



Health and Safety Policy

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1. POLICY STATEMENT

Logistica Training & Consultancy Ltd is committed to providing a safe and healthy working environment for all employees. We therefore regard health and safety as a priority and an integral part of our business.

This commitment extends to providing, so far as is reasonably practicable, a safe, healthy and supportive environment for learners on all our programmes however funded. When working with young people, Logistica Training & Consultancy Ltd will endeavour to implement the safe learner concept, through the promotion of risk education and safety awareness. The Health and Safety at Work Act 1974 together with other related regulations, place specific responsibilities on both employers and employees. We intend, as a matter of policy, to comply, so far as is reasonably practicable, with all health and safety requirements.

Logistica Training & Consultancy Ltd is committed to:

- Provide and maintain in a safe manner all work equipment
- Ensure the safe handling of hazardous substances
- Provide information, instruction and supervision for employees
- Maintain safe and healthy working conditions
- Provide all employees with appropriate training to ensure that they are competent to complete their tasks
- Consult with employees on matters affecting their health & safety
- Provide adequate control of the health & safety risks arising from work activities
- Prevent accidents and cases of work-related ill health
- Review and revise this policy, as necessary, at regular intervals
- Directors, managers and employees have the responsibility for implementing the safety policy throughout the business operation.

2. RESPONSIBILITIES

All managers and employees are responsible for carrying out their work in a manner that will not put their personal health and safety at risk or that of their colleagues or anyone that may be affected by their actions or omissions. Managers and employees must plan and perform their work in accordance with the Health and Safety Policy, its associated procedures and in compliance with current legislation. It follows, therefore, that all managers and employees have the right and the responsibility to refuse to carry out work or undertake any activity, which they consider to be unsafe.

2.1 Managing Director.

The Managing Director will ensure that:

- There is an effective and efficient approach to health and safety within all parts of Logistica Training & Consultancy Ltd.
- The necessary resources/budget are made available to provide competent safety management and for the continuous improvement of health and safety performance of Logistica Training & Consultancy Ltd.
- All staff are consulted on health and safety matters, by ensuring that safety is included as an agenda item at each of the Logistica Training & Consultancy Ltd Staff Meetings
- Employees with specific responsibilities have the necessary authority, expertise, training, and resources to exercise their responsibilities effectively.
- All levels of management understand, actively support and implement Logistica Training & Consultancy Ltd Health and Safety Policy and procedures
- Policies and procedures are developed to meet legal, moral, and best practice obligations.
- There is a suitable organisation structure for planning, implementing, monitoring, reviewing and evaluating health and safety arrangements.

2.2 Other Line Managers and Team Leaders

All Managers will ensure:

- That all staff under their control know and accept their personal responsibility for the safe working of themselves and others that may be affected by their acts or omissions

- That all staff under their control are properly trained and supervised, and in particular, receive adequate induction training and on and off the job training in appropriate aspects of health, safety and welfare.
- That all staff understand their responsibilities for health and safety, as defined in the health and safety policy and are capable of performing their duties to the required standard.
- That they operate within all legislative and Logistica Training & Consultancy Ltd requirements applicable to work of their office/team
- That they maintain high standards of housekeeping in their offices/teams
- A consistent implementation of Logistica Training & Consultancy Ltd policies and procedures within their area of accountability
- That they co-operate with the Managing Director and other responsible staff on health and safety matters
- That they complete risk assessment for their office areas/teams/tasks within their responsibility and implement the risk assessment findings
- That all accidents, diseases, and dangerous occurrences are recorded and investigated by a competent person. Comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations. In the case of ESFA funded learners comply with the ESFA accident reporting mechanism and the accident reporting requirements of Logistica Training & Consultancy Ltd
- That they complete any other reasonable health and safety activity, as defined by the Logistica Training & Consultancy Ltd Managing Director

2.3 Employees

All members of staff have a duty to:

- Take reasonable care of the health and safety of themselves and of other persons who may be affected by their acts and omissions at work.
- Co-operate with their employer to enable the employer to perform, or comply with, any legal duty or requirement.
- Not to interfere with, or misuse, equipment provided in the interest of health and safety.
- Use equipment, procedures and documentation provided for their work as they have been trained.
- Not to use equipment they have not been trained to use.
- Inform their manager of any work situation that represents a serious and immediate danger to themselves and others.
- Report all accidents immediately and enter the details in the accident book.
- Keep their working area clean and tidy to minimise risk.

3. ARRANGEMENTS

3.1 Accident Reporting – Logistica Training & Consultancy Ltd

This procedure ensures that all accidents, incidents, and dangerous occurrences, involving Logistica Training & Consultancy Ltd employees, are investigated to determine the cause and appropriate action taken to prevent a reoccurrence.

