



Everso Training Ltd

Health and Safety Policy

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Section one

Statement of Health and Safety Policy

The general policy of Everso Training Ltd is to provide as safe and healthy working and learning environment as is reasonably practicable for its staff, trainees and other users of its premises. In particular it aims to:

Establish and maintain a safe and healthy environment throughout all its premises.

Establish and maintain safe working procedures including use, handling and storage of articles and substances by its staff, contractors and visitors

Ensure work conducted in connection with the Everso Training Ltd business does not adversely affect the health and safety of anyone else.

Provide updated and sufficient information, instruction, training and supervision to enable all students to avoid hazards and contribute positively to their own safety and health at work.

Ensure the safety of any equipment and provide a place of work that is safe and without risk to health.

Provide appropriate protective clothing and safety equipment.

Ensure effective procedures for the evacuation of the employment premises in the event of a fire or other emergencies, including ensuring availability of properly trained staff in first aid and fire precautions.

In contracting with other organisations, Everso Training Ltd will ensure, so far, as is reasonably practicable that these organisations observe and promote safe working practises.

Regularly review and develop the safety policy and notify all employees and learners of any additions or alterations.

Asha Henry

Managing Director

Section Two

Safety Responsibilities

Director

The Director has overall responsibility for health and safety. In addition, the director will identify and organise training requirements for staff and students, including First Aid and IOSH when required.

Health and safety Coordinator and Staff Representative

The Health and safety Coordinator is responsible for ensuring that all procedures are monitored, reviewed and updated on a regular basis and to act as Health and Safety Representative for Everso Training Ltd, and take specific responsibility for:

1. General safety arrangements (including risk assessments)
2. Ensure all staff are aware of their own responsibilities with regard to Health and Safety Procedures and the legal requirements of the Health and Safety at Work Act 1974 and the Management of Health, Safety and Welfare Regulations 1999 (amended 2003).
3. Provision and maintenance of protective clothing and equipment to designated members of staff
4. Responsible for investigating all accidents that occur to learners or Everso Training Ltd staff within their settings and Everso Training Ltd premises.
5. To be responsible for fire fighting equipment, fire drills and maintenance of First Aid Kits and Accident Books.
6. Acquisition of relevant safety literature for students and employers.
7. Completion of learner incident report form and submission.
8. Bi-Monthly Risk Assessments and Annual Generic Risk Assessment for main teaching sites and forward information to all staff.
9. Medical and expectant mother risk assessments.
10. Completion of all risk assessment documentation.
11. Liaise with the Director to ensure all hazards are removed or minimised.
12. Take appropriate action to remove or minimise risks to self, staff, learners or visitors to the company.
13. To carry out an Annual DDA Audit in line with DDA recommendations and produce relevant action plan.
14. To provide employers and learners with regular updates on health and safety through the Chiltern website and newsletter and via training packages.
15. Maintain the welfare database and carry out specific risk assessments for those with identified health needs.

16. Welfare forms to be sent to a member of the administration team who will place the welfare form in the learners file after entering on the database. Copies of the risk assessment and welfare form should then be placed in the appropriate class register.

17. Organise the Annual Health and Safety inspections in learner placements by training co-ordinators with appropriate qualifications and update the database.

Training Officers

Training Officers have responsibility for their own health and safety. They take specific responsibility for:

1. Monitoring and reviewing of learners in nurseries on an ongoing basis.
2. Completion of learner's review to show continuous health and Safety competency and awareness.
3. Ensure all learners receive appropriate induction to their placement and college.
4. Completion of their nurseries annual Health and Safety inspection.
5. To follow up any minor Health and Safety concerns as a result of the Health and Safety Inspection.
6. Report any possible risks or Hazards found to the Health and Safety Officer.
7. Report any concerns or issues re learner's health and safety in both workplace and college.
8. To ensure all learners complete a welfare form and forward it to the health and safety officer. Any conditions will be entered onto the data base and a risk assessment completed if required.

Admin Responsibilities

The admin team are responsible for ensuring the following information is updated and available to all Everso Training Ltd staff:

1. Ensuring learner reviews are carried out in accordance to SFA and employer contracts.
2. Keeping the learner review database up to date.
4. Notifying the Health and safety officer of any learner accidents.

5. Ensuring DBS'S are carried out as required for staff and trainees.

Admissions Team

1. To monitor and update induction material to ensure learners are aware of current practise and requirements in relation to Health and Safety
2. Ensure all learners attend an induction or complete the on line induction.
3. Maintaining learner placement database and files.
4. Recruit learners assessing their suitability for the role they have applied for
5. Help learners find suitable safe placements
6. Support placements in training apprentices

Learners

1. Learners have a responsibility for their own health and safety whilst in their placement and at Everso Training Ltd Premises
2. Learners have a duty to ensure that their behaviour and actions do not directly or indirectly cause risk to others and to notify their tutor, training officer, manager or the Everso Training Ltd Health and Safety Officer of any Health and Safety concerns.

