

Health & Safety Policy



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The learning environment is a key part of the learner's experience with GEL and so must be to the highest attainable standards at all times. This extends beyond the training room and includes the immediate grounds of Twigworth Training Centre and other selected venues.

Policy Statement

GEL recognises and accepts its responsibilities for providing a safe and healthy place of work and study for employees and students. GEL will take steps to ensure that its statutory duties are met at all times.

- Each employee and student will be given such information, instruction and training as is necessary to enable their safe performance of work and study activities while at GEL
- Managers will ensure that all processes and systems for work are designed to take account of health and safety and are always properly supervised.
- Adequate facilities and arrangements will be maintained to enable employees and their representatives to raise issues of health and safety.
- Employees and students are expected to co-operate, as the successful implementation of this policy requires total commitment from employees at all levels of the organisation.
- Each individual has a legal obligation to take reasonable care for his or her acts or omissions.
- Health and Safety is integral to all of our activities and in particular our person-centred approach to learning and development.
- This policy will be regularly monitored to ensure that the objectives are achieved. It will be reviewed and, if necessary, revised in the light of legislative or organisational changes.

Aims

Our procedures will be recognised as best practice, through a continuous improvement process, in all areas and thereby contribute to the maintenance of safe and healthy learning and living environments.

Objectives

- All premises, environments and equipment meet or exceed statutory requirements.
- Risk is managed and reduced to as low as is reasonably practicable by the application of the risk assessment process.
- Staff are competent for the roles they undertake and receive training to maintain and enhance their skill and knowledge.
- Continuous risk assessment must be conducted at all times.
- All staff have a responsibility to make known any issues or concerns of safety immediately with either the Operations Director or Managing Director.
- All trainers are equally aware of the safety needs of learners and have responsibility to report any issues they feel may compromise safety, as per the GEL Code of Conduct.

Training Environment:

All training spaces must be clean, light, warm and comfortable and well ventilated. This applies to a learner's personal space and furniture, and to the wider environment.

The following procedures must be followed to ensure GEL's training environments remain safe and suitable for learners and learning.

- Visitors will be required to complete a Covid-19 Track & Trace form and/or scan the site QR code and comply with the arrangements prevailing at the time.
- Training Room allocation must take account of the number of delegates on each course. Similarly, training courses must be capped where training room is limited.
- Room layouts will be determined by the trainer's individual requirements. For existing trainers these are known, but for new trainers they must be consulted prior to the training day. Furniture will be arranged the night before the event by GEL's Event Team staff.
- Trainers must be reminded of the close proximity of other training rooms and offices, and so must keep noise to acceptable levels.
- Course notes will be provided for every delegate for every course, together with a delegate pack containing pen, note paper, name card and evaluation form. Trainers may have other handouts to distribute to the delegates throughout the day.
- Note pack and delegate pack production is the responsibility of the Events Administrator, who will ask trainers for any changes to their note packs since the last time they used them and if any further handouts/instructions apply. Note packs must be produced and ready for distribution by the night before the event. For off-site courses, they must be produced in agreement with the trainer. All notes must be checked by trainers before training commences.
- Note pack content must be sampled by the Operations Director to ensure the content is appropriate, particularly with regard to:
 - spelling, grammar, punctuation, images, formatting, page numbering, trainer details etc
 - equal opportunities issues, offensive attitudes and/or any 'exclusion' that may be inferred from it.
- A sign-in sheet must be available on arrival for recording attendance and showing the delegate they are expected. This sheet is also the register in case of a fire. Delegates will be welcomed, signed in and directed to the facilities in the building.
- All training sessions must start with a welcome brief and a safety brief given by the trainer. For off-site courses, a member of staff from the venue will conduct the brief.
- Delegates are requested, via their joining instructions, to let us know if they have any special requirements, such as special parking, wheelchair access, interpreter for hearing impaired delegates, diets and so on, upon notice of which GEL will make necessary arrangements.
- Where air conditioning is available, it can be controlled by the trainer throughout the day, according to the requirements of the delegates. Windows should be opened to provide fresh air.
- Lighting is variable from overhead lights and/or windows and can be adjusted as required – particularly if a projected presentation or TV/DVD/Webcam is being used

