



London
Vocational
College

Health and Safety Policy

Lead Responsibility	Centre Manager	Approved by	Board of Directors
Version	V6	Reviewed	Dec 2022
Policy applicable to	All stakeholders	Date of next review	Dec 2023

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Apprenticeships

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Policy

Statement



It is the policy of London Vocational College to conduct its operations in such a manner as to ensure the health, safety, and welfare of all its employees, clients, learners (including apprentices), others working on its premises and the general public. The company will ensure, so far as is reasonably practicable, that its equipment and premises provide a healthy and safe working environment for both its staff and for learners.

We are committed to all learners (including vulnerable individuals) learning in a safe and healthy environment. To ensure this, London Vocational College will carry out health and safety assessments, inspections and audits of our client employer's premises and workplaces and work with our clients to create a Development Action Plan, which will be monitored by appropriate staff of London Vocational College.

London Vocational College commits itself to implementing the Health & Safety at Work Act (1974), and any future national or EU Health and Safety legislation.

This policy will be kept under continual review. Formal amendment will be conducted annually or as necessary to reflect changes in company policy or national or EU law.

Our statement of general policy is:

- to provide adequate control of the health and safety risks arising from our work activities.
- to consult with our employees on matters affecting their health and safety.
- to provide and maintain safe plant and equipment.
- to ensure safe handling and use of substances.
- to provide information, instruction, and supervision for employees.
- to ensure all employees are competent to do their tasks, and to give them adequate training.
- to prevent accidents and cases of work-related ill health.
- to maintain safe and healthy working conditions; and
- to review and revise this policy as necessary at regular intervals.

Responsibilities

Overall and final responsibility for health and safety is that of the Directors, **Beatrice Nanteza and Gertrude Logose**

Day to day responsibility for ensuring this policy is put into practice is delegated to **Gertrude Logose, Centre Manager**

To ensure health and safety standards are maintained/improved, the following people have responsibility in the following areas:



First Aid	Gertrude Logose
Initial Assessments	Ambreen Ismail
Risk Assessments	Beatrice Nanteza and Gertrude Logose
Monitoring and Audit	Beatrice Nanteza and Gertrude Logose
Health and Safety Inductions	Sir Neil
Promotion of the Safe Learner Concept	Ambreen Ismail

All employees must:

- Co-operate with supervisors and managers on health and safety matters
- Not interfere with anything provided to safeguard their health and safety
- Take reasonable care of their own health and safety and
- Report all health and safety concerns to an appropriate person (as detailed in this policy statement).

Health And Safety Risks Arising from Our Work Activities

Risk assessments will be undertaken by **London Vocational College designated personnel/Assessors**

The findings of the risk assessments will be reported to **Beatrice Nanteza and Gertrude Logose**.

The person identified in relation to the action required will be responsible for ensuring the action required is implemented and will check that the implemented actions have removed/reduced the risks. Action required to remove / control risks will be formally authorised by **Beatrice Nanteza and Gertrude Logose**.

Assessments will be reviewed every 6 months or when the work activity changes, whichever is sooner, in accordance with risk banding or when the work activity changes, whichever is sooner by **Beatrice Nanteza and Gertrude Logose**

Employee Representatives are **Gertrude Logose and Ambreen Ismail** Consultation with employees is provided by **Staff meetings and IM meetings Maintenance**

- Beatrice Nanteza and Gertrude Logose will be responsible for identifying all equipment/plant needing maintenance.
- Heraldic House Facilities Management Team will be responsible for ensuring effective maintenance procedures are drawn up.
- Heraldic House Facilities Management Team will be responsible for ensuring that all identified maintenance is implemented.
- Any problems found with plant/equipment should be reported to Beatrice Nanteza and Gertrude Logose



- Beatrice Nanteza and Gertrude Logose will check that new plant and equipment meets health and safety standards before it is purchased.

