

HEALTH, SAFETY AND WELL-BEING AT WORK POLICY AND PROCEDURE

Policy Number	HCT-HS-003
Version	3
Applicable To	Horizon Community Members (learners, staff (including volunteers) partners and visitors)
Document Owner	Kath Shanahan
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Availability	Policies & Procedures Folder, SharePoint, Learners Handbook, Company Website

Introduction

Horizon Community Training CIC (Horizon) is fully committed to providing a safe working environment. We undertake to implement whatever precautionary measures are possible in order to prevent accidents and exposure to causes of work-related ill health.

Health, Safety and Well-being is a crucial ingredient of all Horizon's activities. We will, as far as is reasonably practical, safeguard the health, safety and well-being of all members of the Horizon Community and others who may be affected by Horizon's activities.

Key Contacts

Name	Role	Email	Telephone
Mark Shanahan	Health & Safety Lead – has overall responsibility for Health & Safety	mark@horizoncommunitytraining.co.uk	01493 717767
Claire Ledgerwood	Designated Health & Safety Officer – day to day responsibility for Health & Safety	claire@horizoncommuniytraining.co.uk	01493 717767
Katherine Shanahan	Business Support Manager – support for general Health & Safety such as Policies & Procedures	katherine@horizoncommunitytraining.co.uk	01493 717767

Purpose

The purpose of this Policy and Procedure is to ensure that Horizon is a safe and healthy working environment in accordance with the Health and Safety at Work Act 1974 (HASAWA).

Principles

This Policy and Procedure not only ensures that Horizon complies with all relevant statutory and regulatory provisions but also puts in place additional measures.

As far as is reasonably practical Horizon will:

- Create and maintain a proactive attitude to promote a positive health and safety culture which supports risk control at all levels
- Ensure that the health, safety and well-being of all its community members on its premises or during any of Horizon's activities are not put at unreasonable risk
- Thoroughly identify and control risks that could lead to injury, work related ill-health (including mental well-being) or loss of life
- Maintain safe spaces and systems of work and/to protect all its community members including the public in so far as they come into contact with a foreseeable work hazard
- Effectively manage the activities of all third parties (when working with/for Horizon) to ensure where possible they are working in accordance with this Policy and Procedure, they will be routinely inspected, supervised and may have additional controls put in place. This aim may also be achieved in part by asking and approving copies of the contractor's Safety Policy and other relevant documents
- Investigate all accidents, near misses, sickness and any incident that may affect health and safety
- Bring this Policy and Procedure to the attention of all Members of the Horizon Community. This will be achieved at Induction for members. It will also be available on request and to view online on the Horizon's website
- Undertake risk assessment for all relevant activities
- Embed in all our programmes clear instructions regarding the conduct of relevant activity
- Undertake the training of staff and learners in the safe handling, storage and use of hazardous substances
- Ensure equipment is maintained to a high serviceable standard
- Ensure that members of Horizon are always equipped with the appropriate and necessary equipment in order to carry out their activities and required Personal Protective Equipment (PPE)

- Maintain compliance with Management of Health and Safety at Work Regulations (1999) and other relevant Acts, Regulations Standards and Guidance governing Health and Safety
- Hold employer/employee updates on health, safety and well-being matters
- Train and guide individuals before allocating them to a health and safety function
- Provide easily and quickly accessible first aid stations throughout the centre, clearly identified and regularly checked to ensure they are fully stocked with necessary equipment
- Establish emergency procedures, eg evacuation in case of fire or physical injury to a person
- Conduct regular emergency procedure drills
- Conduct a regular review and, if necessary, revision of this Policy and Procedure, provide information, instruction and training necessary to ensure members of the Horizon are able to perform their activities safely and correctly

Horizon operates a culture of zero tolerance to non-compliance of health and safety issues. Any and all breaches will be investigated and may result in disciplinary action.

