



European Union
European
Social Fund



Health and Safety Policy

Policy Group: Health and Safety 2
Policy Number: 2.1
Policy Title: Health and Safety Policy
Author: Mark Fletcher
Date of Current Version: January 2019
Review Date: January 2020

This document is issued and controlled by the Director of Performance and Development and can only be modified after proposed modifications have been accepted by the Company Directors.

The latest version will be maintained on the CompanyS:Drive under Policies and Procedures.

Document Control

Revision History

Issue	Date	Changes	Reviewer
1	Jan 2019	Read review all OK	M Fletcher

Document Approvers

Name	Position	Date	Comments
Mark Fletcher	H&S Manager	Jan 2019	All OK

Learning Curve Group

Health and Safety Policy Statement

This policy is in accordance with the Health and Safety at Work Act 1974 and all other relevant legislation, and it applies to all Learning Curve Group sites and activities. The Chief Executive is responsible for ensuring policy formulation and development, and that it is implemented throughout the organisation by the operational management teams.

Learning Curve Group demonstrates our commitment to a safe working environment through its Directors and Senior Managers, who fully accept responsibility for the health and safety of our employees, learners and the public who may be affected by our activities. The Company will ensure that adequate resources and time are available to carry out this policy and monitor its implementation.

This policy is implemented by active cooperation of all the Company's employees through the process of hazard identification, risk evaluation and control. Effective implementation of this policy will contribute to improved business performance by the setting and reviewing of objectives, which are set against improving safety performance. Compliance with legal requirements is considered as a minimum level to be achieved and we will seek, through a programme of continual improvement, to achieve higher than regulatory standards.

The continuing development, education and training of employees will be a key activity in the implementation of the health and safety management systems. Adequate resources will be committed to ensure that health and safety objectives are achieved.

The Company recognises the importance of consultation with employees and will implement a communication system to encourage active participation in improving health and safety, and in their implementation of the arrangements outlined in this policy.

This policy statement must be communicated to all employees. It will be reviewed at least every twelve months or if changes are made due to deficiencies highlighted by a review, new legislation or by business development, with any revisions being further communicated to all employees.

"Our aim is to achieve a safe workplace, free of accidents, within all areas of Learning Curve Group."

Signed



Chief Executive Officer

1. Management of Health and Safety at Learning Curve Group – Introduction

The Corporate Health and Safety Policy Statement and the details contained in this Health and Safety Policy document form the framework by which Learning Curve Group will manage its health and safety risks and associated legal requirements.

Learning Curve Group is committed to providing a safe and healthy place to work and to ensuring that its staff and other people are not placed at any unnecessary or unacceptable risk by our activities. We will strive to:

- prevent accidents and ill health to our staff and others affected by our work, including learners, contractors, members of the public and business associates
- adopt a recognised health and safety management systems business model
- ensure health and safety is integral to line management processes and decisions
- establish a culture that supports the control of risk by promoting active personal involvement, safe behavior, teamwork and cooperation
- reduce health and safety risks through the continued development of a systematic assessment approach
- continuously and cost effectively improve our health and safety arrangements and performance

2. Scope/Application

This policy sets out the means to achieve and maintain adequate standards of health and safety at work across the business and applies to all Learning Curve group employees, freelancers, contributors, and temporary and casual staff, wherever they are directed to work, and will also apply to all business departments.

It is the responsibility of all Managers to ensure the health and safety of staff, learners and others who may be affected by those Learning Curve Group activities under their control.

The management of health and safety must be integral to the work of Learning Curve Group and consequently, this policy will be closely linked with other Learning Curve Group policies and guidelines. In reviewing or devising any guidelines affecting work activities, this policy should be taken into account.

This policy document is supported by a series of subject-specific health and safety policies/procedures, Codes of Practice and Guidance Documents.

3. Guiding Principles

For Learning Curve Group to be successful in achieving its health and safety aims, it must work towards the following key principles:

Commitment

Managers at all levels of the organisation will demonstrate personal leadership and commitment.

Line Management Ownership and Responsibilities

Ownership, accountability and responsibility for matters of health and safety will be embraced by line management and cascaded throughout the management structure.

Knowledge and Skills

All employees and contractors will be competent to perform their work safely and will be required to apply good practice in health and safety.

