

EPUT EDUCATION CENTRE: HEALTH & SAFETY POLICY

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The Trust monitors the implementation of and compliance with this policy in the following ways:

The Education Board will monitor implementation of this policy and escalation will follow the overarching Corporate Organisation Health and Safety Policy RM01.

Services	Applicable	Comments
Education Centre	✓	

**The Director responsible for monitoring and reviewing this policy is
The Director of Education**

ESSEX PARTNERSHIP UNIVERSITY NHS FOUNDATION TRUST

EPUT EDUCATION CENTRE HEALTH & SAFETY POLICY

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ESSEX PARTNERSHIP UNIVERSITY NHS FOUNDATION TRUST

EPUT EDUCATION CENTRE: HEALTH & SAFETY POLICY

Assurance Statement

By designing and implementing this policy, the EPUT Education Centre will ensure that it complies with the statutory requirements under the Health and Safety at Work etc. Act 1974 (HASWA), the Workplace (Health, Safety and Welfare) Regulations 1992 (WHSWR), and the Management of Health & Safety at Work Regulations 1999 (MHSWR). It will also ensure compliance with the Health and Safety Executive (HSE) guidance on leading and managing health and safety government legislative requirements. By adopting this policy, the EPUT Education Centre can produce evidence that it has set out its organisational structure, implantation and the embedding of our policy, for managing health and safety regulations and requirements, Our strategy and approach enables the EPUT Education Centre to comply with the national statutory health and safety obligations in regard to the overarching organisational Health and Safety Policy.

1.0 INTRODUCTION AND REQUIREMENTS

The Education Centre of Essex Partnership University NHS Foundation Trust, recognises and accepts its responsibility as an employer for providing a safe, respectful and healthy workplace and working environment for all of our employees, learners, apprentices and the public and will take all steps to meet this responsibility in full, paying particular attention to the provision and maintenance of:

- Plant, equipment, and systems of work that are safe and without risks to health
- Safe systems of work in the use, handling, storage and transport of articles and substances
- Provide high level and more than sufficient CPD, information, instruction, training, and supervision to enable all learners, employees, so that they have a good level of knowledge to use and help them to avoid hazards, contributing positively to their own safety and health at work
- A safe place to work with all safety measures and appropriate means of access and egress
- A safe and healthy working environment with good and relevant welfare facilities.

The EPUT Education Centre will seek to ensure that apprentices and learners learning, knowledge skills, behaviours, (KSB's) and development takes place in a safe, healthy and supportive environment, which meets individual needs. Our policy and procedures will support the promotion of good practice, and in particular, the concept of the developing a truly "SAFE LEARNER". Where part of the learning, skills and development takes place outside of our Education Centre, we will risk assess the health & safety suitability of that environment prior to learning being delivered and that all tasks are reasonably practicable taking into consideration instruction, training, age, competency and supervision also complete a full health and safety report.

- The Health and Safety at Work etc. Act 1974 places duties on the Organisation to ensure the health, safety and welfare of its apprentices
- The Board is committed to the provision of a safe place of study and a healthy working and learning environment for all apprentices and employees, visitors, contractors, volunteers and those affected by, or involved in, the Education Centre's activities. The EPUT Education Centre will at least meet, and seek to exceed, the standards set for health and safety as stipulated by English and European legislation and will allocate sufficient resources to do so.

We are committed to providing the financial and physical resources and any necessary information to ensure that a high standard of health, safety and welfare is achieved. We will empower our apprentices and staff by providing high quality information, instruction, training, appropriate and suitable personal protective equipment and supervision to enable them to work safely and effectively and to ensure they are competent and confident in the work they carry out.

- The Trust will provide such information, instruction, training and supervision in health and safety as is appropriate to the work involved and appropriate personal protective equipment (PPE) in accordance with analysis and legal regulations.
- We will carry out and regularly review risk assessments and reports to identify hazards and existing control measures; will prioritise, plan and complete any corrective actions required to reduce risk to an acceptable level. We will also ensure that the premises we occupy and the equipment we provide meet with the minimum legal requirement in line with current health and safety legislation.
- Ensure that there are effective processes in place to consult with employees about their risks at work and preventative / protective measures are sufficient and ensure that adequate two-way communication exist, all processes will be reviewed annually or sooner, if hazards or task change and sharing of good practice and current information
- Managers will be provided with sufficient resources and support to effectively manage health and safety risks within their area of control. This will include access to competent health and safety advice, updates and mandatory training.
- This policy document, together with other Organisational Corporate risk management policies, procedures and local health and safety procedures and protocols, is intended to provide staff and contractors with sufficient clear information to allow them to work in a safe and healthy manner.
- All EPUT Education Centre staff and apprentices have a duty to take reasonable care for the health and safety of themselves, for that of the people around them, for the work environment and for the buildings and equipment provided and must therefore comply with this policy.
- The EPUT Education Centre will ensure that there is a consistent policy applied in order to maintain and further improve health and safety standards.