Staff induction

All new members of staff will receive a workplace induction from the health and safety officer to ensure they are aware of the health and safety policy, hazards, evacuation procedures and safe working practices. All staff are required to complete a welfare form and pass it to the health and safety officer or Asha Henry. If required a risk assessment will be carried out to minimise any hazards to them. Information will be stored in the employees personnel file.

Section three

Safety policies and procedure

Lift user policy for Everso Training Ltd

For your own safety and the safety of others the following practice for using the lift should be followed.

- The maximum number of people in the lift **must not** exceed 3 or the equivalent to 300 KG.
- It is ideal for at least 1 person to have a mobile telephone as there is no phone inside the lift.
- Should the lift stop whilst you are in it, please stay calm and sound the alarm by pressing the button. Please wait patiently for further assistance.
- If you have a phone call Everso Training Ltd reception on 01216471732. This is only available between 8.45am and 5pm. Outside these hours call the fire brigade if there is no response from pressing the alarm.
- In the event of a fire **do not** use the lift. Use the staircase and leave the building at the nearest exit. Please wait at the fire meeting point (by the post box at Thames Tower) for the register to be taken and you are given the all clear to return to the building.

Evacuation procedure for Everso Training Ltd

In the event of fire or need to evacuate the building due to an emergency please leave via the nearest fire exit and assemble in the main square outside the front of Reading train station.

Do not use the lift or re-enter the building until the all clear is given.

Do not lock the doors as this could prevent urgent access. (The front door to reception should only be locked during a fire drill.)

Students

If you discover a fire or danger please notify the nearest member of staff.

Do not panic or run.

Do not attempt to tackle the fire yourself.

Please do not lose time by gathering your belongings. Follow your tutor's instructions and leave the building via the nearest fire exit.

Do not use the lift.

Walk down the stairs and out to the assembly point in the main square outside the front of Reading train station.

Meet at the assembly point and wait for the register to be taken and further instructions.

Do not wander off as this could result in fire-fighters looking for you in the building and putting their lives further at risk.

Staff

On discovering a fire or danger sound the fire alarm and notify a senior member of staff, who should notify the Fire coordinator or deputy Fire coordinator. Please leave the building immediately with your group, taking the class register with you and meet at the assembly point. Please close the doors as you leave. If learners are using the basement please make them aware of the nearest fire exit and evacuation procedure for that area.

Should you have a learner with restricted mobility which prevents them using the stairs you must attempt to relocate your class to the ground floor at the beginning of the day.

Fire Coordinator/Deputy Fire Coordinator

On hearing the alarm, call the fire brigade and liaise with them when they arrive. Check that all persons are accounted for at the assembly point and notify the fire brigade of any person who may be left in the building and any other information needed.

Collect the signing in register and visitors book; ensure the ground floor is clear and the basement if not in use for teaching or exams. Leave by the nearest safe exit and assemble at the assembly point. The fire officer will check every one is present.

Fire Officers:

Fire Officers are responsible for sweeping the building. Fire Officer One is responsible for sweeping Floors 4 down to 2. Fire Officer Two is responsible for collecting the signing in register and visitors book and responsible for sweeping First Floor to Basement. Fire Officers are responsible for ensuring that everyone has left each floor and to check the toilets are clear and to report to the Fire Coordinator/Deputy Fire Coordinator of any person who may be left in the building. Fire Officers need to check all persons are also accounted for at the assembly point by liaising with tutors and checking registers; notify the Fire Coordinator/Deputy Fire Coordinator of any person who is unaccounted for.

People with mobility difficulties

If you are unable to use the stairs to evacuate the building please go and stand by the window furthest away and await rescue. Your tutor should be made aware at the beginning of the day that you have mobility problems and will have attempted to move your class to the ground floor to ensure you can evacuate safely.

Fire Coordinator: Cecil Rose

Staff and learner Welfare policy

All Staff and learners must complete a welfare form upon starting at Everso Training Ltd. Should any areas be marked yes then they need to complete the back of the form with relevant information.

The form should then be passed to the Health and Safety officer who will enter details on the appropriate database and complete a risk assessment if required. Learner information is returned to the learner file and the class teaching folder and should be accessed on a need to know basis. Staff information is strictly confidential and returned to Asha Henry for placing in individual staff files.

Expectant and New Mothers Policy

Everso Training Ltd are very understanding and accommodating when staff or learners become pregnant.

Staff who go on maternity leave are entitled to paid leave in accordance with the latest guidelines. Should further time be taken then no payment will be made. Returning staff normally return to work gradually and their hours increase each week, until back to working a full week. Staff who have opted to work part time must discuss this with the Managing Director.

Learners who go on maternity leave are covered under the terms and conditions of their contract of employment, with their employer. Learners will continue to attend College as normal until the maternity leave begins. Once on maternity leave the programme they are working towards is put on hold (suspension) to stop attracting government funding. When returning to work after maternity leave, learners return to the programme to continue with their course.