4. Managing Risks

- Effective arrangements will be in place to ensure that risks are assessed and that arrangements are implemented which lead to safe and healthy activities, safe environment, equipment and plant
- Business planning will address the control of health and safety risks and ensure that resources are allocated according to risk priorities
- Change (organisational or operational) will be managed to consider and adequately control any health and safety implications that may arise

5. Communication, Cooperation and Coordination

- Activities with third parties (e.g. contractors, suppliers, business associates, partners and joint ventures) will be effectively controlled and coordinated with clear allocation of accountability and responsibility
- Arrangements will be in place to exchange information on risks and the arrangements for their control with all applicable parties
- Arrangements will be in place to ensure adequate communication and consultation with staff

6. Continuous Improvement

- Safety performance, including compliance with statutory requirements and the implementation of this policy, will be measured, monitored and reviewed
- Continuous improvement will be maintained through the application of systems to ensure that health and safety performance is monitored and measured objectively, and that timely preventative and corrective actions are taken

These principles apply across all business areas. The principles create an effective framework to maximise the contribution of individuals and groups whilst recognising that health and safety is a line management responsibility.

This framework, through a systematic approach, supports Learning Curve Group's commitment to ongoing improvement in its health and safety arrangements.

7. Responsibilities

To ensure that the Health and Safety Policy is successfully managed within the organisation, the following responsibilities have been allocated across the organisation:

Chief Executive Officer

In practice, the Governing Body's responsibilities in relation to health and safety are discharged through the Chief Executive. The Chief Executive shall provide leadership and direction by:

- demonstrating the Board's commitment to health and safety and leading by example
- being responsible for ensuring that the Health and Safety Policy is implemented across the Company
- ensuring the Board and the Company receive competent health and safety advice where required
- ensuring all staff, including the Board (as necessary), are sufficiently trained and competent in their health and safety responsibilities and that adequate resources are available to meet the requirements of this policy
- ensuring that the workforce, particularly safety representatives, are consulted properly on health and safety matters and that their concerns are reaching the appropriate level, including (as necessary) the Board
- ensuring that systems are in place to confirm the organisation's risks are assessed and that sensible control measures are established and maintained
- ensuring audits and inspections are undertaken to inform the Senior Management Team about operational performance
- ensuring the Board and Senior Management Team receive regular health and safety performance data and reports on injuries and work-related ill health
- ensuring any proposed changes in working arrangements that have significant implications for health and safety are brought to the attention of the Board
- ensuring appropriate Board-level review of health and safety

Director of Performance and Development

The Director of Performance and Development will:

- ensure that the Company's Health and Safety Policy is observed across all areas
- ensure that all facilities, resources and requirements necessary for effective compliance with the policy are provided for
- ensure that the learning environments outside the Company premises are assessed for health and safety suitability, prior to the learning programme taking place
- instigate disciplinary procedures (in compliance with the Company's disciplinary rules) where failure to achieve the safety regulations, Company safety policy and good safety practice is evident
- ensure that all requirements of The Regulatory Reform (Fire Safety) Order 2005 (FSO) are maintained throughout all buildings used by Learning Curve Group where required
- ensure that safe conditions are maintained across all buildings and that periodic safety audits and inspections are carried out

Directors/Senior Managers

Directors and Senior Managers will:

- ensure that all staff under their direct control implement safe working practices at all times while carrying out Learning Curve Group undertakings
- ensure that all new staff under their control are competent in their respective vocational areas and are appropriately trained on an ongoing basis to maintain this competency, ensuring that ongoing information, instruction and training is given to all employees where required

- ensure that all staff involved in the production and maintenance of health and safety records within their respective departments keep such records up-to-date and available for inspection
- action any safety reports and/or correspondence concerning operational areas under their supervision in conjunction with the Director of Performance and Development and the Health and Safety Manager if required
- ensure that appropriate health and safety assessments, vetting and statutory requirements are carried out for any properties under their control; this includes employer premises and other training provider locations where delivery is in partnership
- ensure that any equipment, plant and substances that are used for Company undertakings are suitable for the task and are in good working condition, including the regular maintenance and servicing of plant and equipment
- ensure that an up-to-date statement of the Company Health and Safety Policy is brought to the attention of all employees and that a copy is readily available at all locations under their control
- ensure that the safety responsibilities of new employees are communicated to them as part of their induction
- ensure all military premises (for the military provision within the Territorial Army) follow the orders of the Department of Defense and the Commanding Officer

Health and Safety Manager

The Health and Safety Manager will:

- monitor legal documents, statutory registers and insurance certificates that are kept on premises and ensure that the necessary statutory abstract notices are displayed
- provide competent advice and guidance on all health and safety matters to the Board, Chief Executive Officer, Directors, Senior Managers and all other staff when required
- ensure that all accidents and incidents are properly recorded, reported and investigated, including the production of any internal reports, highlighting recommendations to the Board and Senior Managers where appropriate
- report any RIDDOR reportable accidents to the relevant authorities within the required timescales, including liaising with any external agencies if required (the funding provider incident reporting requirements will be followed for RIDDOR events involving learners)
- ensure that all employees, contractors, learners and visitors are made aware of safety procedures
- take further, immediate and appropriate steps to investigate and rectify any risks to health and safety arising from any Learning Curve Group work activity
- inform the relevant Director, in writing, of any health and safety issues that require attention
- report to the Executive Team twice yearly, detailing health and safety performance, recorded accidents and actions required
- chair the Learning Curve Group Health and Safety Committee and report back to the Director of Performance and Development on actions arising from the group
- provide ad hoc health and safety training when required by staff to ensure that the Company's undertakings are not put at risk
- assess and advise on health and safety training needs for delivery and assessment staff
- promote and participate in health and safety initiatives and activities as required
- monitor subcontractor safety procedures and policies relating to the safety of learners
- ensure all learners have been provided with their entitled information regarding health and safety
- advise management and staff on all aspects of health, safety and welfare relating to learners, to ensure compliance with the safe learner blueprint
- provide training and advice on the completion of the vetting process, risk assessment and other required topics
- oversee the preparation of operating procedures for pre-military outdoor activities
- schedule risk assessment activity and individual learner risk assessments as required
- monitor the maintenance of statutory records, reports and notification procedures
- prepare statistical information relating to learners' health, safety and welfare

Delivery Staff

All Learning Curve Group delivery staff will:

- ensure that they lead by example and that all learners follow Company safety policies at all times while under their control
- ensure that all learners under their control are aware of the risk assessments in place for each activity and follow them at all times
- ensure that all learners wear the required mandatory Personal Protective Equipment (PPE) in all teaching sessions delivered and that any learners with items missing are challenged and requested to comply with the procedures set out
- ensure that all learners have been provided with their entitled information regarding health and safety
- report any learner accidents, incidents and near misses to the training centre management team immediately
- carry out regular safety talks to learners based on the courses being taken and the relevant risk in the activity

First Aiders

All first aiders will:

- be responsible for providing prompt first aid treatment to any person on Learning Curve Group premises as and when required
- take responsibility for the completion of the accident/other incident/near miss report and any other paperwork associated with the incident
- carry out and log regular checks on first aid kits within their respective offices and order any replacement items found to be out of date or missing
- notify all accidents, incidents and near misses to the Health and Safety Manager as soon as possible after the occurrence

Fire Wardens

All fire wardens will:

- be responsible for the safe evacuation of staff from any premises to which they are listed as a fire warden
- notify the fire brigade of any emergency requiring their attendance and liaise with them on their arrival where required
- report back to the Health and Safety Manager with any faults or actions arising as a result of any fire evacuation or fire drill
- take responsibility for carrying out weekly fire alarm tests in their buildings and logging these in the site's health and safety files

Employees

All Learning Curve Group employees will:

- comply with statutory legislation, the Company Health and Safety Policy and all other work-related procedures at all times
- take reasonable care of themselves and of anyone else who may be affected by their work
- use the correct tools and equipment for the job and ensure that they are kept in good condition
- understand the emergency procedures of the Company and for the building they are working from
- work in accordance with information and training that has been provided to ensure their own safety and that of their colleagues

- make use of safety aids, appliances, equipment and PPE where necessary provided adequate training has been provided on their use beforehand
- refrain from intentionally misusing or recklessly interfering with anything that has been provided for health and safety reasons
- report any hazardous defects in their workplace or any plant/equipment, or shortcomings in any existing safety arrangements to their Line Manager, while making the area/equipment safe if possible
- not undertake any task for which authorisation and/or training has not been given
- attend any health and safety training as required for their role
- cooperate in keeping welfare facilities clean and tidy
- know where the first aid box and first aiders are within their respective offices
- ensure that corridors, office floors and doorways are kept clear and free from obstruction
- report any accident, incident or near miss, however minor, to their Line Manager or supervisor at the earliest opportunity

8. Arrangements

Fire Safety

Fire is a hazard that could affect any of our premises at any time. The consequences of fire include not only a threat to life, but also a health and safety risk to our employees and learners, damage to or loss of property and severe interruption to normal business activities and opportunities.