3.2 Accidents / Incidents

- All accidents must be recorded in the accident book.
- Where it is deemed necessary and appropriate, the Health and Safety Co-ordinator should inform the Managing Director. An investigation should then be completed, to identify the accident causes and any remedial action.

3.3 Reporting of Injuries, Diseases and Dangerous Occurrence Regulations (2013)

3.3.1 Fatality/Major Injury/Dangerous Occurrence

In the event of a RIDDOR reportable incident, the Health and Safety Co-ordinator must inform the relevant enforcing authority by the quickest means possible, usually by telephone or on the Internet, and then submit an appropriate report to them *within* 10 days. The Health and Safety Co-ordinator should retain a copy of the report for recording purposes.

Logistica Training & Consultancy Ltd will report any RIDDOR incidents to Funding Partners as per contractual requirements.

3.3.2 Lost Time Accidents

If an employee is absent from work for more than three days*, as a result of an injury arising from their work, the Health and Safety Co-ordinator must be notified. A report should then be completed by the Health and Safety Co-ordinator and submitted to the relevant enforcing authority within 10 days. A copy of the report should be retained for recording purposes.

**The more than three-day criteria does not include the day of the accident, but does include.*

weekends. For example, if the accident occurred on a Wednesday and the employee did not return to work until the following Monday, the accident is reportable under RIDDOR.

3.3.3 Diseases

If written confirmation is received from a medical practitioner that an employee is suffering from a notifiable disease, the Health and Safety Co-ordinator should complete the appropriate report and notify the enforcing authority as soon as reasonably practicable. A copy of the report should be retained for recording purposes.

3.4 Follow Up Action

The Manager/Safety Adviser should ensure that all remedial actions are completed. The Health and Safety Adviser should review all accident and incident reports and recommend further action as appropriate to the Managing Director.

4. FIRST AID POLICY – Logistica Training & Consultancy Ltd employees

Logistica Training & Consultancy Ltd has a duty under the Health and Safety First Aid Regulations (1981), to provide suitable and sufficient first aid facilities. Logistica Training & Consultancy Ltd will inform all employees of the arrangements that have been made in connection with the provision of first aid facilities, including equipment and those employees trained in first aid.

To meet this requirement Logistica Training & Consultancy Ltd will:

- Display on notice boards (company intranet), the names and telephone numbers of employees trained in basic first aid and of employees trained as Appointed Persons.
- Provide access for all staff to an adequately stocked first aid kit, which will be clearly identified.
- Arrange for the continuity of training to maintain a satisfactory number of employees qualified as Appointed Persons, (one per office location).

When working at other locations, (eg employers premises), Logistica Training & Consultancy Ltd staff should make use of the on-site first aid provision. All accidents on other premises must be entered in the relevant Logistica Training & Consultancy Ltd Accident Book.

During induction training, employees will be informed of:

- Their responsibilities in the event of an accident.
- The location of their local First Aider and first aid kit.
- First aid and accident reporting procedures.

Whilst we have no legal responsibility to provide assistance for non-employees, it is our policy to provide emergency cover for visitors and contractors on the premises of Logistica Training &

Consultancy Ltd, to ensure safe evacuation to the nearest medical services.

5. FIRE SAFETY AND EMERGENCY EVACUATION PROCEDURES

All employees are required to familiarise themselves and understand the Fire and Emergency Evacuation procedures for the Logistica Training & Consultancy Ltd.

Please ensure that you know:

- The location of your nearest FIRE EXIT and where it exits the building.
- The Assembly Point.
- The location of your nearest fire alarm call point.

As part of the induction programme, each employee will be briefed on the evacuation route(s), the fire alarm call points, and the location of the Assembly Point.

What to do in the case of fire

(A) By the Person discovering the fire:

- i) Ensure that no one is in immediate danger.
- ii) Sound the fire alarm at the nearest break glass alarm point (the 'Break Glass' alarm points are on the main exit routes); and
- iii) Leave the building by the nearest FIRE EXIT and go to the Assembly Point.

(B) By all other staff not committed to specific Fire Duties, on hearing the alarm:

- i) Leave the building via the nearest FIRE EXIT.
- ii) Do not return to your desk to collect personal belongings. Go straight to the Fire Assembly Point, obeying the instructions of the Fire Wardens.
- iii) Wait for further instructions.