All staff and learners who are pregnant will need to undertake a risk assessment with the Health and safety person or member of management to determine if there any further hazards for them.

Risk assessments of the work place must be carried out during the pregnancy as the persons conditions will continually change.

Manual handling Policy for Everso Training Ltd

The Manual Handling Operations Regulations 1992 were introduced to ensure that employers took steps to reduce the risks of manual handling injuries by either avoiding hazardous manual handling or reducing the risk through risk assessment and implementation of measures to reduce the risk of injury to the lowest level. Manual handling includes lifting, lowering, carrying, pulling and moving of loads.

Everso Training Ltd recognises that work related muscular-skeletal injuries from manual handling can affect all staff and learners. Everso Training Ltd will take all reasonable steps to reduce the risk of injury to learners or staff

Everso Training Ltd will ensure that where reasonably practical;

- Manual handling tasks which represent a risk are identified and using an ergonomic approach considers the task, load, environment and individual capability to determine the level of risk.
- Measures will be put in place to reduce the risk to the minimum if it cannot be eliminated then a safe system of work will be put in place.
- Annual reviews of assessments are made to ensure that they are still valid.
- All incidents which result in injury must be reported, investigated and recorded and a new risk assessment carried out for the cause.

Duties of staff and learners

The co-operation of staff and learners is essential in reducing and eliminating the risks from manual handling.

All persons should follow safe working practices and use any aids available to reduce the risk of injury from manual handling. Aids available include trolleys and cases for files, steps for reaching above head level.

All staff and learners are required to report all concerns, injuries and illnesses as a result of manual handling or those which could put them at further risk. All persons are required to ensure they do not take undertake any manual handling that is beyond their capability.

All staff and learners receive a comprehensive health and safety induction including an introduction to manual handling risks.

Ladder policy

When accessing items that are out of reach then a ladder or step must be used. Standing on chairs, tables or inappropriate surfaces is not permitted and at the individuals own risk. Everso Training Ltd will not be held responsible for inappropriate use of equipment.

It is the responsibility of the user to ensure they have either placed the step ladder or step on a level surface or set it up correctly. Step ladders must be fully opened and not obstruct passageways, where this does occur a second person must be nearby to warn others using that route of the obstruction.

When lifting items up/down a second person should be available to take objects from you or pass them to you.

Lone Working Policy

Everso Training Ltd employees are all at risk of lone working due to the nature of their jobs.

Everso Training Ltd ensures the safety of its employees both on the premises and out of the office. All staff receive an induction to the company with the health and safety coordinator. Each member of staff is given a staff handbook for future reference.

Lone working is mainly applicable to our Training Officers and Assessors as they are regularly out of the office visiting nurseries. Occasionally other members of staff are out of the office on work related business and they too follow this policy.

1. Every individual is responsible for their own health and safety at all times.

2. A working mobile phone must be carried at all times. It should not be used whilst driving and can only be answered using a hands free set if you are driving.
3. Staff are responsible for working the hours set in their contract of employment.
4. In the event of any accident whilst working alone you will need to inform a member of management as soon as possible and it must be recorded in the accident book on return to the office.
5. If you are too unwell to perform your normal duties whilst away from the office you must telephone the office immediately and advise them of what action you are taking.
6. If you are subjected to hostile or abusive behaviour during the course of your work you must contact the Managing Director as soon as possible. Should you feel that it is a police matter and the police are contacted please let the Managing Director know that you have taken this action, so that you can receive the support from Everso Training Ltd.

New Employer Procedure

This procedure has been put in place in order to ensure that new employers are added to all company MI systems and databases within 1 week of their confirmation that they wish to work with Everso Training Ltd Ltd. A 'new employer form' must be completed and passed to the relevant staff within 1 week of employers commencement with Everso Training Ltd. Once completed this form will be added to the employers file.

Responsibility

It is the responsibility of the Admission Team to start a 'New Employers Form' this form will then be passed to the Managing Director, following this will then be passed to the Contract Co-Ordinator to process.

New Employer Form

Step 1: It is the responsibility of the Admission Team to ensure the new employer contact details are added to the Employer Contact List, to Everso Training Ltd and to the Health & Safety database on this system. A health & safety file must also be started for this setting. The recruitment team will then pass the form to the Managing Director.

Step 2: The Managing Director will assign an assessor and inform this person and add the setting to the Assessor Allocation List. The Managing Director will pass the updated form to the Contract Co-Ordinator.

Step 3: Once the form is passed to the Contract Co-Ordinator they are responsible for adding the setting to Maytas and Frame-up MI systems.

Sexual Offenders Act

In 2003 amendments were made to the sexual offenders Act which has had more impacts for teachers and those in a position of trust.

The punishments for offences are more serious and imprisonment is usually a minimum of 5yrs. Section 16 of the SOA applies to those aged over 18 who look after children or are regularly involved in the care, learning, training and or supervision of under 18s

It is an offence to intentionally touch a person under 18 sexually whilst you are in that position of trust. Grooming and voyeurism are also classed as illegal offences under the amendments.