Our fire safety measures include preventing outbreaks of fire and mitigating the direct and consequential damage by early detection, reducing the risk of fire spread by structural containment, and providing emergency escape routes, emergency evacuation procedures and means for fire detection and firefighting. All staff should familiarise themselves with and comply with the fire safety measures in place for their workplace and report any defects or hazards to their Line Manager immediately. Staff who work in several premises should familiarise themselves with the fire safety measures for each premises on their first visit.

A corporate [Fire Safety Procedure](#) has been developed which sets out the organisation and arrangements to ensure, as far as reasonably practicable, that in Learning Curve Group workplaces and during all work activities:

- fires are prevented
- people are protected against fire
- property is protected against fire
- essential business is not interrupted by fire
- suitable procedures are followed if fire occurs
- all fire precautions are monitored and maintained
- collaboration with other premises owners/employers (including tenants in shared workplaces) takes place to ensure the safety of all staff

In the fulfilment of this, all Learning Curve Group operated buildings will be risk assessed in accordance with the Regulatory Reform (Fire Safety) Order 2005. The assessment will determine the number of fire wardens and any fire prevention/control facilities necessary to provide adequate cover for all staff.

First Aid Arrangements

Learning Curve Group will ensure that all arrangements for first aid, as required by the Health and Safety (First Aid) Regulations 1981, are met across the Company. This includes providing staff with first aid training, providing first aid facilities and equipment suitable for the environment they are being used in, and providing staff with information and instruction on how to obtain first aid assistance in their workplace. As a minimum, each workplace will have:

- a suitably stocked first aid box
- an appointed person to take charge of first aid arrangements

A first aid 'arrangements' notice must be displayed at all workplaces in a prominent position. All Learning Curve Group work activities, regardless of their location, will be assessed to determine the first aid arrangements and facilities needed for:

- employees, learners, and temporary and casual staff
- visitors
- collaboration with other employers, e.g. contractors or tenants in shared workplaces

The assessment will determine the number of trained staff and the first aid facilities necessary to provide adequate cover. Individuals nominated to be a first aider will be selected and assessed as suitable prior to training and provided with the ongoing training needed to maintain competence. For more information, please refer to the Company [First Aid Procedure](#).

Accident Reporting

Accidents and incidents at work cause thousands of serious injuries and hundreds of fatalities in the UK and Ireland every year and can also cause damage to property, lost production hours and harm to the Company's reputation. By reporting accidents, incidents and near misses, the causes can be ascertained and preventative action can be taken to prevent a reoccurrence.

The [Accident and Incident Reporting Procedure](#) will set out the arrangements for ensuring all accidents, including near misses, that occur during the course of work activities are reported promptly and investigated to determine lessons learned.

The procedure will provide essential information to:

- ensure action is taken to prevent recurrence
- meet statutory requirements, including the reporting of incidents under RIDDOR 2013
- help monitor and improve health and safety performance
- provide information for responding to claims made against Learning Curve Group
- enable Learning Curve Group to respond quickly and accurately to external enquiries

Control of Substances Hazardous to Health (COSHH)

As set out in the Control of Substances Hazardous to Health Regulations 2002, any substances used by staff which are deemed hazardous to health will require a suitable assessment to be carried out prior to the substance being used. Learning Curve Group will ensure that these assessments are available to all staff who may be affected by the product and will provide suitable training and instruction on its safe use where required. If the task can be redesigned so that the use of the product is made obsolete, then this should be carried out. As a last resort, PPE will be provided for all staff using the product or who may be affected by its use. For further information on COSHH safety reporting, please refer to the Company [COSHH Procedure](#).

Risk Assessment

The Management of Health and Safety at Work Regulations 1999 require Learning Curve Group to assess all significant risks across the business and record the significant findings of any assessment.

To ensure the Company meets this duty of care, risk assessments will be carried out for all relevant work activities to ensure that appropriate control measures are identified and put in place to ensure that safety implications and health protection are properly considered to prevent accidents and ill health. The arrangements required to address serious and imminent danger are also part of this process.