- Hot drinks will be available and fully stocked at the start of every training course. This is to allow trainers and delegates to take refreshments when required. Drinks resources must be topped up and restocked at the end of each day. There are also fruit and herbal teas available for delegates.
- Individual fresh bottled water is provided for every learner at our Training Centre
- For full day courses, delegates are advised to bring their own packed lunch via their joining instructions to also advise us of any special dietary requirements.
- For a full day course, there are breaks mid morning, lunchtime and mid afternoon; timings of which are agreed with the delegates at the start of the day. Hot and cold drinks, plus biscuits are available at each break.

Leadership Responsibilities

The Board of Directors is ultimately responsible and accountable for ensuring that the GEL complies with its statutory health and safety obligations.

Executive responsibility for health and safety management within GEL is vested in the Managing Director who will be assisted in the discharge of his duties by the Senior Management Team. The Managing Director is responsible for ensuring that:

The Board of Directors are advised immediately of any major incidents, whether or not anyone is injured; and The Board of Directors receives a report at least twice a year regarding the discharge of their Health and Safety responsibilities, including a section on the training given to staff and students and an annual benchmarking of incident statistics.

- Formal risk assessment of training spaces at Twigworth is the role of the Managing Director, who will advise GEL staff of any local issues. For off-site courses, GEL trainers are responsible for conducting local risk assessments and raising any issues or concerns with the venue provider. GEL trainers will complete a formal Risk Assessment and return to GEL after the training.
- The GEL Audit Sub-committee will formally assess the risks to the company on a bi-annual basis, which includes health & safety. Their findings are reported to the Board, recorded in the minutes and monitored throughout the year.

In the Managing Director's absence, a designated Operations Director will assume overall responsibility for health and safety management. The Senior Management Team is to provide a source of competent advice and guidance to all staff.

The Office Manager is responsible for completing the Covid-19 risk assessment which should be reviewed upon any change notified by the Government and/or Public Health England. The Office Manager is responsible for:

- Monitoring and managing the Covid-19 Track & Trace data
- Briefing all visitors to GEL of the Covid-19 procedures in place
- Managing the LFT testing kits
- Managing the regular cleaning of the training centre with clinal wipes
- Updating the Board of Directors with any positive results

All accidents are reviewed and monitored and where considered appropriate accidents are to be fully investigated by the Senior Management Team. In addition, all staff and trainers will be responsible to the Managing Director for ensuring that:

- Risk assessments are undertaken for all activities being carried out within their areas of control.
- Safe working procedures and practices in the workplace are regularly monitored for compliance and effectiveness.
- All equipment for which they are responsible is maintained in a safe and satisfactory condition and where necessary inspected, tested and appropriate records kept in accordance with statutory requirements.

Individuals' Responsibilities

All individuals are reminded that they have a legal duty under Sections 7 and 8 of the Health and Safety at Work Act 1974 to:

- Take reasonable care of their own health and safety whilst at work / GEL
- Take reasonable care for the health and safety of other persons whilst at GEL's Training Centre, who might be affected by the things they may or may not do during the course.
- Co-operate with those arrangements made by GEL in compliance with its statutory obligations. This will include understanding the specific evacuation procedures for the Training Centre.
- Take care of, and not intentionally or recklessly interfere with or misuse, anything provided in the interests of health and safety e.g. fire alarms, fire extinguishers.
- Not indulge in horseplay or practical joking while at GEL.

Monitoring Process

Inspections will be carried out by GEL's Designated Health & Safety Officer. Audits will be conducted by the HSA and independent consultants, in addition to external audits carried out by funding authorities.