COSHH Assessments

- Gertrude Logose will be responsible for identifying all substances which need a COSHH assessment.
- Gertrude Logose will be responsible for undertaking COSHH assessments.
- Ambreen Ismail will be responsible for ensuring that all actions identified in the assessments are implemented.
- Gertrude Logose will be responsible for ensuring that all relevant employees are informed about the COSHH assessments.
- Gertrude Logose will check that new substances can be used safely before they are purchased.
- Assessments will be reviewed every 6 months or when the work activity changes, whichever is soonest

Health & Safety Information

- The Health and Safety Law poster is displayed at/leaflets are issued by Company office
- Health and safety advice is available from Beatrice Nanteza and Gertrude Logose
- Supervision of young workers/trainees will be arranged/undertaken/monitored by Assessors/ Gertrude Logose
- Beatrice Nanteza and Gertrude Logose, via assessors, is responsible for ensuring that our employees working at locations under the control of other employers, are given relevant health and safety information.

Training

- Induction training will be provided for all employees by Beatrice Nanteza and Gertrude Logose.
- Job-specific training will be provided by Beatrice Nanteza and Gertrude Logose.



- Training records are kept at/by the company, at the Head Office in Ilford – 2nd Heraldic House, 160-162 Cranbrook Road, Ilford London, IG1 4PE
- Training will be identified, arranged, and monitored by Beatrice Nanteza and Gertrude Logose.

Health

- The first-aid box(es) is/are kept in the main office
- The appointed person(s)/first aider(s) is name to be Gertrude Logose and Ambreen Ismail
- All accidents and cases of work-related ill health are to be recorded in the accident book. The book is kept by Gertrude Logose, Administrator, at London Vocational College main office.
- Beatrice Nanteza and Gertrude Logose - Directors are responsible for reporting accidents, diseases, and dangerous occurrences to the HSE/appropriate local authority

Monitoring

- To check our working conditions, and ensure our safe working practices are being followed, we will carry out regular health and safety audits and produce reports and action plans annually.
- Beatrice Nanteza and Gertrude Logose is responsible for investigating accidents.
- Ambreen Ismail is responsible for investigating work-related causes of sickness absences.
- Beatrice Nanteza and Gertrude Logose is responsible for acting on investigation findings to prevent a recurrence.

Emergency Procedures – Fire and Evacuation

- Beatrice Nanteza and Gertrude Logose is responsible for ensuring the fire risk assessment is undertaken and implemented.



- Escape routes are checked by Heraldic House
- Fire extinguishers are maintained and checked by Shire Properties.
- Alarms are tested by Heraldic House
- Emergency evacuation will be tested every 6 months

Management Of Health & Safety

Policy Commitment

1. London Vocational College commits itself to implementing the Health & Safety at Work Act 1974 and will provide the resources, and actively seek the co-operation of all employees, clients, learners, and external education and training personnel, to meet this commitment.

Staff Responsibilities

London Vocational College's Directors and Management Team

2. The overall responsibility for ensuring that the Company carries out its statutory obligations lies with the nominated Directors. The Management Team has the remit to act as the group responsible for Health and Safety actions and issues within the company.

In the context of Health & Safety, the terms of reference of the Management team shall be:

- (a) To monitor the Health & Safety planning process.
- (b) To keep under review the company's organisation and procedures in all matters affecting the safety and health of employees, learners and their employers, and other persons who have a lawful entitlement to the company's protection in health and safety matters.
- (c) To agree and propose such Safety Policy Statements as are necessary, to review these from time to time and propose amendments as required.
- (d) To receive reports and recommendations on the following:
 - (i) Accident Records
 - (ii) Potential and actual hazards to safety either reported or seen on company premises or on premises to which learners have been directed for purposes of training and work experience. Action taken, or needing to be taken, to eliminate these hazards must be reported



in accordance with Company procedures.

- (iii) The state of safety training for employees and learners
- (iv) The operation of the Company's policies and procedures in the health and safety field both on Company premises and at clients'/learners' place(s) of work.
- (v) To be informed on safety and health matters and to identify safety hazards to which Company employees and learners might be exposed as a consequence of the Company's activities.
- (e) To keep under review the Health and Safety statements in the Company's Employer Agreements and recommend any changes needed.
- (f) To keep under review the content of the Company's H & S documentation used by staff in their evaluation of safety and health standards at work premises and propose amendments as necessary.
- (g) To keep under review the Company's policy on protective clothing and make recommendations as necessary.