Relevant professional support should be consulted in good time for advice and support before any high risk or complex activity is undertaken. The essential requirement is that at any time, the manager responsible for the work activity will be able to demonstrate:

- that a suitable and sufficient risk assessment has been carried out, in good time and for every stage, for all their work activities
- that the necessary controls identified have been put in place
- that effective communication of significant findings to those who may be affected by the activity has taken place
- that assessments are recorded and reviewed in the light of change
- that the controls continue to be appropriate for the activity

All those involved in the activity, including the manager responsible for the work location, will provide relevant information to assist the risk assessment process and will cooperate with those responsible to ensure appropriate controls are successfully implemented. For more information on how to complete risk assessments, please refer to the [Risk Assessment Procedure](#).

Display Screen Equipment (DSE)

The Health and Safety (Display Screen Equipment) Regulations 1992 define Display Screen Equipment (DSE) as any device or equipment that has an alphanumeric or graphic display screen, regardless of the display process involved; it includes both conventional display screens and those used in technologies such as laptops, touchscreens and other similar devices.

Computer workstations or equipment can be associated with neck, shoulder, back or arm pain, as well as with fatigue and eye strain. Learning Curve Group will ensure that a DSE assessment is completed for every member of staff who is classified as a 'user' under the Regulations and will follow up any actions arising from the individual assessments where required. For further information on display screen equipment, please refer to the Company [DSE Procedure](#).

Manual Handling

Manual handling relates to the moving of items either by lifting, lowering, carrying, pushing or pulling. The weight of the item is an important factor, but many other factors can create a risk of injury, for example, the number of times you have to pick up or carry an item, the distance you are carrying it, where you are picking it up from or putting it down (picking it up from the floor/putting it on a shelf above shoulder level) and any twisting, bending, stretching or other awkward posture you may adopt while doing a task. As detailed in the Manual Handling Operations Regulations 1992, Learning Curve Group will carry out an assessment of all manual handling tasks within the Company and, wherever possible, reduce the risk to staff when carrying out these tasks. For more information, please refer to the [Office Safety Procedure](#).

Working at Height

Work at height means work in any place where, if there were no precautions in place, a person could fall a distance liable to cause personal injury. For example, you are working at height if you:

- are working on a ladder or a flat roof
- could fall through a fragile surface
- could fall into an opening in a floor or a hole in the ground

Learning Curve Group is committed to reducing accidents to as low a level as possible to minimise the injury of its employees and others who may be affected by our work activities. Where staff are working at height, they should take a sensible approach when considering safety precautions. There is a common misconception that ladders, and stepladders are banned, but this is not the case. There are many situations where a ladder is the most suitable equipment for working at height, which will be detailed in the risk assessment carried out prior to the work commencing.

Before working at height, you must work through these simple steps:

- Avoid work at height where it is reasonably practicable to do so
- Where work at height cannot be avoided, prevent falls using either an existing place of work that is already safe or the right type of equipment
- Minimise the distance and consequences of a fall by using the right type of equipment where the risk cannot be eliminated

Any member of staff who is required to carry out working at height must ensure that they have sufficient skills, knowledge and experience to perform the task, or, if they are being trained, that they work under the supervision of somebody competent to do the task. For more information on working at height, please refer to the Company [Working at Height Procedure](#).

Asbestos

Asbestos can be found in any building built before the year 2000 (houses, factories, offices, schools, hospitals, etc.) and causes around 5000 deaths every year. Learning Curve Group acknowledges the duty to manage asbestos under the Control of Asbestos Regulations 2012 in any premises used for their undertakings where it may be present, and will:

- find out whether the premises contain asbestos, and, if so, where it is and what condition it is in. If in doubt, materials must be presumed to contain asbestos
- assess the risk from asbestos present in the premises
- make a plan to manage that risk and act on it
- provide this information to other employers (e.g. building contractors) who are likely to disturb any asbestos present, so that they can put in place appropriate control while the work is being done

Asbestos is only dangerous when disturbed. If it is safely managed and contained, it doesn't present a health hazard and shouldn't be removed unnecessarily – removing it can be more dangerous than leaving it in place and managing it. For more information on asbestos, please refer to the Company [Asbestos Procedure](#).

Threat of Terrorism

Terrorism is 'the unofficial or unauthorised use of violence and intimidation in the pursuit of political aims'. It is the policy of Learning Curve Group to manage any potential for terrorism, including suspicious mail items, cyber threats, bomb threats and firearms, and provide arrangements to ensure the safety of all staff, learners and visitors to the Company. For more information, please refer to the Company Prevent Risk Assessment and Action Plan.