Note:

- *If you have visitors with you, please ensure they are escorted safely from the building to the Fire Assembly Point.*
- *Do not use the lifts.*

Fire risks for Logistica Training & Consultancy Ltd area of the premises will be assessed by the

Health and Safety Coordinator as part of the risk assessment programme.

6. BOMB PROCEDURE – Logistica Training & Consultancy Ltd Offices

Should any member of staff receive a report, by telephone, of an explosive device having been placed within, or near the premises, they should try to obtain as much information from the caller as possible. Example of the required information is as follows:

- Location of explosive device.
- Time set for detonation.
- Description of explosive or container.
- Sex (male/female) of the caller.
- Estimation of age.
- Accent of caller.
- Indication of type of telephone being used, e.g. call box or mobile phone.
- Any significant background noises.
- Code word or number.

Once the caller terminates the call, the employee should contact their manager immediately, relaying all the information gathered.

Should any employee discover a suspicious object or package, they should not touch the object. They should contact their manager immediately with all the relevant information on the suspicious object.

In the event of either a telephone report, or the discovery of a suspicious package, staff are to comply with the evacuation procedure of the relevant office in which they are based.

If an evacuation is deemed necessary, all employees should leave the building via the nearest Fire Exit and proceed to the Assembly Point, as defined in the Business Centre procedures

7. RISK ASSESSMENT POLICY

It is the policy of Logistica Training & Consultancy Ltd to carry out suitable and sufficient risk assessments of the risks to health and safety of our employees, and to others who might be affected by our work activities across all provision.

To ensure that this happens we will:

- Identify all hazards with a potential to cause harm to our employees and others who may be affected by our activities.
- Evaluate the probability and severity of potential injury or damage.
- Analyse the options for eliminating, reducing or controlling the identified risks and then take the appropriate action.

- Review the assessments periodically and particularly where they may no longer be valid or where there has been a significant change in the work activities or processes.
- The risk assessment programme will be started initially by the completion of a Management Risk Assessment for each office/work activity.

Where we identify a risk of serious or imminent danger we will:

- Establish appropriate procedures for controlling exposure to this special risk, including the stopping and resumption of work.
- Nominate sufficient competent persons to implement the evacuation procedure from the premises.

Each Office Manager will be responsible for ensuring that the risk assessment programme is completed for their designated area/team.

8. CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (C.O.S.H.H)

It is our intention that wherever possible the use of harmful substances will be reduced to a minimum.

Within Logistica Training & Consultancy Ltd premises, the following substances may be stored and used:

- Substances used in the maintenance and operation of photocopiers, printers and other office equipment.
- Cleaning agents stored and used in the area

In order to meet its obligations, as defined in the COSHH Regulations, Logistica Training & Consultancy Ltd will:

- Identify and obtain information concerning all hazardous materials used.
- Assess the risk to all employees exposed to hazardous materials.
- Eliminate, minimise, or control the risk by effective measures.

9. DISPLAY SCREEN EQUIPMENT (DSE)

It is the intention of Logistica Training & Consultancy Ltd that display screen equipment (DSE) users are identified and assessments made to ensure that workstations are ergonomically correct.

The Display Screen Equipment Regulations 2002 place a responsibility on Logistica Training & Consultancy Ltd to complete an assessment of each employee's workstation. This must be completed for all employees who use DSE as a significant part of their job role.

Logistica Training & Consultancy Ltd will provide training in the risks to health of staff using DSE

and the preventative and protective strategies to reduce such risk. The working environment in which display screen equipment is used should be safe, with minimum risk to health.

All managers are expected to review the DSE work undertaken by their team to:

- Ensure that the work activity is structured and that natural breaks in that activity occurs.
- Ensure that where it is not possible to include natural breaks, enforced breaks should be introduced into the activity.

Display Screen Equipment Risk Assessment

As part of the Management Risk Assessment, all Managers will be asked to identify the significant risks within their work area/tasks.

As well as the completion by managers of the Management Risk Assessment, each employee will be requested to complete a workstation questionnaire, or on-line equivalent as part of their induction. Once completed should be forwarded to the Health and Safety Co-ordinator.

The information collated from the Self-Assessment Questionnaire, or online equivalent, will identify those employees who require additional workstation equipment, or specialist training in the use of workstation equipment.

It is the responsibility of each manager to ensure that a Self-Assessment Questionnaire, or online equivalent, is completed for employees within their team.

Eye Tests

In line with the requirements of the Display Screen Equipment Regulations (2002) Logistica Training & Consultancy Ltd accepts its obligations regarding the provision of eye tests for display screen users. Logistica Training & Consultancy Ltd is keen to encourage employees to take up this opportunity.

It is important to note that eye tests will be carried out at the request of the employee.