Everso Training Ltd staff will work in line with the above act and ensure all staff are made aware of the requirements for safe working practice.

All staff will have an enhanced DBS check carried out upon commencement of employment. They will not work alone or go into childcare settings on Everso Training Ltd business until a satisfactory DBS has been seen.

Everso Training Ltd will, where it is reasonably practicable, ensure all rooms can be clearly seen in to from outside. Where a room cannot be clearly seen into with the door closed the door must remain open.

The following recommendations for safety are:

- clear views into all rooms at all times,
- Do not pass around or put up sheets containing names and addresses and phone numbers for members of staff or learners.
- Do not cross boundaries of acceptable behaviour,
- Do not text learners or those under your care unless it relates to their training,
- Be careful of cuddling upset learners,
- Managers have a legal obligation to ensure teachers and those caring for children are not put in a vulnerable position.

Managers should note trainees under 18 are covered by the amendments to the SOA and that both staff and trainees should be protected.

COSHH POLICY

Everso Training Ltd will take appropriate measures to protect employees, students and visitors who may be exposed to substances hazardous to health in accordance with the COSHH Regulations 2002 amended 2004.

Everso Training Ltd will carry out a COSHH Risk assessment for all products used by staff and learners. These are minimal and new products must be notified to the health and safety person to enable a risk assessment to be completed.

It is the responsibility of the person using the product to check the risk assessment and ensure it is used in accordance with the instructions and to further ensure that any person coming into contact with it is not at risk.

All cleaning of Everso Training Ltd premises is carried out by contract cleaners. It is the responsibility of the outside contractor to ensure his employees safety and complete COSHH risk assessments for the products and equipment they use. Findings from these assessments should be forwarded to Everso Training Ltd so they can ensure staff and learners are not at risk.

Everso Training Ltd staff are prohibited from using the contractor's equipment and cleaning products.

All staff must be aware of learner and staff allergies when carrying out activities involving any chemical product e.g. Milton, sterilising solution.

Environmental Policy

Everso Training (Everso Training Ltd) has two main environmental aims:

- To maximise recycling
- To increase awareness of environmental issues amongst staff and learners.

We will achieve these aims by:

- Implementing guidelines on the use of resources, recycling etc. as outlined below.
- Monitoring adherence to Everso Training Ltd's environmental policy by learners and staff
- Monitoring the progress of Everso Training Ltd's environmental policy

Paper

- Use double-sided printing and photocopying wherever possible.
- Do not print emails, documents, etc. unless absolutely necessary. Refer to electronic copies instead.
- Recycle all scrap paper in the paper recycling bins, which are located on all floors.
- Use both sides of the paper before recycling it and make use of scrap paper.
- Use email to distribute documents where possible.

Computers

- All computers, monitors, printers and photocopiers to be switched off at the end of each day.
- Recycle print cartridges

Lights

- All classroom lights to be switched off when not in use and at the end of each day.
- Wherever possible, high efficiency fluorescent light bulbs will be used.

General

- Encourage students to use the stairs rather than the lift, wherever possible.
- Ensure Air Conditioning/Heating Units are switched off at the end of each day.

Section 4

Learner Arrangements

Setting up a learner placement

Objective

To provide a standard method for setting up external work placements which are suitable for providing on the job training. All placements which are Childcare must be registered with the local authority as suitable for childcare.

Placements for childcare range from crèches to secondary schools and all other establishments responsible for the care and education of children, ranging from 0-19 years.

Placements for Business & Administration are primarily office based locations.

Procedure

1. Prior to placing a learner in a new placement a qualified member of staff will assess the suitability of the placement, location of the placement and accessibility. A great deal of attention must be paid to the health and safety arrangements. This is done by carrying out the standard health and safety Assessment and checking that there are adequate child protection procedures in place for young people.
2. In addition, the placement must be checked by the training officer for adequate supervision, travel arrangements and shift patterns. Hours worked must be in line with the working time regulations.
3. All placements must have an equal opportunities policy and be working towards being an equal opportunities employer.

All placements should have suitable safeguarding procedures for all those under 18 years of age or identified as vulnerable adults.

4. Upon completion of the health and safety assessment and the premises being suitable the employer and Everso Training Ltd must both sign a copy of the employer's health and safety contract. It should be discussed in detail with the employer. The employer retains one copy and the other is placed in the employers file at Everso Training Ltd.

5. When completing the health and safety assessment you must;

- a. Ensure all areas are complete
- b. The assessment must be signed by the Everso Training Ltd staff member and the employer and quality assured by the Health and Safety Officer.
- d. Details are entered onto the Health and Safety Data base on Frame Up

- e. Letter and copy of the assessment report will be sent to the employer.
- f. The training officer for the employer will check outstanding actions and sign off non-compliances when they have been completed

Any setting which does not reach or maintain the required standard must not be used as a suitable placement.

Procedure for reviewing a learner

Objective

To provide a standard method of carrying out reviews with trainees, supervisors and Training Officers.