Personal Protective Equipment (PPE)

Personal Protective Equipment (PPE) is equipment that will protect the user against health or safety risks at work. It can include items such as safety helmets, gloves, eye protection, high-visibility clothing, safety footwear and safety harnesses, and Respiratory Protective Equipment (RPE).

Making the workplace safe includes providing instructions, procedures, training and supervision to encourage people to work safely and responsibly. Even where engineering controls and safe systems of work have been applied, some hazards might remain. These include injuries to:

- the lungs, e.g. from breathing in contaminated air
- the head and feet, e.g. from falling materials
- the eyes, e.g. from flying particles or splashes of corrosive liquids
- the skin, e.g. from contact with corrosive materials
- the body, e.g. from extremes of heat or cold

PPE is needed in these cases to reduce the risk. However, it should be used as a last resort and only after engineering controls have been implemented as part of a dynamic risk assessment process. For more information, please refer to the Company [PPE Procedure](#).

Consultation with Employees

Consulting with employees on health and safety matters can have real benefits for a business, including:

- increased productivity – businesses with good workforce involvement in health and safety tend to have a better productivity rate
- improvements in overall efficiency and quality
- higher levels of workforce motivation

In line with the Information and Consultation of Employees Regulations 2004, Learning Curve Group will consult with employees at regular intervals over the calendar year to take account of their views before making some health and safety decisions, including risks arising from health and safety activities. As a guiding principle, Learning Curve Group encourages consultation and discussion with employees on health and safety matters affecting their work. Those directly involved with the work can help identify the hazards and risks associated with it and may identify practical measures to help to control them. This also helps to ensure that any control measures introduced are practicable and supported, thereby assisting their implementation. Meeting minutes and reports from these meetings will be made available to all staff. For more information, please refer to the [Health and Safety Committee Terms of Reference](#) Document.

Lone Working

Lone workers are those who work by themselves without close or direct supervision. Working alone is not against the law and it is often safe to do so. However, Learning Curve Group will take steps to ensure risks are removed where possible, or will put in place control measures required to protect our staff from the risks of lone working. For more information on lone working, please see the Company Lone Worker Policy.

Contractor Control

It is the policy of Learning Curve Group to eliminate all work-related accidents and constantly achieve the highest levels of operational safety performance. To this end, we expect any contractors to apply the same high standards in conducting their work activities. All contractors must carry out their work strictly in accordance with the Health and Safety at Work Act 1974 and any other regulations which may apply, in addition to Learning Curve Group policies and procedures where applicable.

Where work being carried out by contractor's border or overlaps into areas used by others – including Learning Curve Group staff, the general public or clients – then all reasonably practicable care must be taken by subcontractors to safeguard all persons and property from risks arising from their work operations and activities. For more information on [contractor control](#), please refer to the Company procedure.

Selection, Maintenance, Inspection and Testing of Plant and Work Equipment

Work equipment is any machinery, appliance, apparatus, tool or installation for use at work, whether exclusively used at work or not. The scope of work equipment is therefore extremely wide and any member of staff who is tasked with operating any type of work equipment must have undertaken sufficient training to ensure that they know how to competently use it, without unnecessary risks to the health and safety of themselves or others. Formal arrangements will be in place for the selection, maintenance, inspection and testing of plant and equipment which Learning Curve Group owns and/or uses, to ensure that it is safe, fit for purpose and legally compliant.

To ensure that any equipment provided is safe for use, Learning Curve Group will ensure that the following arrangements in relation to work equipment will be taken into consideration:

- Procurement will include the hiring of safe equipment and plant from reputable suppliers
- Equipment is only used for its intended purpose
- Competence requirements for operators are met, including instruction, information and training
- User checks are carried out prior to use

- The frequency for inspection and maintenance is in line with manufacturers'/suppliers'/installers' recommendations, company risk assessments and statutory requirements
- Communication of the findings of formal inspections is to all affected parties
- Fault and defect reporting and corrective action are carried out
- Preventative maintenance programmes are in place
- Appropriate permits to work arrangements are in place where required

Maintenance work must only be undertaken by persons who are competent to carry it out and who have the necessary knowledge and experience to:

- know what to look at
- know what to look for
- know what to do
- be aware of, and able to avoid, unnecessary risks to themselves and others

Any employee that finds a defective item of work equipment must take it out of operation immediately, quarantine it and inform their Line Manager immediately. The equipment must not be used under any circumstances until it has been examined by a competent engineer.