10. MANUAL HANDLING POLICY

The Manual Handling Operations Regulations (1992) place a responsibility on the organisation to eliminate, minimise or control the risks from the manual handling of loads within the work environment. In order to achieve this objective, Logistica Training & Consultancy Ltd requires that all employees adopt safe working practices, with regards to the manual handling of all loads.

It is our policy to prevent or reduce manual handling risks by ensuring that:

- Where possible, deliveries are taken to the point of use or storage by the contractor, through sensible purchase procedures and contracts.
- Loads are small and as light as possible through sensible purchase procedures and contracts.
- Suitable manual handling aids are provided
- Employees who have to carry out manual handling operations receive adequate training in the processes/tasks and in the best way to move loads so as to reduce the risk of injury.

It is also our policy that managers:

- Will not expect employees to move any load that the manager thinks is beyond the capacity of the employee.
- Ensure employees have a good regard to good manual handling techniques, use any aids provided and follow safe systems of work.
- Will not expect employees to move any load that the employee thinks is liable to cause them injury.

As part of the Management Risk Assessment, all managers are asked to identify the significant risks within their work areas. The Safety Co-ordinator will collate this data.

Where the manager's risk assessment raises lifting tasks as a significant risk to their member(s) of staff, further action will be required. As part of the collation process, the hazards and risks appropriate to the work task and environment will prioritise the allocation of manual handling training.

11. ELECTRICAL SYSTEMS AND EQUIPMENT POLICY

It is the policy of Logistica Training & Consultancy Ltd to comply with the Electricity at Work Regulations (1989) and guidance from the Health and Safety Executive.

We will reduce electrical hazards to a minimum by using:

- Competent or qualified persons for maintenance tasks.
- Qualified persons for repair tasks.
- Competent or qualified persons for regular inspecting and testing.
- Safe systems of work for all work carried out on electrical systems.
- Safe, suitable, and approved materials and equipment.

Regular inspections and testing shall be carried out with electrical installations being tested every five years. Portable appliance testing will take place at a frequency determined by the risks associated with their use.

Electrical risks will be assessed as part of the Management Risk Assessment.

All employees are reminded that no personal portable electrical equipment, i.e., kettles, fans, etc, are permitted onsite unless presented for inspection, tested, and authorised.

12. EXPECTANT AND NURSING MOTHERS POLICY

Logistica Training & Consultancy Ltd will carry out a Risk Assessment for all new and expectant mothers.

It is our policy to prevent or reduce risks to new and expectant mothers by requiring them to inform their line manager of the pregnancy as soon as they feel appropriate. This will allow a full assessment of any risk to their health arising from their work. This will be treated in confidence.

It is also our policy to prevent or reduce risks to new and expectant mothers by ensuring that they do not:

- Undertake any manual handling tasks.
- Spend excessive time at a workstation without taking adequate breaks.

The implications of driving as part of the expectant mother's job role will be assessed, on an individual basis, by the employees' manager.

As part of this process, we will fully take into account recommendations made by a medical practitioner or midwife.

13. VISITORS POLICY

Logistica Training & Consultancy Ltd accept our duty to protect visitors to our premises from harm and recognise also that visitors may pose a risk to our employees. Therefore, our policy for the control of visitors on our premises is as follows:

- We will ensure that we know visitors are onsite by requiring them to sign in and out in the visitors book, as defined within each office location
- In the event of a fire alarm, the person who is accompanying the visitor should take the visitor to the assembly point and ensure that they remain there until it is safe to return to the premises.
- We will provide assistance if necessary and ensure all casualties are evacuated to the nearest medical services, if appropriate.

14. WELFARE FACILITIES

In line with the requirements of the Workplace (Health, Safety and Welfare) Regulations 1992, Logistica Training & Consultancy Ltd is committed to providing a safe place of work, with appropriate welfare facilities. These will include the following:

- The provision of a good working environment, with all appropriate health and safety support facilities.
- Safe access to, and egress from the office environment.
- General welfare facilities, to include:
 - o Hot beverage areas
 - o Cold water supply
 - o Toilet facilities

In the provision of all of the above facilities, all employees have the responsibility to ensure that such facilities are not abused or misused. All employees are requested to support the organisation in maintaining a high standard of welfare facilities, and also to report where such standards are not maintained.

Logistica Training & Consultancy Ltd requires good housekeeping at all times. It is the responsibility of all managers to ensure that these standards are met within their department/team.

15. STRESS POLICY

Logistica Training & Consultancy Ltd will endeavour to comply with all legislation and good working practice and to identify sources of stress in the workplace. Subsequently we will address areas of concern with the prime purpose of achieving a healthy workforce in which stress levels are as low as practicable.