Responsibilities

All trainees must receive an Initial review within 4 weeks of starting their programme, followed by a review every 8-10 weeks thereafter. However if there are any concerns then the reviews can be carried out as frequently as deemed by a Everso Training Ltd Director.

Reviews should be candidate led and as positive an experience as possible.

Procedure

1. A member of the administration staff will update reviews on Frame Up as they are completed. TO's must access Frame Up to ascertain when the learner's next review is due.
2. TO'S are responsible for arranging visits in advance with the placement supervisor and ensuring that the supervisor and learner will be available at the agreed time.
3. The trainee and supervisor should be seen separately in order to give each person the chance to discuss things confidentially and then seen together. The trainee should be allowed to read the employers comments and vice versa. All parties need to sign the review form.

The review should be a positive experience for all involved, although areas where extra effort or support is needed should be identified.

If the learner is unhappy with the outcome of the review they should contact a member of management at Everso Training Ltd within 7 days

4. Reviews should be carried out using the standard review form for the course they are on.

5. The TO must take the up to date frame up report for the learner to each review so that progress and the ILP can be discussed.
6. The TO will discuss attendance and tutor concerns prior to review
7. The senior TO will review and carry out checks on the review process at regular intervals and inform TO'S of amendments or concerns.

Database

Following the review the TO must pass the review folder to the administrator for entering onto the database. They will then generate the next review date and update the TO 'S review on Frame Up and the learners ILP.

Any issues or concerns are taken to the appropriate member of the management team for action.

Accident reporting and investigation

If, during the course of the review, it is established that a trainee has sustained an injury since the last review and it has not been reported to Everso Training Ltd , the TO should establish the details and obtain a copy of the accident book record. The section in the review form should be completed and details forwarded to the Health and Safety co- ordinator for investigation if necessary and entering on to the accident database.

Quality Assurance

The director will periodically visit trainees and employers on a random basis to ensure they are happy with the service provided by the TO'S and carry out courtesy calls.

Learner Induction

Objective

To provide a standard method of carrying out inductions for new learners entering a government funded training programme.

To ensure they receive accurate and relevant information concerning their rights and responsibilities.

Responsibilities

The learner induction should be carried out prior to the learner coming on to the programme. However, it is acknowledged that this is not always possible and it is the

responsibility of the TO that all learners receive an induction as soon as is reasonably practical after starting their programme.

Procedure

1. All learners are invited to an induction upon gaining a confirmed place with an employer or asked to complete the on line induction. This is done by letter or email.
2. The learner induction is delivered in one day. The initial assessments are carried out either at information morning, prior to induction or at induction.

Induction Content

- Welcome and registration
- Housekeeping and introductions
- Form completion
- Ice breakers
- Learner code of conduct
- Course information
- Student services
- Equality and diversity discrimination
- Questions and evaluation/learner agreement
- Written Initial Assessment
- Online Initial Assessments

If there are a number of learners and it is more convenient for the employer, the induction course can be carried out within the learner placement.

It is compulsory that all CYPW Apprentices, Apprentices and Advanced apprentices are given the option of doing the paediatric first aid certificate during their training. (Some may already have a current certificate).

For learners on CYPW a paediatric first aid certificate is a compulsory part of the learner's course framework.

Private and Diploma only learners will be given the option of doing the course at an additional cost.

Accident reporting and investigation

Objective

To provide a standardised procedure for the process of reporting and investigating accidents which occur either in the work placement or within Everso Training Ltd premises to a member of Everso Training Ltd staff, Everso Training Ltd visitors or trainees.

Responsibility

The health and safety co-ordinator has direct responsibility for ensuring all accidents are reported and investigated thoroughly and ensuring the SFA are made aware of all reportable incidents to learners under RIDDOR. The Managing Director has overall responsibility for the health and safety of all staff and trainees.

Procedure for reporting accidents on Everso Training Ltd premises

In the event of an accident, which requires the casualty to attend hospital for treatment, it is recommended that casualties be sent in a taxi to the hospital if they are unable to make their own way and an ambulance is not required.

All accidents/ dangerous occurrences must be reported to the health and safety co-ordinator and written in the accident book kept on the 2nd floor. The completed form should be given to the health and safety co-ordinator for filing and updating on the database.

When completing the accident form you must ensure that the following information is obtained;

- a. Name of casualty,
- b. date and time,
- c. the injury sustained in detail,
- d. treatment given and by whom,
- e. Whether they were sent or advised to seek further attention.
- f. Both parties must sign the form and date it.

Should an injury result in the person having more than 7 days off work, a broken bone, an injury resulting in death or an injury caused by a dangerous occurrence then it is reportable under the Reporting of injuries, disease and dangerous occurrence regulations 2013. Further information on what is reportable is available via the HSE website.

Reporting under RIDDOR must be done immediately either online Internet: www.hse.gov.uk/riddor (anytime), or in the instance of fatal and specified injuries only then the Incident Contact Centre should be called on 0845 300 9923 (8:30am-5:00pm).