Roles and Responsibilities

Health and Safety Lead

The Health & Safety Lead will be responsible for the implementation of this Policy and Procedure and the overall management of Horizon 's Health and Safety, they will also be responsible for the below:

- Maintaining this Policy and Procedure and ensuring it is regularly updated to reflect any changes to the law and ensuring that each member of staff is aware of and adheres to this Policy and Procedure
- Ensure all staff are trained in safety issues and advise them on protective clothing and equipment where necessary
- Ensure that processes/procedures/reasonable adjustments for an individual's needs are implemented relating to specific health, safety or well-being issues; these will have been identified as a result of risk assessments

Designated Health and Safety Officer

The daily management of Horizon 's Health and Safety will be the responsibility of the Designated Health & Safety Officer (H&S Officer) who will:

- Aim to prevent accidents, injuries and work-related illnesses in the workplace
- Undertake regular inspections and risk assessments and ensure that any hazards or defects are rectified

- Maintain an accident book, record and investigate any accident, recommend any improvements in safety standards if required
- Where appropriate, notify the Health and Safety Executive (HSE) and other accounting bodies
- Maintain a central record of risk assessments, processes and plans for information and guidance
- Be the key contact for any member of staff and learner who has a query or concern regarding the safety of the workplace
- Be responsible for receiving, updating and communicating health and safety information both inside and outside of Horizon eg Health and Safety Inspectors and Trade Unions
- Be responsible for support in safeguarding equipment and machinery, fire safety, noise, control of hazardous substances, manual handling, working with display screen equipment and environmental health
- Maintain the first aid provisions to ensure they are effectively co-ordinated, including the provision and upkeep of first aid boxes and the display of emergency notices
- Be responsible for producing the annual Health and Safety Report
- Share examples and information of good practice and positively promote health and safety at every opportunity
- Advise staff on machinery and equipment prior to purchase, usage and where problems are identified
- Make recommendations for new policies, changes to existing policies and safety systems that are required. Develop policies and plans for health and safety provision and work with others in managing their implementation
- Support, with the management, an individual learner's needs by implementing reasonable adjustments relating to specific health, safety or well-being issues; these will have been identified at the enrolment stage, through past learning history or as a result of risk assessments
- Liaise with individuals from the learner's other support networks if appropriate

All Horizon Community Members are responsible for:

- Their own and others' occupational health, safety, well-being and safeguarding by conducting themselves and encouraging others to act in a manner that is safe and demonstrates consideration for the safety of others
- Ensuring that their working environment is safe and has undergone regular safety inspections
- Reporting all hazards, untoward incidents, accidents and dangerous occurrences or omissions, whether an injury has been suffered or not

- Reporting any interference with or misuse of anything provided for health and safety purposes such as PPE, First Aid kits, fire doors, fire exit doors and fire-fighting equipment. These must be brought to the attention of the H&S Officer immediately
- Using equipment, tools and materials in a safe manner and only for the purpose intended. Such equipment, protective clothing and materials must be used when and where required and, if deemed necessary, under supervision
- Co-operating with the Horizon members in meeting any statutory requirements and approved codes of practice
- When planning and delivering activities, programmes and work, assessing and monitoring the learning environment, identifying hazards and giving consideration to the health, safety, well-being and safeguarding of those who may be affected by their work and activities
- Ensuring all lesson plans include any health and safety considerations and any risk associated with the lesson
- Ensuring that prior to commencement there are adequate safety, well-being and safeguarding arrangements in place to support their work/activity
- At the commencement of any activity, briefing learners on the safety procedures and checking their understanding of the requirements
- Providing a high standard of supervision for the work/activity being undertaken
- Retaining the relevant competencies required for assessing, monitoring and supervising the environment

Health & Safety Advice

Horizon obtain competent Health & Safety advice from a number of different reputable sources/companies, being Health and Safety Executive (HSE), [Gov.uk](https://www.gov.uk), Norfolk County Council. Horizon also use Risk Assessment Consultants, for example to complete Regulatory Reform (Fire Safety) Order Fire Risk Assessment and surveys for example building surveys, which provides specific recommendations in terms of health & safety.