Managing Directors

3. The Managing Directors has responsibility for maintaining the required standards of Health, Safety and Welfare. The responsibility encompasses ensuring consistent operation of the health and safety management system, to lower overall risk and a consequent reduction in injuries and ill health and the key elements of the key management system elements of:

- Policy.
- Organising.
- Planning and implementation.
- Measuring performance; and
- Audit and review

This is exercised by ensuring that all staff and learners are aware of their personal responsibilities and that they are given the necessary information and



training for carrying them out. These responsibilities extend to anyone affected by the Company's activities including contractors, members of the public, visitors etc. They are to implement the policy by:

- (a) Having adequate knowledge and observing the requirements of the Health and Safety at Work Act 1974, relevant regulations, Approved Codes of Practice, and all other relevant legislation.
- (b) Ensuring adequate resources are made available to provide safe systems of work as a matter of priority.
- (c) Promoting greater Health and Safety awareness amongst subordinates by example and by ensuring that only experienced staff supervise training activities.
- (d) Insisting that all staff observe safe working practices with reference to safety instructions.
- (e) Monitoring Health and Safety standards during routine visits to employer's workplaces (and those of London Vocational College) and reviewing health & safety reports.

Training Staff

4. Training Staff (i.e., Assessors, Verifiers and Tutors) are responsible for the Health and Safety and the implementation of this policy throughout their areas of responsibility. They achieve this by:
- (a) Having adequate knowledge of the requirements of the Health and Safety at Work Act 1974, relevant regulations, Approved Codes of Practice, and any other legislation applicable to their areas of responsibility.
 - (b) Carrying out safety inspections of their areas of responsibility. For instance, for assessors this will include appropriate Health & Safety checks of learners' workplaces (see Company Procedures) or for course tutors the inspection of training rooms to ensure that they are safe and fit for purpose.
 - (c) Carrying out Risk Assessments of their areas of responsibility.
 - (d) Dealing promptly with any Health and Safety matters and reporting those which they cannot resolve themselves.
 - (e) Reporting any injuries, accidents or dangerous occurrences requiring action under RIDDOR to the relevant Health and Safety Adviser for further investigation and collation of evidence.
 - (f) Ensuring that all equipment in their areas of responsibility is in a good safe working condition, removing from use any equipment that is not, and reporting suspected defects to the Managing Directors. Recording of periodic equipment



checks is the responsibility of the Directors.

- (g) Monitoring working practices and ensuring that they, and their learners, are fully aware of any hazards related to work in hand. Ensuring that all learners, visitors, and contractors in the area of responsibility are aware of, and abide by, London Vocational College Health and Safety Policy and are made aware of likely hazards in their area of work.
- (h) Ensuring that visitors and contractors in their areas of responsibility are supervised and advised as appropriate.

5. The Managing Directors is responsible for:

- (a) Ensuring consistent operation of the health and safety management system, and specifically the key management system elements of:
 - policy.
 - Organising.
 - planning and implementation.
 - measuring performance; and
 - audit and review.
- (b) Advising the Management Team and all staff of good practices, training requirements and the standards required, to manage the implementation of Health and Safety efficiently.
- (c) Liaising closely with all appropriate authorities to implement and maintain Health and Safety requirements.
- (d) Investigating reportable injuries and incidents and advising on lessons to be learnt while liaising with authorities such as the Education Skills Funding Agency and the HSE.
- (e) Ensuring that COSHH and risk assessments are reviewed regularly and monitoring the effectiveness of safety management.
- (f) Conducting safety inspections of company premises according to risk category.
- (g) Advising staff, learners and their employers, and visitors as to the appropriate action to be taken to comply with the relevant regulations including:
 - (i). Dust and Fume Control, Manual Handling, Good Housekeeping, Electricity at Work, Fire Prevention, First Aid at Work, Display Screen Equipment (DSE), Environmental (Working Conditions), Accident Reporting in Accordance with RIDDOR, COSHH Assessment and Risk Assessment as appropriate.

6. The Managing Directors are responsible for ensuring that periodic Health and



Safety related tasks are undertaken in a timely manner and are recorded as having been completed. The tasks themselves, which will include regular inspections of premises; file audits; annual updates of policy; fire drill; maintenance of fire extinguishers and testing of portable electrical equipment, will be undertaken by a variety of staff according to the experience level required.