You must then complete the online report

The SFA must be informed of any learner accidents that result in:

- Death
- Are reportable under RIDDOR
- Result in absence from work for 3 or more consecutive days but not reportable under RIDDOR
- Any disfigurement
- May give rise to a claim under the DCSF Analogous Industrial Injuries Scheme- learner status.

External accidents or incidents

In the event of Everso Training Ltd being advised of an accident to a funded learner within their work setting then the following procedure should be adhered to:

1. Basic details recorded on learner accident form
2. Health and safety co-ordinator informed and appropriate action taken.

Procedure for Investigating Accidents/Dangerous Occurrences

1. Accidents not reportable under RIDDOR will be recorded on review sheet and database. TO to bring in copy of accident report to add to accident file for learners/staff
2. All accidents or dangerous occurrences which are reportable under RIDDOR will be investigated immediately by the Health and Safety Officer or a trained TO in their absence.
3. The South East SFA will be notified if the accident is reportable under RIDDOR and they will provide necessary paperwork for completion.
4. The immediate cause and underlying cause of the accident to be identified and copies of pre accident risk assessments to be examined. Any remedial action agreed with employer and target dates set for improvement.

5. Any relevant medical history to be completed.
6. Relevant SFA paperwork to be completed; documenting agreed targets for improvement and action.
7. Review database to be updated with target dates to ensure remedial action is carried out within an agreed timescale.
8. Investigation process to be completed within fifteen days of date notified.

Accidents to staff not on Everso Training Ltd premises

In the event of a member of staff having an accident, while in a learner's placement, they must notify the person responsible for first aid on the premises and complete the settings accident record. A copy of that record should be forwarded to the Health and Safety co-ordinator at Everso Training Ltd for filing and further investigation if required.

Should an accident occur whilst travelling to a setting then the health and Safety co-ordinator or Everso Training Ltd first aider should be notified and the managing director.

An investigation will then be carried out if needed and actions/recommendations for minimising future risks put in place.

Appendices

Welfare questionnaire for learners

Welfare questionnaire for staff

Expectant person risk assessment

Review form

Health and safety (HASP) Assessment

Health and Safety contract

Student
Welfare Form
CONFIDENTIAL
Group:

In order to make provision for students' health needs, we ask all students to complete and sign this form at the start of their course. (If under 18 a parent or guardian should sign). Information recorded could lead to a risk assessment being produced to assist the college in ensuring the students' safety.

Please print clearly

Students Name _____	Date of Birth _____
Home Address _____	
Course Title _____ Class _____	
Next of Kin _____	
An Emergency Contact Telephone No: _____	
Home _____	Work _____

Has the student suffered from any of the following?	If yes:- Is the student on medication? Does the student carry it at all times? What triggers the condition?
<div style="display: flex; justify-content: space-between;"> Asthma or bronchitis <div> Yes <input style="width: 30px; height: 20px;" type="checkbox"/> No <input style="width: 30px; height: 20px;" type="checkbox"/> </div> </div>	<div style="margin-bottom: 10px;">please state</div> <div style="margin-bottom: 10px;">Please state</div> <div style="margin-bottom: 10px;">Please state</div> <div style="margin-bottom: 10px;">Please state</div> <div style="margin-bottom: 10px;">Please state</div> <div style="margin-bottom: 10px;">Please state</div> <div style="margin-bottom: 10px;">Please state</div> <div style="margin-bottom: 10px;">Please state</div>
<div style="display: flex; justify-content: space-between;"> Heart Condition <div> Yes <input style="width: 30px; height: 20px;" type="checkbox"/> No <input style="width: 30px; height: 20px;" type="checkbox"/> </div> </div>	
<div style="display: flex; justify-content: space-between;"> Fits, fainting or blackouts <div> Yes <input style="width: 30px; height: 20px;" type="checkbox"/> No <input style="width: 30px; height: 20px;" type="checkbox"/> </div> </div>	
<div style="display: flex; justify-content: space-between;"> Severe headaches <div> Yes <input style="width: 30px; height: 20px;" type="checkbox"/> No <input style="width: 30px; height: 20px;" type="checkbox"/> </div> </div>	
<div style="display: flex; justify-content: space-between;"> Diabetes <div> Yes <input style="width: 30px; height: 20px;" type="checkbox"/> No <input style="width: 30px; height: 20px;" type="checkbox"/> </div> </div>	
<div style="display: flex; justify-content: space-between;"> Allergies to known drugs/food/material <div> Yes <input style="width: 30px; height: 20px;" type="checkbox"/> No <input style="width: 30px; height: 20px;" type="checkbox"/> </div> </div>	
<div style="display: flex; justify-content: space-between;"> Sight or hearing problems <div> Yes <input style="width: 30px; height: 20px;" type="checkbox"/> No <input style="width: 30px; height: 20px;" type="checkbox"/> </div> </div>	
<div style="display: flex; justify-content: space-between;"> Mobility problems <div> Yes <input style="width: 30px; height: 20px;" type="checkbox"/> No <input style="width: 30px; height: 20px;" type="checkbox"/> </div> </div>	
<div style="display: flex; justify-content: space-between;"> Any other illness <div> Yes <input style="width: 30px; height: 20px;" type="checkbox"/> No <input style="width: 30px; height: 20px;" type="checkbox"/> </div> </div>	