To achieve this, we will:

- Prevent stress by trying to control pressures to which employees are exposed.
- Encourage timely reaction by managers and the ability to recognise and deal with stress amongst employees as it arises.
- Promote and develop a supportive attitude to those employees identified as suffering from stress, including the development of strategies to deal with particular circumstances.

- Providing appropriate skills, training and resources needed for employees to do their jobs.
- Monitoring for excessive working hours.
- Provide counselling services if required

Monitoring

The following reports will be located on each personal file and will be used to monitor stress and provide an objective means of assessing the level of the problem and devising strategies for improvement:

- Absence (reports on levels and reasons for employee absence).
- Employee appraisal and development.

16. TRAINING

Logistica Training & Consultancy Ltd recognise the importance and value of health and safety training and are committed to providing adequate information, instruction and training for all employees. Training will be given in accordance with the requirements of the job role and tasks to be undertaken.

Logistica Training & Consultancy Ltd will ensure that all new employees receive induction training covering the following:

- Health and Safety Policy
- Statutory and ESFA accident reporting procedures
- Fire arrangements and first aid facilities
- Safe manual handling
- Risk assessment policy
- Employee responsibilities *This is not an exhaustive list*

In addition to the above, additional specific information will be provided, relevant to the employees' particular tasks or job, which will be arranged by the appropriate manager.

17. YOUNG PERSONS

It is policy of Logistica Training & Consultancy Ltd to prevent or reduce risks to young people employed by the company through the completion of risk assessments to identify any risk to their health arising from work activities. The risk assessment will take account of the young person's inexperience, lack of awareness and perception of risk in the workplace. These would be in addition to our regular programme of risk assessments.

It is also our policy to prevent or reduce risks to young persons by ensuring that they do not:

- Undertake any manual handling tasks without training and supervision
- Operate machinery i.e. shredders without training and supervision
- Spend excessive time at a workstation without taking adequate breaks

18. CONSULTATION AND COMMUNICATION WITH EMPLOYEES

In accordance with the requirements of the

- Health and Safety (Consultation with Employees) Regulations 1996
- Management of Health and Safety at Work Regulations 1999

Logistica Training & Consultancy Ltd is committed to ensuring the Health, Safety and Welfare of all its employees whilst at work.

Consultation and communication with employees on health and safety matters is a key element to the successful achievement of this objective.

All employees are responsible for providing feedback on their views/concerns about the health and safety arrangements and to also report any defects or failings they identify.

19. ALCOHOL, DRUGS AND SOLVENTS

Logistica Training & Consultancy Ltd is concerned that employees do not expose themselves or other persons to risks to their health or safety by acts or omissions at work. It is therefore the policy of Logistica Training & Consultancy Ltd that all employees are fit and well when at work.

Responsibilities

- No person will be allowed at work if they are under the influence of alcohol, drugs or solvents.

- Any employee who is aware of any person who is at work and under the influence of alcohol, drugs or solvents must report the matter immediately to their manager.
- Employees who are taking medication or prescribed drugs, which may affect their actions or reactions whilst at work, should inform their manager. Appropriate adjustments to the employee's day to day tasks may or may not then be deemed necessary.
- The use of uncontrolled drugs or solvents whilst at work or being under the influence whilst at work, including being under the influence of alcohol, is considered by Logistica Training & Consultancy Ltd to be very serious and subject to the same disciplinary action as any act of gross misconduct.

20. LONE WORKING POLICY

Logistica Training & Consultancy Ltd recognises its responsibility to assess the risks to lone workers and to take steps to avoid or control the risk where necessary. This will be highlighted as part of the Management Risk Assessment completed by the managers. Additional risk assessments may then have to be completed as appropriate.

Lone workers can be grouped into the following areas:

- Workers in fixed establishments
- Mobile workers working away from their fixed base.

Within our organisation, the second category predominantly applies, where certain employees may be required to visit commercial premises as part of their duties.

Where this is necessary, the following steps should be followed:

- The employee should ensure that the calendar within their PC is fully up to date, highlighting their offsite location
- The employee must have a mechanism for raising the alarm e.g. a mobile phone
- Regular contact is made between the employee and the office using a phone

Examples of occurrences which may happen whilst working alone are:

- A road traffic accident
- Personal attack
- Involvement in a major incident
- Any other professional concern

In the first instances, any of these occurrences should be reported to the direct line manager.

21. DRIVING POLICY

It is Logistica Training & Consultancy Ltd policy that employees undertaking driving duties are competent to drive the vehicle being used. To that effect those employees shall maintain a current UK driving licence.

