



Training

Learner Health and Safety Policy - Wales



Babcock Learner Policy - Wales

Statement of Intent

The Learner Health and Safety Policy sets out the arrangements Babcock has put in place to manage its responsibilities as a training provider for its learners. This policy is supported, and has been signed, by the Managing Director on behalf of Babcock Education and Training.

Babcock has a firm conviction that as well as complying with the law, we have a moral obligation to reduce individual suffering and loss and to act positively, where possible, to prevent injury and ill health to learners.

This policy is based on the 'Welsh Government Providers Health and Safety Code of Practise for Contracted Providers' concept and the principles of HSG65 'Successful Health and Safety Management' and covers all learners who may be affected by the Company's operations and activities.

There is a clear duty on Babcock employees to act responsibly and to comply with documented health and safety procedures at all stages of their learners' programmes. Training, guidance and support is provided to all Babcock employees to prevent injury, ill health and any danger or loss arising.

Any wilful breaches of health and safety procedures, instructions or rules by employees will be dealt with under the Company's disciplinary procedures.

Babcock will ensure all employer placements used are vetted prior to learners joining a work-based learning programme and will endeavour to only work with employers that continually demonstrate a healthy, safe and supportive environment for their learners. Learners' employers have ultimate responsibility for the Health and Safety of their learners.

The Managing Director of Babcock Education and Training, along with Operations' Manager and the Quality and Health and Safety function will review this policy and the supporting procedures and systems as required to meet contractual and legislative requirements.

The effectiveness and compliance with this policy statement will be audited and evaluated through the internal audit process.

This Policy statement should be displayed prominently on all Babcock Education and Training operational sites.



Training

Learner Health and Safety Policy - Wales



Babcock Education and Training - Health and Safety Policy Statement

Babcock Education and Training Health and Safety Policy will be given the highest level of attention, our operational capabilities and outputs have the potential to impact upon our employees, learners, and clients, we recognise that and all those we come into contact with must be protected from injury or ill health.

We will promote risk education and awareness and the learning of health and safety through the Babcock Safety Lens as an integral part of our business "Home Safe Everyday" principles. In particular we will positively engage our employees in key risks areas including driving for work, lone working, manual handling, and customer facing issues, to ensure risk, is managed within our business.

All those that can contribute to preparing clients customers and learners to be in healthy supportive environments will be engaged to support the concept of the 'safe learner', whilst embracing protection of young and vulnerable persons.

Visible demonstration of leadership by all managers is an integral part of the day to day management process; safety criteria should underpin every management decision and must be considered as an integral part of the day to day management process.

Babcock Education and Training considers compliance with applicable legal requirements as the minimum standard for operating performance and is committed to attaining industry leading performance for safety and health, as such will:-

- Provide and maintain safe buildings, plant, equipment, services and systems of work to achieve continuous improvement in safety and health.
- Provides sufficient instruction, information, training and supervision to enable all employees, contractors, customers, or others to avoid hazards and contribute positively to safety and health at work.
- Encourage every employee to make a valued contribution to the successful implementation of this policy.
- Regularly involve our employees in safety and health issues including the assessment of risk review of incidents and the development of preventative and protective control measures through the consultative process.
- Ensure appropriate structure and support to enable on-going continuous improvement through monitoring, audit and evaluation.

This statement underlines Education and Trainings fundamental belief in the importance of health and safety and its concern to maintain health, to provide a safe working environment and to eliminate or control health and safety hazards which will be reviewed regularly to confirm its appropriateness and compatibility with the Babcock Corporate and Support Service Division's health and safety Policy and objectives.

Austin Lewis
Managing Director Education and Training
1st September 2012



Training

Learner Health and Safety Policy - Wales



1. Organisation

- 1.1 The Managing Director of Babcock Education and Training holds overall responsibility for health and safety matters. Where the responsibility or any part of it is delegated (subject to paragraphs 1.2 and 1.3 below) to other staff, the Managing Director will notify those staff accordingly.