Does the student have or ever suffered from any mental health problems?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Is the student currently undergoing medical treatment?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Has the student been given specific medical advice to follow in emergencies?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Does the student require a special diet?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Has the student received a vaccination against Tetanus in the last five years?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

If yes to any of the above, please state _____

LECTis fully committed to upholding the principles laid out in the Data Protection Act (1998). I hereby give permission under the Data Protection Act (1998) for LECTto process the data on this form.

I also hereby give consent for photographs in which I appear to be used for marketing purposes.

Student Signature: _____ Staff Signature: _____

I hereby give consent for my child to participate in any supervised enrichment activities or excursions.

I also give permission for Everso Training Ltd staff to secure emergency care for my child in the event of an accident.

Parent/Guardian Signature: _____

Student Welfare Form

Student Name: _____ Group: _____

Trigger Factors:

How to Minimise Risk:

Treatment:

*** This form is stored in the student's personal file in the office in a locked filing cabinet.**

*Copy to go
to tutor

*Completed forms to Health and Safety officer

Expectant person risk assessment
(staff)

Hazard	Level of risk	consequences	Control measures	Action
moving heavy objects	H/M	Miscarriage, Back strain, Strained stomach muscles, Injury from falling	Manual handling risk assessment Minimal handling, use trolleys and ask learners to bring in or collect files	
Standing or sitting for long periods	H/M	Blood clots Poor circulation	Avoid standing or sitting for long periods, alternate periods of sitting and standing	
Accessing areas with limited space	L	Unable to move freely	Reassess space as pregnancy proceeds and adjust working environment	
Hazards due to persons changing size and shape	L	Falling, insufficient work space, stress, discomfort	Regular discussions to ascertain any changes to work structure	
Stress due to meeting challenging deadlines	M	Premature labour, high blood pressure, sickness	Assess work loads, Regular meeting with team leader	
Stress due to changing priorities and	L/M	Increased sickness levels	Regular meetings with team leader	

demands				
Stress due to a high degree of concentration	L	Increased levels of sickness	Regular meetings with team leader	
Lone or remote	M	Could go into labour	Always carry charged	
working		and not be able to contact help	mobile phone, leave up to date contact info, call office regularly	
Lack of accessible toilets	L	Urine infection	Toilets available on each floor	
Lack of rest breaks and suitable area	L	tiredness	Ensure staff member takes regular breaks,	Discuss with management staff rest area
Risk of violence	L	Miscarriage, premature labour	No lone working in the building or nursery	
Dealing with distressed people	L	stress	Should be handled by another member of staff where possible, ensure additional support is available	
Contact with young or sick people	M/H	Contracting illnesses that could lead to miscarriage, disability	Ensure warning notices of illnesses are displayed and inform staff member, staff member needs to let the nursery they are visiting know so they can be advised of any illnesses circulating at nursery	
Temperature of the environment	L/M	fainting	Air Conditioning, ensure windows open if needed.	

Travel	L/M	Poor circulation	Travel should be restricted to short journeys where possible	
Insufficient access to work station	L	Unable to work comfortably at desk	Reassess work area and access as pregnancy develops	
Any physical symptoms affecting their ability to work				

Expectant Learner Risk Assessment

Hazard	Level of risk	consequences	Control measures	Action
Moving heavy objects	H/M	Miscarriage, Back strain, Strained stomach muscles, Injury from falling	Manual handling risk assessment. Only bring in work and units for that day	
Standing or sitting for long periods	H/M	Blood clots Poor circulation	Avoid standing or sitting for long periods, alternate periods of sitting and standing	
Accessing areas with limited space	L	Unable to move freely	Reassess space as pregnancy proceeds and adjust working environment	
Hazards due to persons changing size and shape	L	F a l l i n g , insufficient work space, stress, discomfort	Regular discussions to ascertain any changes to working structure	
Lack of rest breaks and suitable area	L	tiredness	Use student lounge	
Lack of accessible toilets	L	Urine infection	Toilets available on each floor	
Stress due to meeting challenging deadlines	M	Premature labour, high blood pressure, sickness	Assess work loads, Discuss with tutor/ assessor	
Contact with young or sick people	M/H	Contracting illnesses that could lead to miscarriage,	Ensure warning notices of illnesses are displayed and inform learner. Learner must notify nursery	

		disability	immediately	
Stress due to a high degree of concentration	L	Increased levels of sickness	Ensure sufficient breaks during study. Tutors to consider this when planning lessons	
Temperature of the environment	L/M	fainting	Air Conditioning, ensure windows open if needed.	
Travel	L/M	Poor circulation	Travel should be restricted to short journeys	
Any physical symptoms affecting their ability to work				



Employer Health & Safety Checklist

Name of EmployerName of Chiltern Staff Member.....