Where the maintenance of a driving licence is a condition of the employment of staff, those who lose their licence through the courts must report the loss to their manager.

Drivers are expected to abide with all applicable road traffic legislation and Approved Codes of Practice.

When employees are driving any vehicle on Logistica Training & Consultancy Ltd business, they should consider the following points:

- Concentrate at all times in order to avoid accidents
- Do not drive excessively for long periods. When you feel tired, stop at a safe location and rest.
- Know the capabilities of your vehicle and exercise restraint.
- Consider other road users, giving the correct signals in good time.
- Drive at the permitted speed limit only.
- Know the Highway Code and apply it.

Where the employee uses their own vehicle for business use, it is the responsibility of the employee to ensure that the vehicle is serviced, has a current MOT and a business use insurance policy.

Employees must be aware of any prescription medication, which may result in drowsiness or any other incapacity whilst driving.

Should an employee be involved in a road traffic accident, whilst on company business, it is the responsibility of the manager to report the incident, in writing to the Health and Safety Co-ordinator.

Employees are reminded that when attending client's premises, they must abide and adhere to all health and safety arrangements applicable to that location.

The Highway Code, the Department of Transport and the Health and Safety Executive guidance, states that drivers should take a 15-minute break in every 2 hours of driving. All staff, on Logistica Training & Consultancy Ltd business, are not to drive for an excessive period and put themselves and other road users in danger.

Any concerns over driving on Logistica Training & Consultancy Ltd business should be referred to the relevant line manager.

21.1 In Car Communication Equipment

The use of a telephone handset in a vehicle, whilst the vehicle is in motion, is contrary to the requirements of the Highway Code, the Approved Code of Practice, which supports the Road Traffic Act. A Police prosecution of “driving without due care and attention” is therefore possible, sighting the requirements of the Highway Code. Logistica Training & Consultancy Ltd recognises the potential risks of using in car communication equipment whilst the vehicle is in motion. Therefore, all employees who have access to a telephone handset and use it in the course of their employment, are required to abide by the following policy:

- When travelling on Logistica Training & Consultancy Ltd business, the use of a mobile telephone handset by the driver is strictly prohibited. The handset should be switched off whilst the vehicle is in motion and any messages received can then be retrieved once the vehicle is parked in a safe manner.

22. HOMEWORKING

Home workers are those people contracted to work at home for an employer.

Logistica Training & Consultancy reserve the right to apply home working or office working status to an individual employed by Logistica Training & Consultancy Ltd.

It is the position of Logistica Training & Consultancy Ltd that whilst a number of staff may choose to work from home occasionally, there are some contracted home workers. Your status of employment will be detailed in your individual statement/contract of employment. Logistica Training & Consultancy Ltd reserve the right to change this status to meet the needs of the business.

The view of Logistica Training & Consultancy Ltd that where necessary, provided the business of the organisation is not inconvenienced and the line manager is in agreement, employees can work at home if needed.

Line managers should not unreasonably refuse such requests.

23. PLACEMENT EMPLOYER SYSTEMS

Logistica Training & Consultancy Ltd is committed to ensuring, so far as is reasonably practicable, a safe, healthy and supportive environment for all learners.

Relevant procedures and associated documentation used by Logistica Training & Consultancy Ltd for the implementation of the placement employer vetting and monitoring systems are contained as an appendix to the Safety Policy.

24. SAFE LEARNER SYSTEMS

When working with young people, Logistica Training & Consultancy Ltd will endeavour to implement the safe learner concept, through the promotion of risk education and safety awareness.

25. LEARNER INCIDENT REPORTING AND INVESTIGATION

Logistica Training & Consultancy Ltd is committed to the safety of all learners and recognise the ESFA contractual obligations to investigate and report all incidents to learners on ESFA funded programmes.

Relevant procedures and associated documentation used by Logistica Training & Consultancy Ltd for the investigation and reporting of learner incidents can be obtained from the head office or your line manager.

26. MANAGEMENT REVIEW

It is the policy of Logistica Training & Consultancy Ltd to ensure all health and safety systems are dynamic and under continuous improvement. To achieve this, we will regularly review our policies, procedures and arrangements to ensure that they continue to provide suitable and sufficient health, safety and welfare requirements for employees, and reflect our business activities.

The Health and Safety Co-ordinator has the following responsibilities:

- To ensure that the performance of health and safety is managed, through audits and inspections, which are reported effectively to the Managing Director
- To ensure that all feedback information is analysed to identify trends and opportunities for improvement.