- This policy will be reviewed every year or in light of legislative or organisational change, or if there is reason to suspect it is no longer valid

Director of Education

Signed

A handwritten signature in blue ink, appearing to read "Annette J. Innes". The signature is fluid and cursive, with a long horizontal stroke at the end.

Date: April 19th 2023

2.0 DUTIES

Duties of the Board

- To carry out the following, in keeping with their responsibilities, and in accordance with the Further and Higher Education Act 1992:
- To ensure that this policy is implemented and kept under review and monitored.
- To ensure that the statutory requirements are observed, and that relevant records and reports are in order and regularly reviewed.
- To receive reports from the Director of Education relating to the effectiveness of EPUT Education Centre Health and Safety Policy to ensure that a safe and healthy environment is maintained for staff, apprentices, learners, and the public.

Duties of the Director of Education

- To ensure that this policy is implemented, monitored and kept under review.
- To ensure that employees are aware of their responsibilities under the policy and comply with the safety procedures.
- To ensure periodic safety inspections are carried out.
- To ensure that defects in premises, plant and equipment are reported promptly through the normal systems operating in the Trust.
- To ensure that all accidents are recorded and reported in line with overarching Trust policy,
- To ensure that all accidents are investigated, and appropriate steps taken to prevent recurrence.
- To seek co-operation from all employees in order to create a safe environment and the elimination or reduction of potential risks.
- To ensure that facilities provided for the public are adequate as far as safety is concerned and that the work carried out by employees does not adversely affect the Safety or Health of the public.

Duties of the Professional Training and Apprenticeship manager

- To ensure that staff under their control implement safe working practices.
- To ensure as part of the induction, that new staff, especially part-time staff, are competent in their respective vocational areas and are familiar with EPUT Education Centre procedures.
- To ensure the adequate provision of personal protective equipment (including clothing), where necessary, for staff, learners and visitors to areas under their control.

- To establish procedures for identifying hazards and assessing risks within areas under their control, and as far as is reasonably practicable, reduce or eliminate those risks.
- To ensure that learning environments outside the organisation are assessed for Health & Safety suitability prior to learners being placed in that environment and are monitored at appropriate intervals thereafter.
- To ensure that staff involved in the production or maintenance of Health and Safety records keep such records up to date and available for inspection by an authorised person.

Duties of Lead Education facilitator

- To visit all operational sites on a regular basis to evaluate safety management performance.
- To ensure that all new staff regardless of the type of contract, undertake the appropriate health and safety induction and records are maintained
- To ensure that statutory requirements regarding Health & Safety are met.
- To ensure that all risk assessments are clear, comprehensive, suitable and sufficient and fit for the purpose. Monitor and review Risk Assessments and processes as required.
- To lead and advise on the investigation of incidents, accidents or ill health involving employees, learners/apprentices, or premises under the organisation's management arrangements.
- To promote Health and Safety issues, developing Health and Safety resource materials within the Centre.
- To organise and check the effectiveness of evacuation procedures.
- To monitor, evaluate and follow up accident reports with appropriate action to prevent recurrence.
- To liaise with external agencies where required regarding EPUT Education Centre Policy and practice in respect of Health and Safety issues.
- To liaise with the Trust training team regarding training programmes for staff in respect of Health and Safety.
- To carry out Periodic Inspections and Health & Safety audits of Curriculum areas

Duties of placement officer

- To ensure that all external work placements are to be assessed and have appropriate health and safety processes in place.

2.6 Duties of all employees

- To comply with the Health and Safety Policy of the Education centre.
- To take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions.
- To observe the laid down systems of safe working and to take any precautions necessary.
- To use the correct tools and equipment for the job and to ensure that they are kept in good condition and not adapted for inappropriate use.
- To make use of safety aids, appliances, equipment and protective clothing where necessary.
- Not to interfere with or misuse anything provided in the interests of health, safety and welfare.
- To report immediately to their line manager any unsafe conditions or defects in plant and equipment. In accordance with Regulation 8 of the Management of Health and Safety at Work Regulations 1999, all staff should take reasonable steps to remove themselves from the immediate place of danger (such as a dangerous workshop or classroom) and to a reasonable place of safety. Places of safety include atriums, communal areas and fire evacuation points.
- To report immediately any accident that occurs. Where a piece of plant or equipment is involved it must not be interfered with, and action must be taken for its removal from use and secure retention pending investigation of the accident.
- To understand the emergency procedures.
- To co-operate with the management and Board to enable them to carry out their duties under the Health and Safety at Work Act 1974 and associated legislation.
- To seek advice, if uncertain, from their line manager.