Tel. No. Email.....

Address

.....

	QUESTIONS	Yes	No
1.	Do you have a written health and safety policy?		
2.	Do you have a policy regarding health and safety training for people working in your business, including use of vehicles, machinery and equipment and will you provide all necessary health and safety training for the student?		
3.	Is the organisation registered with: <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div> a. the Health & Safety Executive or b. the Local Authority Environment Health Department </div> <div style="text-align: right;"> (tick as appropriate) </div> </div>		
4.	Insurance		
	a. Do you have Employer Liability Insurance? Expiry Date:		
	b. Do you have Public Liability Insurance? Expiry Date:		
	c. Will your insurances cover any liability incurred by a work-based learning student as a result of his/her duties?		
5.	Risk Assessment		
	a. Have you carried out risk assessment of your work practices to identify possible risks, whether to your own employees or to others within your undertaking?		
	b. Are risk assessments kept under regular review?		
	c. Are the results of risk assessment implemented?		
6.	Accidents and Incidents		
	a. Is there a formal procedure for reporting and recording accidents and incidents in accordance with RIDDOR?		
	b. Have you got procedures to be followed in the event of serious and imminent danger to people at work in your undertaking		

	c. Will you report to the College all recorded accidents involving Everso Training Ltd students?		
--	--	--	--

Contact Personnel

Who is your nominated contact for compliance with the requirements of health and safety legislation

Name and positionTel. No.

The above statements are true to the best of my knowledge and belief.

Signed PositionDate

Thank you for completing this questionnaire

Notes/justification for learner grading:



Progress Review No:

CYPW APPRENTICESHIP INDIVIDUAL LEARNING PLAN PROGRAMME REVIEW

Student Name: _____

Programme: _____

Employer: _____

Date of review: _____

Date of next review: _____

College Attendance Percentage:

Overall Summary of Progress Indicator:

Red *

Amber *

Green *

	Tutor Concerns		Additional Tutor Comments	Employer Concerns		Additional Employer Comments
	YES	NO		YES	NO	
Attendance & punctuality						
Attitude & General Behaviour						
Academic Skills						
Practical Skills						

Health & Safety Awareness						
Equality & Diversity Awareness						

Tutor /Assessor Comments / Outstanding actions and action planning:

Main Qualification Progress	% Progre
Mandatory Unit Title	Theory
1: Contribute to the Support of Child and Young Person Development	
3: Contribute to Children and Young People's Health and Safety	
4: Contribute to the Support of Positive Environments	
5: Understand Partnership Working in Services for Children and Young People	
7: Intro. to Communication in Health, Social Care or Children's & Young Peoples Settings	
8: Intro. to Personal Development in Health, Social Care or Children's & Young Peoples Settings	
9: Intro. to Equality and Inclusion in Health, Social Care or Children's & Young Peoples Settings	
10: Child and Young Person Development	
11: Safeguarding the Welfare of Children and Young People	
12: Maintain and Support Relationships with Children and Young People	
13: Support Children and Young People's Positive Behaviour	
Optional Unit Title (Please Tick)	Theory
14: Understand Child and Young Person's Development £	
£	
£	
£	
£	

	£	
	£	

Comments:

Action Planning:

Date of next assessment visit:

Transferable Skills Progress	% Progress Made			Exemption (if Yes a copy of certificate in assessment centre w weeks of start date)	
	Theory	Portfolio	Test	Y/N	Certs
English level 1 or 2					
Maths level 1 or 2					
ICT Level 1					
ERR			N/A		
12 Hour Paediatric 1 st Aid					
PLTS			N/A		

FUNCTIONAL SKILLS EXEMPTIONS:

Learners must provide evidence within 6 weeks of start date

Comments:

Action Planning:

Learning support:

Where Learning support has been provided a log of this support is included in the review file

(signed). If not currently provided, has this review highlighted the need for Learning support? **YES**

£

NO £

Apprentice comments:

Reflect on your training since your last review (at college & work).

What do you think are the areas / skills you need to develop (at college & work)? How are you going to do this?

Equality & Diversity discussed:	Change to working hours:	
H&S questions answered:	Any accidents since last review:	
<u>Employer comments:</u>		
Copy of Apprentices Contract requested and added to review file Y / N		
<u>Overview of Action Planning (Learner SMART targets)</u>		
<u>Review of targets from last review</u>		
<u>Tasks/What Needs to be done</u>	<u>Who can Help</u>	<u>Target date for completion</u>
<u>1.</u>		
<u>2.</u>		

<u>3.</u>		
<u>4.</u>		
<u>5.</u>		
<u>6.</u>		

Signatures:

Apprentice

Employer

Everso Training Ltd

Copy given to learner for their portfolio **Y** / **N**

Everso Training Ltd Office use:

Updated on the system by: _____

Date: _____