Non-training Staff

All other staff have the following responsibilities:

- (a) Reading and complying with the Company's Health and Safety Policy.
 - (b) Using the correct aids and materials for the job in hand, making full use of safety equipment, devices, or procedures.
 - (c) Reporting to Beatrice Nanteza and Gertrude Logose any defects in machines, equipment, or fittings.
 - (d) Not attempting to repair any equipment, especially mechanical or electrical, themselves.
 - (e) Developing a personal concern for Health and Safety of themselves, or for others, in their acts or omissions.
- (a) Informing their line manager if they have any doubt about their ability to carry out any work without unnecessary risk.
 - (b) Conforming to all Health and Safety Regulations and seeking advice if the Regulations are not known to them.
 - (i) Reporting all accidents, dangerous occurrences or near misses to their line manager immediately after first aid, if required, has been administered.

Learners including apprentices

- 7. London Vocational College learners are to help implement the Company's Health and Safety Policy by:
 - (a) Reading and complying with the written Policy and any other Company procedures, e.g., Fire and First Aid instruction.
 - (b) Complying with routine Health and Safety instructions given by their supervisor or instructor, in verbal or written form.
 - (c) Working in a safe manner and avoiding placing themselves or others at unnecessary risk by only operating plant or equipment for which they have received adequate training.



- (d) Using the correct tool and equipment for the job in hand and using the safety equipment and clothing supplied as directed by their supervisor, avoiding improvisation.
 - (e) Reporting to their supervisor suspected failings in tools, safety equipment or instruction.
 - (f) Knowing the location of the nearest first-aider and the actions to be taken in the event of injury, fire, or security alerts.
8. The Company will take all reasonable steps to ensure the Health and Safety of all learners.
9. To this end London Vocational College commits itself to the following:
- (a) No learner shall be signed up until the company's representative is satisfied that the safety arrangements at their place of work conform to reasonable Health and Safety at Work Standards. H & S Checklists to determine this standard shall be used by the Company's representative.
 - (b) If any doubt exists as to whether or not the required safety standards are being met the Managing Directors shall be consulted for guidance.
 - (c) No learner shall be placed with an employer until the Company's Employer Agreement has been signed.
 - (d) Confirmation that the employer has Public Liability insurance in place.

Accident Investigation

10. London Vocational College shall ensure that accidents and occupational diseases suffered by learners will be investigated whether on the college site or in the workplace. Any non-accidental occurrence resulting in an injury to a learner should also be investigated and appropriate procedures implemented and followed.

Accident Reporting

11. Reporting to the appropriate enforcing authority shall be in accordance with the statutory "Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995" or any regulations dealing with notification of accidents or diseases which may replace or supplement these regulations. The Company shall inform the appropriate authority (such as the Education Skills Funding Agency) as follows:
- (i) **Immediately:** - of any death or injury to, or disease of, a learner on a training initiative, if the death, injury, or disease, falls within the scope of the statutory 'Notification' regulations above.



- (ii) **As soon as possible:** - of any other accident resulting in a learner suffering an over 3-day injury (inclusive of weekend days), or which results in any loss of physical or mental faculty, including disfigurement. In addition, of any occupational disease (whether or not a prescribed industrial disease) contracted by the learner whilst participating in the scheme.

Visitors

12. Visitors to the Company should implement the policy by:

- (a) Complying with Health and Safety instructions given by their escort or displayed on the premises.
- (b) Using safety equipment and clothing provided for their protection.
- (c) Behaving in such a manner so as to avoid placing themselves or others at unnecessary risk.
- (d) Ensuring that they are aware of all first aid, fire or security procedures within the Company.

Job Descriptions

13. Responsibility for Health and Safety is written into all job descriptions.

Company Insurance

14. The Company will maintain an appropriate level of Employer Liability and Public Liability insurance to its current business activities. In addition, insurance policies to cover Property Damage, Professional Liability and Product Liability and other policies as considered necessary will be maintained.

Safety Policies and Risk Assessments

Employer's Health and Safety Policy

15. The workplace Health and Safety Policy should be made available to learners and a copy supplied as required. In the case of apprentices this will form part of the Commitment Statement.