Electrical Equipment (PAT)

Electricity is a familiar and necessary part of everyday life, but electricity can kill or severely injure people and cause damage to property. There are simple precautions when working with or near electricity that can be taken to significantly reduce the risk of electrical injury to you and others around you. The Electricity at Work Regulations 1989 require electrical equipment to be maintained to prevent danger. Any work carried out on electrical systems throughout Learning Curve Group premises will be carried out by competent persons without exception.

In relation to portable electrical equipment, the type and frequency of user checks, inspections and testing needed will depend on the equipment, the environment in which it is used and the results of previous checks. Through a series of user checks, visual inspections and portable appliance testing, Learning Curve Group will endeavor to ensure that all electrical equipment used in its premises will be safe for use by all employees. For more information on [electrical equipment](#) safety, please refer to the Company procedure.

Workplace Vetting

Learning Curve Group is required to ensure health and safety legal requirements that exist to protect persons at work and others affected by work are suitable. Learning Curve Group has responsibility for ensuring that employers and learners are vetted in line with procedures laid down by the Education and Skills Funding Agency (ESFA) and health and safety standards (HASS). Learning Curve Group must judge the suitability of health and safety in the place where training and learning are conducted. For more information, please refer to the Health and Safety Vetting Arrangements for Workplaces and Learners Procedure.

Health and Safety Training/Safety Briefings/Team Talks

Health and safety training is an integral part of company development to ensure staff development, and will be identified alongside Human Resource policies and procedures. A training matrix will be developed for all job roles, detailing what health and safety training is required based on competence levels for individual roles. Training requests can be initiated by a response to managerial requests, new work activities or new work equipment being introduced, in response to annual appraisals and based on recommendations from the Health and Safety Manager or as a result of health and safety audits.

Office Safety

Learning Curve Group is committed to meeting its legal obligations to provide all employees, learners and visitors with a safe and healthy place of work and will ensure that premises in the property portfolio, which Learning Curve Group owns or leases (and, where applicable, subleases), including temporary premises, are selected, maintained and monitored as to their suitability and legal compliance (including all necessary statutory permissions and/or exemptions).

There will be arrangements in place to ensure compliance with Learning Curve Group's health and safety guidelines and legal requirements, and to ensure that records of relevant safety information are established and maintained for each building. There will be close liaison with the landlord of premises where Learning Curve Group employees are working, and landlord/tenant agreements will cover accountabilities, responsibilities, working environment issues and facilities management. For more information, please refer to the [Office Safety Procedure](#).

Legionella Control

Learning Curve Group will control, prevent and minimise the risk from Legionella, to provide and maintain safe and healthy working conditions, equipment and systems of work for all staff, learners, contractors and visitors, and provide such resources, information, training and supervision as needed for this purpose. Learning Curve Group will do all that is reasonably practicable to manage the risk of Legionellosis and will follow the steps laid out in the [Control of Legionella Procedure](#) and site specific written control schemes as based on the Health and Safety Executive (HSE) Approved Code of Practice and Guidance Document L8 (ACOP L8) The Control of Legionella Bacteria in Water Systems.

9. Health and Safety Performance Monitoring

Objectives

Corporate health and safety objectives and a corporate programme plan/action plan will be set at Board-level and will be monitored by the Learning Curve Group health and safety consultation group. This will provide a systematic appraisal of performance with a view to enhancing standards.

Monitoring

Learning Curve Group's overall performance against the corporate health and safety programme plan/action plan and any key performance indicators will be collated and reported periodically to the Executive Board by the Health and Safety Manager.

The Health and Safety Manager will be responsible for ensuring there are adequate arrangements for monitoring the health and safety standards, arrangements and compliance within their department, which will include:

- monitoring risk assessment processes
- routine inspections
- periodic reporting on significant initiatives, issues or incidents as part of the normal managerial reporting process
- analysis of accident/incident data and suspected work-related ill health

10. Audit and Review of Performance

Audit

Audits will be carried out by the Health and Safety Manager, or other independent groups, as part of the arrangements for monitoring Learning Curve Group's health and safety performance and management system. The scope and focus of health and safety audits will be subject to consideration by the Director of Performance and Development. Business departments will be required to afford proper cooperation in the audit process where required.

Management Review

The Learning Curve Group Executive Board will receive an Annual Health and Safety Review report of Company performance and progress compiled by the Health and Safety Manager.