In addition, Horizon use qualified and reputable contractors, such as Prevent Fire Ltd, East Coast Installations, Eclipse Electrical, B.C.Dugdale Plumbing & Heating to carry out assessments/complete reports and inspections – e.g. fire safety, emergency lighting, electrical, asbestos, in order to ensure compliance.

Horizon's Process for Managing Health and Safety Concerns/Issues

All general Health and Safety concerns/issues, no matter how small need to be raised to the key contacts as detailed in this policy and procedure, either via email/verbal conversation in the first incidence.

Key contacts will then confirm whether a form is required, as detailed below:

- Incident Form completed for Health & Safety incident/Concern (Appendix 1)
- Near Miss Form completed for Near Miss incident (Appendix 2)
- Accident Form completed for all accidents (Appendix 3)

Once reported all of the details for the above, including RIDDOR reportable incidences are logged internally, the record includes causes/reason for incident and details of any preventative measures to avoid recurrence if applicable.

Weekly and monthly internal inspections are carried out for example in terms of Fire Extinguishers/Blankets/Emergency Lighting.

Annual Inspections are completed externally by the appropriate contractor in terms of areas such as Gas/Fire.

A record of all inspections/survey/reports including any recommended/corrective action/completion of this action is kept.

First Aiders

First Aiders will be appointed and trained; refer to the First Aid & Emergency Procedure Policy & Procedure.

Team Contribution

All members, including employees and learners, will be given the opportunity to contribute towards Health & Safety at Horizon and are encouraged to do this via the H&S Officer.

Communication Procedure

Horizon will consult with and inform its learners, staff and members through the following channels:

- Team/learner updates
- General, learner and staff specific notice boards
- Horizon's website

All members will receive an Induction to Horizon followed by:

- Safeguarding and Prevent training session (if coming into contact with learners)
- Fire awareness training and emergency procedures session

All members will be required to be Disclosure and Barring Service (DBS) checked at commencement of undertaking work on behalf of Horizon if coming into contact with learners.

Visitors

All visitors will be briefed on Safeguarding and fire safety requirements upon arrival at reception and given a visitor pass with the relevant Safeguarding reporting card.

HEALTH AND SAFETY CONCERN

Person raising the concern

Name:

Position:

Date: Time:

Location of the concern:

.....

.....

Concern details (please submit any photos/witness names/notes where appropriate)

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.....

Risk level (optional): Low / Medium / High (please circle)

Why you feel it poses a risk:

.....

.....

Recommended actions – what you think may be needed to resolve concern:

.....

.....

.....

For Horizon use only

Date received:

Added to tracker

Scanned to e-file

Report Number

NEAR-MISS REPORT

About the person who is reporting the near miss

Name:

Department:

Job title:

Contact information at work:

About the near miss (continue on the back of this form if you need to)

What harm nearly happened? Remember, harm can mean illness or injury to a person, damage to buildings or equipment, or disruption to production.

When was the near miss seen? Date: Time:

Where was the near miss seen (be specific)?

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Who was involved (if anybody)?

What equipment was involved (if any)?

Describe what was seen:

.....

.....

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Immediate corrective actions

What would stop it happening again? Date:

.....

.....

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Underlying causes

Is there a pattern of underlying causes from previous reported near misses?

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.....

Long-term corrective actions

How could the near miss be prevented in future?

.....

.....

Report Number (consecutive)

ACCIDENT RECORD

About the person who had the accident

Name:

Address:

..... Postcode:.....

Occupation:

About you, the individual filling in this record

If you did not have the accident write your address and occupation.

Name:

Address:

..... Postcode:.....

Occupation:

Details of the accident (continue on the back of this form if you need to)

When it happened. Date:/...../..... Time:

Where it happened. State location:

.....

How did the accident happen?

.....

.....

Give the cause if possible:

.....

If the person who had the accident suffered an injury, give details:

.....

Sign and date

Person filling in the record

Print Name: Sign: Date:/...../.....

Person who has had the accident (as confirmation they agree the accident has been recorded accurately)

Print Name: Sign: Date:/...../.....

For Horizon use only

Complete this box if the accident is reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

How was it reported?

Print Name: Sign: Date:/...../.....