3.0 HEALTH AND SAFETY ARRANGEMENTS

- The EPUT Education Centre will thus ensure that it has in place effective structures and systems for the identification, assessment, control and monitoring of significant health and safety risks posed to its apprentices, employees, contractors and others (e.g. visitors). It will also have in place arrangements for the effective planning, organisation, control, monitoring and review of preventative and protective measures.

- A robust governance structure will be maintained which ensures that health, safety arrangements are effectively monitored and managed locally, and issues escalated to the Education board if appropriate.
- This policy document detail the structure and arrangements in place to ensure that its commitment to the provision of a safe place of work and healthy working environment can be achieved. This policy provides a strategic framework which requires local managers to develop and implement local procedures to achieve the organisations overall policy requirements.
- General risk assessments for all the training venues are reviewed when any significant changes to operations take place and, in any case, annually and revised as necessary in order to meet the requirements of Regulation 3 of the Management of Health & Safety at Work Regulations 1999
- More detailed risk assessments covering specific areas of operations and special events are carried out, reviewed and revised as necessary, and in any case annually.
- Internal Health & Safety audits are carried out, covering all areas of operations annually.
- Risk Assessment is embedded into the lesson planning process and an assessment of the health & Safety aspects of lessons are an integral part of the lesson observations. Feedback from lesson observations to the Quality Team and escalated as appropriate.
- Arrangements for the management of Health & Safety are audited on a regular basis by the organisations Health and safety team.
- Health & Safety considerations are central to the Staff Development programme. Education staff are supported and encouraged to undertake training in first aid, workplace risk assessment, monitoring, health, and safety training.
- Health & Safety forms an integral part of the Education Department in line with the overarching organisations policy and procedure and meets these requirements.
- Health and Safety matters arising are discussed at team meetings.
- The Education Centre's Health & Safety reporting processes align to the overarching organisations Corporate Health and Safety Policy and procedures and the requirements set out within this policy and procedure.

4.0 Implementation

- The Health & Safety Law poster is displayed in fully accessible and communicable areas i.e. main entrances to all Education facilities.
- All new staff are given Health & Safety training as part of the induction process. This will involve general matters such as first aid provision and emergency evacuation procedures and job specific training to enable the staff member to carry out their duties safely.

- Appropriate training of staff throughout their career with the Trust in terms of health and safety. This will include mandatory training, organisational training, local training and specialist training. For example, General Workplace Risk Assessment Training.
- Local Health and Safety Notice Boards detailing:
 - The HSE 'Health and Safety Law' poster
 - RM01 Statement of Policy
 - Local Health and Safety Arrangements
 - Employers Liability Insurance Certificate
 - VAPR Poster
- The maintenance of robust system for reporting and analysis
- Regular undertaking of scheduled / ad-hock risk assessments ensuring actions are taken as a result
- The application of supervision and appraisal processes where health and safety is a core dimension at all grades
- Resources relating to health and safety are available to all staff
- Ensuring that there are established communication processes for communicating with all apprentices and staff in respect to health and safety requirements.
- Maintenance of a robust governance system for monitoring and managing health and safety aspects.

Areas for consideration in Education team meetings re Health and safety:

- To study any accident trends so that recommendations may be made to management for corrective action to be taken
- The examination of safety audit reports, lesson observation reports, to note areas where improvements can be made
- The consideration of reports made by safety representatives
- Assisting in the development of safety rules and safe systems of work
- Evaluation of the effectiveness of the safety content of employee training
- Monitoring the adequacy of health and safety communication and publicity
- Evaluating the Safety policy and making recommendations for its revision
- To examine safeguarding issues, recommend remedial action, and ensure escalation process has been followed in line with organisation over-arching policy.

Control of Substances Hazardous to Health

All staff will need to be fully versed with the organisations over-arching COSHH policy with regard the management of substances hazardous to health. This will form part of induction and as part of the organisations mandatory training process.

Fire

All Education Training venues must conform to the overarching Policy and procedure for Fire safety and all staff will be required to complete Mandatory Fire training as set out within the policy and procedure.

Safeguarding

All staff within the Education and Training team are responsible for following and escalating safeguarding issues or concerns relating to apprentices undertaking programs with us.

All Education and Training staff will adhere to the Overarching policy and Procedure within the organisation. EPUT Education Centre staff need to be aware that safeguarding is an integral role and apprentices training within the Education Centres are accountable for following safeguarding standards and managing safeguarding issues identified and following the escalation process.

