fully included in the Risk assessment process and must know where the SSRA will be located.
- Instructors must include their own emergency contact details along with the learners'.
- Take reasonable care of their own health and safety, and that of others who may be affected by their acts or acts of omission at work.
- Co-operate with others in the company to fulfill our statutory duties.
- Not interfere with, misuse or willfully damage anything provided in the interest of health and safety.

- Avoid any form of substance abuse that may affect the working environment and to report any suspected instances of substance abuse to either the instructor/assessor present or by phone or other means to the main office number immediately.
- Always wear/ provide (as applicable) suitable PPE and equipment for tasks undertaken, including fully LOLER inspected climbing equipment, and lifting equipment (such as MEWPs)
- Never wear or use any unfit PPE or equipment. If observed during a session instructors must ensure learners do not use unfit PPE or equipment. Report to Lynher Training Ltd.

**Instructors and Assessors must:**

- willingly and proactively engage in all aspects of this policy.
- attend all updating sessions required by Lynher Training Ltd., any Awarding Organisations they are registered with, HSE requirements or Funding Body requirements. Records of these updates should be copied and passed to Lynher Training Ltd. for their record keeping as part of the staff CPD files.
- Attend 6 monthly standard setting events held by Lynher Training limited. Provide agenda items for discussion and volunteer to lead sessions for which they are particularly qualified (EG chainsaw verifier to deliver updates on changes in assessment rulers, Internal Verifier to comment on assessor feedback)
- Inform Lynher training immediately if they have any concerns about learners undertaking practical activities (or other -See Safeguarding and Prevent policies). Checks on fitness to take part will have been carried out prior to practical start, but Instructors must check fitness to take part at the start and throughout session. Concerns must be reported as described above.
- Inform Lynher training in the event of a learner becoming unwell during a session, due to illness or accident. In this situation the instructor must take appropriate action whilst ensuring security and safety for the rest of the group. Instructors are well briefed and experienced in dealing with such scenarios, and Risk assessments will provide details of meeting areas phone numbers and emergency plans if necessary, and they must inform Lynher training office at their earliest convenience. If the situation is an emergency and the learner requires urgent medical assistance, the instructor must phone 999 in the first instance, and then Lynher Office where immediate back up will be sent to site. Other learners should be asked to remain together in the classroom or designated area on SSRA, and discontinue any practical activities. They should be told to wait for further instructions from yourself or other Lynher staff.

**Other factors:**

- Lynher Training Ltd. do not endorse any interaction with live animals during training or assessment sessions. We request that no animals (such as dogs) be brought to courses and that suitable alternative care arrangements are made for any such animals. 1981 Animal Welfare Regulations (2006).
- Many of the courses run by Lynher Training Ltd, are in rural locations and interaction with wildlife is sometimes necessary. All participants must follow the Country Code along with guidance from the instructor/assessor present. We all have a duty of care under the Wildlife and countryside Act.

- Lynher Training Ltd adhere to HSE guidelines with regards to lone working (<http://www.hse.gov.uk/pubns/indg73.pdf>).
- In areas used for training where the public may be present (such as National Trust sites) Risk assessments must include this consideration, and participants must be reminded of their responsibilities at the start and throughout.
- Instructors and assessors must remind participants that their responsibilities and duty of care for the safety of the general public is the same even in non-public areas, even if the member of the public is trespassing on private land.

The Health and Safety at Work act poster can be found displayed within the main office, along with the first aid kit and accident book.

All instructors and assessors are fully qualified First aiders

Overall Responsibility for Health and Safety lies with Allen M Howell Director. Individual instructors and assessors have responsibility for Health safety and Welfare of learners in their charge, and any issues or concerns are referred back to Allen Howell.

Policies are reviewed annually and this process is managed by Amy Holding the Quality Assurance Officer for Lynher Training Limited.

Dated 31.03.2012

Reviewed/updated:

24<sup>th</sup> April 2013

26<sup>th</sup> March 2014

28<sup>th</sup> October 2014

5<sup>th</sup> May 2015

7<sup>th</sup> June 2016

26<sup>th</sup> October 2016

29<sup>th</sup> November 2017

9<sup>th</sup> May 2018

28<sup>th</sup> November 2018

29<sup>th</sup> March 2019

12<sup>th</sup> June 2019

7<sup>th</sup> January 2020

21<sup>st</sup> October 2020

20<sup>th</sup> October 2021

13<sup>th</sup> February 2022

Next Review date 13<sup>th</sup> February 2023