Learners' work placements are ultimately responsible for learners' health and safety whilst on Babcock Training learning programmes. Babcock Training will, as a duty of care, work with employers and learners to educate and inform on Health and Safety matters, referring employers to the requirements of the HSE (Health and Safety Executive) and funding body requirements.

- 1.2 Operations Managers are responsible for securing safe and healthy systems of work within their region(s). They will notify all staff accordingly to ensure that all systems and procedures are followed with necessary instruction and training provided to maintain 'Safe Learner' standards.
- 1.3 The Company has appointed a Head of Health and Safety to act as the "competent person" to assist Babcock in ensuring it complies with statutory provisions and to advise on issues relating to Health and Safety affecting learners. Within each region, individuals will be identified to complete specific duties for Health and Safety, in line with their competence to carry out the task, which will be the responsibility of their line manager.

2. Arrangements

- 2.1 "As far, as is reasonably practicable", Babcock will seek to ensure learners on learning programmes have a safe and healthy working environment in line with HSG 65 (Successful Health and Safety Management). This will be achieved through rigorous monitoring and effective policy and procedures.

2.2 Consultation

Babcock has a Health and Safety Working Group (HSWG) to consult with its employees. The Head of Health and Safety chairs the HSWG. HSWG members represent a specific operational area. The HSWG includes employees that have a recognised health and safety qualification and/or regional/operational responsibility. All employees can raise questions, comments, suggestions or concerns with their local HSWG member who then has a responsibility to report this to the HSWG. The HSWG meet at least every 3 months.

Learners' and employers' Health and Safety matters are discussed during Review visits.

2.3 Continuous Improvement

All staff are encouraged to feedback on improvement to company systems and processes relating to all aspects of the operation including Health and Safety. This may be via the HSWG or via their line manager or direct to the Head of HS&E. The views and recommendations from external bodies are also considered.



Training

Learner Health and Safety Policy - Wales



Babcock complete regular internal self-assessment and have a comprehensive Quality Improvement Plan to ensure continuous improvement.

2.4 Communication of Policy/Health and Safety Promotion

Babcock informs all new employers and learners about Health and Safety on induction of learners onto Babcock learning programmes.

Employers are informed of the obligations required for learners on a learning programme with Babcock.

Learners receive a Babcock Learner Pack and the learner Start Summary form is completed to document the start process and confirm commencement of the Induction phase. A Learning Agreement is completed and issued at the commencement of learning.

3. Provision of Safety Policies and Risk Assessment

3.1 Policy Signatory

The policy signatory within learners' work placements holds overall responsibility for learners.

3.2 Risk Assessments

Risk assessments are in place for all Babcock premises. Risk assessments within the work placements are completed by the learner('s) employer and are vetted prior to or on the learner start date using the WG Health and Safety Vetting document. Any resultant findings are then recorded for completion on the Health and Safety Management Action Plan.

3.3 Records

Babcock Training Premises – Records of Premises Checklist and Risk Assessments undertaken, and originals are kept on file at the local premises. A copy is sent to the Health and Safety Officer and is tracked and recorded on a national spread sheet.

Employer Sites - A copy of the initial WG Employer Placement Vetting document and subsequent WG Employer Placement Health and Safety Monitoring form(s) and Action plans are maintained in Babcock Training Offices for audit and review (6.1).

4. Insurance

Employed status learners are covered by the employer's own insurance policy, which is checked prior to the learner being signed onto a learning programme.



5. Babcock Training Staff Competencies

5.1 Competent Person – Refer to 1.3 above

5.2 Experience of Health and Safety

It is the policy of Babcock to recruit staff with the relevant skills, expertise and qualifications to meet the requirements of their job role. This may include staff that have experience in management and implementation of Health and Safety requirements within their specific vocational area of competence.

5.3 Training in Health and Safety

To ensure the “Welsh Government Providers of Post 16+ Funded Education/Learning Code of Practice’ concept and the principles of HSG65 ‘Successful Health and Safety Management’ standards, Babcock will train staff to the Health and Safety requirements of their job role. Training requirements are identified by the individual’s line Manager and may include qualifications and/or courses and input offered by DCELLs and other relevant organisations.