Risk Assessments



16. In accordance with the Management of Health and Safety at Work Regulations 1999 and the Young Persons (Health and Safety) Regulations 1997 London Vocational College staff will undertake Risk Assessments of the workplace taking into account the work activities and working environment. The assessment should identify particular groups at risk and take specific account of the risks to learners who come within the definition of 'Vulnerable Adults'¹ and those with special training needs. London Vocational College will safeguard and actively promote the welfare of vulnerable adults and specifically, ensure that arrangements are in place to minimize risks and to take all appropriate actions to address concerns, – actively promoting the concept of the 'safe learner'². All Risk Assessments are recorded in writing and maintained by the administrative section and the Company's Head Office.
17. The Managing Directors will ensure that a review of Risk Assessments is undertaken annually or before if required. Where there is a change of circumstances, i.e., change in working activity, identification of a new hazard, a further assessment is undertaken and records amended.
18. All employers are required to have undertaken a Risk Assessment, where there are more than 5 employees a written assessment is required. London Vocational College representative will record on the HASPS Form whether or not this has been undertaken. The effective management of Health and Safety at the Employer's premises is assessed by the Company's representative through the use of the HASPS Form and discussed with the appropriate person.

¹ a person who is 18 years of age or over, and who is or may be in need of community care services by reason of mental or other disability, age or illness and who is or may be unable to take care of him/herself, or unable to protect him/herself against significant harm or serious exploitation'

² See LVC Protection Policy.



Protective Clothing

19. The Company issues protective clothing to employees, learners and invited visitors as appropriate in their particular circumstances. The scope and nature of these issues are kept under review by the Risk Assessment.
20. The Company ensures that suitable Personal Protective Equipment (PPE) is issued free of charge to each participant who may be exposed to any risk at work, provided it is required in accordance with legislation or good working practice. Where an Employer provides special equipment for their employees the Company's representative will confirm that this has also been issued to the learner. The learner should ensure that full use is made of the PPE provided and report to their supervisor any loss or defect to the equipment.

Staff Competencies

21. To ensure that there is the broadest possible awareness of good health and safety practice throughout the Company, all staff should hold an in-date certificate in Basic Health and Safety at Work. For new members of staff, booking of the course is incorporated into the Company's staff induction system.
22. Those members of staff who undertake first aid duties will hold a First Aid at Work certificate or an Emergency aid in the Workplace certificate. All certificates will be renewed every 3 years.
23. Employers must nominate a competent person to ensure the Health, Safety and Welfare of individual learners. Company representatives will record the name of the Employer's designated H & S person on the HASPS Form.

The Working Environment

Ventilation

24. The Company will ensure that adequate ventilation is provided in all workplaces. Where extraction equipment is installed, it must be maintained in a serviceable condition and records maintained. Company representatives must ensure that the Employer has adequate ventilation in the workplace.

Lighting

25. The Company will ensure that there is suitable and sufficient lighting to enable people to work, move from place to place safely, and not experience eyestrain. Staff are responsible for reporting defective lighting and ensuring that it is rectified as soon as possible. Emergency lighting should be serviced annually. Company representatives must ensure that Employers have adequate lighting in their workplaces to ensure safe movement and work of clients. The H & S



Checklist will be used to record the information

Heating

26. The Company will endeavour to maintain a temperature of at least 16 degrees Celsius at all its inside workplaces. Company representatives should identify the arrangements that Employers make to ensure that the premises are suitably heated for the type of work to be undertaken by learners. When a reasonable temperature cannot be maintained suitable PPE will be made available by the employer.

Washing and Sanitary Facilities

27. The Company will provide sufficient washing and sanitary facilities as required by the Workplace (Health, Safety and Welfare) Regulation 1992. They will be cleaned daily and contain soap, towels or other suitable means of drying, and toilet paper. Company representatives will inspect Employers washing and sanitary facilities to ensure they are adequate for the number of people employed and ensure they are clean and hygienic.

Rectification of defects

28. Defects of premises, plant or equipment must be reported to the Managing Directors immediately. Priority will be given to the rectification of serious hazardous defects to Company plant or premises.

Smoking

29. Smoking is not permitted inside company premises or vehicles.

Equipment, Materials and Safety Systems of Work

30. Staff are responsible for ensuring that all tools and/or equipment used in their areas of responsibility are in a safe condition. All portable electrical equipment is to be tested annually and records kept by the administration section. All hand tools are to be inspected weekly. All other plant and equipment is inspected monthly or as required if necessary.
31. Company representatives should identify that an employer's procedures will ensure that tools and equipment to be used by learners are in a safe condition and that a system for maintenance is in place. The HASPS Form will be used to record the information.
32. All employees are responsible for ensuring that all materials are stored in a safe manner and in accordance with any codes of practice or guidance notes available. Company representatives should observe the storage facilities and



methods used by learner's employers. These observations will be communicated to and discussed with the employer.