Reporting incidents

All Education staff will follow the over-arching organisation process for reporting incidents via the Datix reporting system; all staff will receive training in relation to this system as part of induction and the organisation mandatory training Policy.

5.0 MONITORING AND REVIEW

The Risk Management Department will monitor the effective implementation of this policy through review of Risk Assessments, Health and Safety Inspections, internal audit programme, Risk Registers, incidents reported through DATIX and any reported serious incidents. They will report the results of this monitoring to the Corporate Health, Safety and Security Committee for scrutiny and agreement of any actions required.

The implementation of this policy by all staff at any level will be monitored at their regular appraisal and supervision reviews, by their respective line managers.

The Education board and Director of education are responsible for the regular review of this policy

Amendments to the policy will be made as a result of changes which may include (but are not limited to) lessons learnt from monitoring of audits & inspections, the effectiveness and legislative enactments, amendments, repeals and recessions.

Any changes to the policy and procedure will be notified to staff via staff briefings and will be held on the intranet for access by staff.

6.0 REFERENCE TO LEGISLATION OR TRUST POLICIES/PROCEDURES

The following pieces of legislation and national guidelines have been considered in the development of this policy:

Health & Safety at Work etc. Act 1974 (HASWA) [h and safety at work act 1974 - Search \(bing.com\)](#)

The Workplace (Health, Safety and Welfare) Regulations 1992 (WHSWR)

The Management of Health & Safety at Work Regulations 1999 (MHSWR).

<https://www.legislation.gov.uk/ukxi/1999/3242/contents/made>

The Public Interest Disclosure Act 1988, or PIDA [The Public Interest Disclosure Act - GOV.UK \(www.gov.uk\)](#)

Provision and Use of Work Equipment Regulations (PUWER 1998) [Provision and Use of Work Equipment Regulations 1998 \(PUWER\) \(hse.gov.uk\)](#)

Personal Protective Equipment at Work Regulations, (PPER 2022) [Personal protective equipment \(PPE\) at work \(hse.gov.uk\)](#)

Keeping Children safe in Education
https://www.bing.com/search?q=keeping+children+safe+in+education+2023&cvid=e_c89ed9f79244033905b40e1fb277ed1&aqs=edge.0.0l2j69i57j0l6j69i11004.10512j0j4&FORM=ANAB01&PC=U531&adlt=strict

A range of other overarching Trust organisational policies should be read in conjunction with this document, including but not limited to the following documents:

Fire Safety Policy (RM02) [RMPG02 - Fire Safety Procedure.pdf \(eput.nhs.uk\)](#)

General Workplace Risk Assessment Policy (RM11) [RM11 - General Workplace Risk Assessment Policy.pdf \(eput.nhs.uk\)](#)

Adverse Incident, including Serious Incident Policy (CP3) [CP3 - Adverse Incident Policy.pdf \(eput.nhs.uk\)](#)

Risk Management and Assurance Framework [CLPG28 - Clinical Risk Assessment & Safety Management Procedure.pdf \(eput.nhs.uk\)](#)

Control of Substances Hazardous to Health (COSHH) Policy (RM04) [RM04 - COSHH Policy.pdf \(eput.nhs.uk\)](#)

First Aid Policy (RM08) [RM08 - First Aid Policy.pdf \(eput.nhs.uk\)](#)

Induction, Mandatory & Essential Training Procedure (HR21) [HR21 - Induction, Mandatory & Essential Training Policy.pdf \(eput.nhs.uk\)](#)

Raising Concerns (Whistle Blowing) Policy and Procedure (CP53) [CP53 - Freedom to Speak Up \(Whistleblowing\) Policy.pdf \(eput.nhs.uk\)](#)

NHS Freedom To Speak Up: raising concerns (whistleblowing) policy for the NHS

Health & Safety of Young Persons Policy (RM15) [RM15 - Health & Safety of Young Persons Policy.pdf \(eput.nhs.uk\)](#)

Security Policy (CP50) [CP50 - Information Governance & Security Policy.pdf \(eput.nhs.uk\)](#)

Moving and Handling Policy (RM03) [RM03 - Moving and Handling Policy.pdf \(eput.nhs.uk\)](#)

Display Screen Equipment (DSE) Policy (RM07) [RM07 - Display Screen Equipment \(DSE\) Policy.pdf \(eput.nhs.uk\)](#)

EPUT Education Safeguarding Policy (EEC 5, CPG71) [CPG71 - Appendix 11 - Education Centre Safeguarding Policy.pdf \(eput.nhs.uk\)](#)

Corporate Health and Safety Policy (RM01) [RM01 - Corporate Health and Safety Policy.pdf \(eput.nhs.uk\)](#)

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