6. Provision of a Safe Working Environment

6.1 Employer Workplaces (Wales)

Employer workplaces are assessed using the WG Health and Safety Vetting document and cover the following areas: -

- Section 1 – Details and Arrangements
- Section 2 – Assessment of Work Location of Learner Risk Banding

The frequency of Health and Safety monitoring is determined through a risk banding based on the specific occupational area and compliance with health and safety including general attitude/culture to health and safety management. This ranges from a 3 monthly monitoring visit to annual monitor visits based on the findings of the initial WG Health and Safety Vetting document. Health and Safety Guidance Notes support the documentation and detail the risk banding guidelines.

A Health and Safety Action Plan is produced if action is found to be required whilst vetting and checking. Times scales are agreed for completion by the employer. The Vocational Learning Manager will enter the date the action plan is due to complete on the Health and Safety Tracker. Using the online diary the VLM will set reminders for both themselves and the VLA to ensure follow up action is taken.



Training

Learner Health and Safety Policy - Wales



6.2 Company Premises

Company premises are checked on a regular basis via the Babcock Training premises checklist, other premises used for training purposes are all checked for suitability and insurance prior to use

6.3 Business Activities

All business activities and/or learner or client visits must be conducted on business premises and in no circumstances should employees or learners/clients conduct business activities in private residences. The only exception to this is where Health and Social Care learners are required to be assessed in a customer's home and in this instance each visit must be carried out in line with Health and Safety policies and the qualification's standard practices.

6.4 Babcock Training Premises - Emergencies

Procedures for participants regarding fire and other emergencies are displayed in every office. Fire evacuation procedures are referred to prior to the commencement of off job training sessions.

Guidance is given to all staff through the company induction.

Evacuation of premises procedures are implemented and tested on an annual basis. Records of these are made and kept within the local office.

All premises have access to a first aid box and an appointed person.

6.5 Learner's Employer Premises Emergencies

Placement procedures for fire and first aid are checked as part of the pre-placement WG Health and Safety Vetting. Participants are informed of the specific procedures and systems pertinent to their placement at the time of their placement induction. This is recorded on the Induction Questionnaire.

Thereafter participants are subject to all emergency procedures in the workplace when they are at work and will participate in those procedures and evacuation drills as and when the Employer requires. The employer will maintain all records.

7. Equipment, Materials and Safety Systems

Equipment and Machinery

Information on machinery and equipment is recorded on the WG Health and Safety Vetting document. Learners must not use machinery or equipment that they are not deemed competent to use.

7.1 Induction

Learners complete a programme induction for each individual work placement during their participation on a Babcock training programme and this is recorded on the Induction Questionnaire module 1.



Training

Learner Health and Safety Policy - Wales



7.2 Safety Information

Learners receive a Learner Pack that contains details of Health and Safety and individual responsibilities under Health and Safety legislation (module 7) h, Babcock will always inform the employer to seek information from the relevant advisory body including the HSE (Health and Safety Executive) and the local Fire Officer.

7.3 Integration of Training

Many participants receive training in Health and Safety as an integrated part of the NVQ programme and this is continually assessed in terms of achievement of NVQ units/elements.

7.4 Supervision

It is the employer's responsibility to ensure at all times that the supervision of learners is by a trainer or workplace supervisor and will be appropriate to ensure the safety of learners at all times according the learners job role and level of competence.

Babcock Training Premises – 1 trainer per maximum 20 participants.

Placement providers – are required to ensure that a competent person supervises learners.

- All learners in contact with dangerous equipment and processes must be competent within the task and have adequate supervision.

7.5 Records

For each learner on a government funded programme records are kept which will contain the following: -

1. Learning Agreement - which indicates receipt and agreement of the terms and conditions of the programme
2. Induction Pack Modules 1 -7
3. Individual Learning Plan – detailing NVQ Units achieved/targeted
4. Prohibition and Restrictions Agreement
5. WG Health and Safety Vetting document
6. Health and Safety Management Action Plan (if required)
7. WG Health and Safety Monitor
8. Health and Safety Action Plan

Each region is responsible for ensuring these are in place and are updated as required.