- To collate all audit results and actions.
- To review accident and incident reports and other feedback information, including “near misses”.

27. SAFETY AUDITING

It is the policy of Logistica Training & Consultancy Ltd to ensure that all health and safety systems are dynamic and under continuous improvement.

To achieve this our policies, arrangements, procedures and premises will be regularly audited to ensure they reflect suitable health, safety and welfare requirements for employees and for our work activities.

Logistica Training & Consultancy Ltd Health and Safety Co-ordinator is responsible for establishing, maintaining and undertaking an internal Health and Safety Audit Programme.

The Managing Director is responsible for ensuring that where necessary, appropriate remedial actions are taken from the conclusions of the safety audit.

Appendix 1 Placement Employer Safety Verification Procedure

Scope

This procedure outlines the mechanisms to be completed and the criteria to be followed when signing up a placement employer in which a learner will undertake ESFA funded learning.

Objective

The objective is to ensure, so far as is reasonably practicable, a safety, health and supportive environment for the learner. This objective is achieved by verifying that the employer is complying with their statutory safety responsibilities and the requirements of the ESFA Health and Safety Procurement Standard.

Competency

The Placement Employer Safety Verification process can only be completed by staff who have the relevant experience necessary.

Process

In order to verify that the employer is complying with their health and safety responsibilities, a Health and Safety Site Checklist (318), is completed prior to the ESFA funding documentation

for the learner being processed.

1. The Health and Safety Site Checklist contains a number of headed sections, all of which are to be completed in full. The checklist comprises the following:

- The Employer Details
- Ten standards, each one of the standards conforms to the ESFA Health and Safety Procurement Standards (HASPS)
- An assessment of each of the ten standards
- An overall assessment outcome
- Signatures from the employer and the Logistica Training & Consultancy Ltd representative
- A Safety Action Plan

Placement Employer Safety Verification Procedure Process

2. Each of the ten standards are then assessed at the end of each section. The assessment criteria are as follows:

- Met all the criteria have been verified in full
- Part met some of the criteria have been verified & an action plan & timescales has been agreed with the employer
- Not met the criteria have not been verified

3. For those sections that have an assessment criteria of, “part met”, an entry must be detailed in the health and safety action plan. This should include:

- A reference number from the standard (eg 1A)
- The action required
- Who will complete the action?
- A target date

4. The assessment outcome is then completed for the whole document, detailing any recommendations and the risk category. The risk category is reached using the Risk Category Matrix, based on the occupational risk level and the management risk level. The employer is then re-visited based on the High, Medium, or Low risk category allocated.

5. The placement employer and the Logistica Training & Consultancy Ltd staff sign the document as an accurate record upon the day of the visit.
6. The employer will be informed of their responsibilities for the health and safety of apprentices during the health and safety site verification inspection. This will also be reviewed as an agenda item during the apprenticeship planning meeting(s) that form part of the employer engagement process.
7. The commitment statements signed for each apprentice will include statements signed by employers to state that they are aware of their responsibilities for the health and safety of apprentices.

Appendix 2 Learner Safety Induction

Scope

This procedure outlines the mechanisms to be followed and documentation to be completed when verifying the criteria that a learner will undertake, with their employer, whilst on ESFA funded learning.

Objective

The objective is to ensure, so far as is reasonably practicable, the promotion of the safe learner concept. This objective will be implemented through the completion of a risk education programme by the learner as part of a qualification and with the employer.

Competency

The Learner Safety Induction process can only be undertaken by staff who have either the necessary experience or qualification

Process

At the start of each training programme, the Learner must complete a Logistica Training & Consultancy Ltd Induction Checklist. Each of the criteria listed on the checklist must be covered by the Logistica Training & Consultancy Ltd staff with the Learner. A tick should be placed against each of the criteria to confirm completion. Once all of the induction criteria have been completed, both the Learner and the Logistica Training & Consultancy Ltd Assessor must sign the induction checklist. All criteria must be completed. The checklist is then placed within the Learner records/file

Appendix 3 Learner Safety Review

Scope

This procedure outlines the mechanisms to be followed and documentation to be completed undertaking a Learner Review to an individual on ESFA funded learning.

Objective

The objective is to ensure, so far as is reasonably practicable, the continued safety of the Learner, as an integral part of the safe learner concept. This objective will be implemented through verification that the Learner is completing a risk education programme as part of a qualification and with the employer.

Competency

The Learner Safety Induction process can only be undertaken by staff who have the necessary experience or qualification.