For employers who have been dormant for a period vetting or monitoring will be determined by the risk at vetting and monitoring .i.e. High Combined Risk 12 months, Medium Combined Risk – 24 months Low Combined Risk – 48 months

Records are archived after 4 years .



Training

Learner Health and Safety Policy - Wales



8. Staff (Refer to 1.2)

9. Accident/Disease Investigation And Reporting

9.1 Reporting

All accidents and notifiable disease incidents involving programme participants are reported to:

- a) The appropriate DfES Health and Safety team within the procedures and systems set by that funding body at that time (Ref DfES HS001)
- b) The Health and Safety Officer
- c) The Babcock line manager for the specific area

Where an incident is reportable under RIDDOR, Babcock will endeavour to ensure that the placement complies with the regulations.

Babcock will conduct an investigation and submit a report to the DfES in accordance with the WG Procedures and with the set timescales.

9.2 Recording, Analysis and Remedial Action

All reported accidents / incidents will be reviewed by the Health and Safety Officer. Health and Safety Working Group (HSWG) will analyse accident / incident data to identify trends for use in developing new procedures/systems/training.

Accident Investigation / Incident Forms are held on individual learner files.

Having investigated the accident, the competent person will make recommendations for remedial action to prevent re-occurrence.

9.3 Accident Prevention

Accident prevention measures are communicated to learners and employers on a regular basis. This is actioned through the use of pre-placement vetting, monitoring reports, learner reviews, and staff/learner induction programmes. Advice to learners on accident prevention also forms part of their on-going training and development and is supported by their NVQ.

10. Contractual Controls

Prior to participation in training the employer placement will be vetted. This confirms that employers will:

1. Maintain registration of premises with the relevant enforcing authority.
2. Operate and communicate a Health and Safety policy.
3. Maintain a Fire Certificate where required.
4. Comply with current Health and Safety legislation (specifically the Health and Safety at Work Regulations 1999) including the completion of Risk Assessments and the implementation and communication of necessary controls. Risk



- Assessments will include hazards relating to fire, young people, new or expectant mother, chemicals, manual handling, display screen equipment, noise & first aid.
5. Provide learners with appropriate instruction, information, and training relating to all Health and Safety matters.
 6. Maintain a level of supervision for those learners in contact with dangerous machinery / equipment and processes taking into consideration their physical and mental ability to complete the task. A named or deputy supervisor must be in the same room or within sight and sound.
 7. Provide a safe and healthy working environment including provision of welfare facilities, safe equipment and systems of work.
 8. Provide any necessary Personal Protective Equipment/Clothing (PPE/C) and ensure its proper use.
 9. Prohibit learners from any areas, equipment or processes where they may be at risk due to age or inexperience.
 10. Maintain and display the appropriate insurance including Employer's Liability Insurance that extends to all Learners as well as Public Liability Insurance and Motor Vehicle (where applicable).
 11. Have in place and communicate arrangements for emergencies.
 12. Ensure that all reportable accidents and occupational diseases affecting learners are reported using the quickest possible means as well as to the relevant enforcing authority.

11. Young Persons/Safeguarding

Babcock recognise the need to ensure vulnerable groups are protected and as such complete CRB checks of its own employees. This is the responsibility of the HR department.

Each employer placement will be pre-vetted using the WG Health and Safety Vetting document to ensure the correct measures are in place to protect individuals which may include those who may lack physical ability, maturity and knowledge to complete specific tasks.

The learner's employer has ultimate responsibility to ensure learner safety. Babcock will be pro-active in its approach to ensure the employer has the knowledge to complete their statutory and contractual obligation.

Ongoing monitoring will be completed in line with Babcock's procedural requirements for the specific funding body and this is a responsibility of the individual region to maintain this.

Document Control

Policy Document Control	
Original Author	John Bacon
Authors Title	Head of HS&E, Training Education and Critical Assets
Original Issue	September 2012
Author of Revision	Angela Maguire-Lewis
Date of Revision	01.09.12
Revision Number	6
Reason for Revision	Include Business Activities section