Process

At each Learner Review, the employer and the Learner must complete a Logistica Training & Consultancy Ltd Learner Review document. The health and safety section of the review is contained within the Employer Section of the document. A series of health and safety questions for the Learner has been compiled. The assessor should select different questions to be asked at each review and record the information in the box provided on the review document. In addition, the assessor must ask the Learner, at every review visit, if the Learner has had any accidents since the last review visit. If the answer is, "YES", then the assessor should follow Appendix HS004 of the Logistica Training & Consultancy Ltd Safety Policy. Once all of the sections have been completed, the Learner, the employer representative and the Logistica Training & Consultancy Ltd Assessor must sign the Learner Review document. All criteria must be completed. The checklist is then placed within the Learner records/file

Appendix 4

1. Learner Incident Reporting and Investigation Procedure

Scope

This procedure outlines the mechanisms to be completed and the criteria to be followed when an incident occurs to a learner whilst on an ESFA funded programme.

Objective

The objective is to investigate the learner incident, prevent a reoccurrence and report the findings to the Education and Skills Funding Agency (ESFA). The ESFA requires all funded organisations to report to the ESFA all cases where a learner suffers an incident which is reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR). Information on RIDDOR is contained within the Logistica Training & Consultancy Ltd Learner Incident Reporting and Investigation pack at Appendix HS005. In addition, the ESFA requires all funded organisations to report to the ESFA:

- A learner fatality during a road traffic accident
- Any other harm to a learner that results in absence from the learning programme.

Competency

The Learner Incident Reporting & Investigation process can only be completed by staff with the relevant experience or qualification

Process

When a learner incident is reported to Logistica Training & Consultancy Ltd, the appropriate Regional/County Manager should be informed. The Regional/County Manager is then responsible for ensuring that the learner accident reporting and investigation procedure is completed in full.

2. Learner Incident Reporting & Investigation Procedure Process

Step 1

Decide if the incident is reportable under RIDDOR, see the Logistica Training & Consultancy Ltd learner accident and investigation pack at Appendix HS005.

If the incident is not reportable under RIDDOR, the incident should be entered in the placement employers Accident Book. The employer is responsible for progressing any investigation.

Step 2

If the incident is reportable under RIDDOR, Logistica Training & Consultancy Ltd have a contractual obligation to report the incident to the ESFA. In the event of a learner fatality, including road traffic accidents, or a major injury, or an over three-day injury, (as defined within

RIDDOR), the incident must be reported, by telephone, to the Learner Health, Safety and Welfare contact at the relevant ESFA. See Appendix HS005 for details of RIDDOR and ESFA contact names and contact telephone numbers.

Step 3

A learner incident report should be completed and submitted to the health and safety manager

Step 4

The incident should be investigated, by a Logistica Training & Consultancy Ltd competent person. This must include a visit to the incident scene and interviews with all relevant parties. A copy of the F2508 should be obtained from the placement employer.

Step 5

Completed copies of the learner incident report and the F2508 should be sent electronically, to the Learner Health, Safety and Welfare contact at the relevant ESFA, within 10 days of Logistica Training & Consultancy Ltd being notified of the incident. Copies of all documentation relating to the incident, should be held by the relevant Line Manager.

Appendix 5

1. Learner Incident Reporting and Investigation Pack

Scope

The Logistica Training & Consultancy Ltd Learner Incident Reporting & Investigation Pack is to be used as a support tool when investigating and reporting learner incidents. The pack contains copies of the documentation and associated guidance to be used when investigating and reporting an incident to a learner whilst on an ESFA funded programme. The investigation and reporting process to be followed is contained within the Learner Incident Reporting & Investigation Procedure, (Appendix HS004 to the Safety Policy).

Objective

The objective is to investigate the learner incident, prevent a reoccurrence and report the findings to the Education and Skills Funding Agency (ESFA). The ESFA requires all funded organisations to report to the ESFA all cases where a learner suffers an incident which is

reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR). Information on RIDDOR.

In addition, the ESFA requires all funded organisations to report to the ESFA:

- A learner fatality during a road traffic accident
- Any other harm to a learner that results in absence from the learning programme.

Competency

The Learner Incident Reporting & Investigation process can only be completed by staff who have the necessary experience or qualification

2. Learner Incident Reporting & Investigation Pack Process

When a learner incident is reported to Logistica Training & Consultancy Ltd, the appropriate manager should be informed. The manager is then responsible for ensuring that the learner accident reporting and investigation procedure is completed in full.

Contents

The Learner Incident Reporting & Investigation Pack contains the following:

- An aid memoir to the responsibilities under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995
- A ESFA Learner Incident Record - Injuries
- A ESFA Learner Incident Record - Diseases
- A ESFA Learner Incident Management Guidance Note