Training For Learners

33. All training programmes run by London Vocational College are to contain a health and safety element. Assessors are responsible for ensuring that, where appropriate, this training is also being provided and recorded by employers. Training Manager is responsible for ensuring that details of all training materials to be issued by the Company to the learner meets the standard required by the Company. A copy of such material is to be kept on file.
- 36 All learners joining a training programme will receive a period of induction training. Each will be issued with initial induction information and instruction to include:
 - (a) Learner Information & Induction Guide
 - (b) Booklet "Be Safe"
- 37 The induction training to be recorded on the Learner Information & Induction Guide Checklist.
- 38 The learner will receive information and instruction, which will provide a broad base and specific occupational awareness of their Health and Safety responsibilities.

Accident Reporting and Investigation

39. All accidents occurring on Company premises will be recorded in the accident book. Should the accident/occurrence be considered reportable under RIDDOR 1995, the Programmes Co-ordinator will complete the Company accident report form and report the incident to the Directors and the appropriate authorities.
40. Accidents to participants on training or work placement programmes contracted with the Education Skills Funding Agency which are reportable under RIDDOR must be reported to the relevant organisation and the Health and Safety Executive by the Programmes Co-ordinator.
41. Employers should record all accidents to Learners in their own accident book. Should the accident/occurrence be considered reportable the employer will be responsible for:
 - (a) Notifying the enforcing authorities, i.e. H.S.E. or local authority
 - (b) Notifying the appropriate Co-ordinator immediately of the accident

The Managing Directors will investigate the incident and report to the nominated Directors.



Emergency Procedures

Fire Evacuation

42. It is the responsibility of all members of staff to familiarise themselves with the Fire and Emergency Evacuation Procedure (FEED). Instructions regarding evacuation drill in the event of fire are posted prominently in Company offices. Verbal instructions on the drill are to be given at the commencement of each training course. The procedure for the emergency evacuation of people with disabilities is also detailed in the FEED. The Fire Certificate and all relevant records are kept by the Programmes Co-ordinator.
43. Where appropriate all fire alarms are to be tested weekly. In offices, fire drills take place at least twice every year. The fire alarm will be used to evacuate the premises in the case of other emergencies. Fire alarm testing and fire drills are organized by the building management services personnel.

First Aid

44. A First Aid Kit, together with an accident book, are kept at the Company premises. An appointed person shall be nominated at Company site and a record of qualified First Aiders maintained by the Programmes Co-ordinator and will be updated annually or as required. Company representatives will record on the HASPS Form, the first aid and emergency arrangements employers have in place.

Contractual Controls

45. No learners will be registered with London Vocational College until an Employer's Agreement has been signed by the Company, and the employer is fully aware of their legal responsibilities to the learner under the Health and all other applicable legislation.

Vetting And Monitoring

46. Visiting company representatives are responsible for ensuring that the standard of health and safety agreed with the employer is maintained. All monitoring reports should contain a reference to health and safety. Learners will be monitored at least once every 8 weeks when a review of health, safety and welfare and insurance policies at the employer's premises is to be undertaken.

Prohibition

47. London Vocational College_nominated Directors, on being notified, may order the immediate cessation of any activity on Company or employed learner's workplace premises if the activity involves immediate risk of serious injury to



London Vocational College learners and/or staff. The prohibition notice will state the cause of the risk and its potential consequences, possible contravention of specified statutory provisions and recommendations for corrective action. A copy of the notice issued is given to the Directors and a copy issued to the person responsible for the work or training area. The notice will stay in effect until the Directors is satisfied that the corrective action specified has been completed.

Driving On Company Business

48. Introduction

The majority of staff will at some time or other drive, often in their own private car, on company business. For a number of people, for instance assessors, this time spent driving will form a significant part of their day, for others it might only be an occasional trip a year. Whatever the amount of use, however, it is of vital importance that all staff driving on company business adhere to company procedures in order to abide by current legislation and also to ensure that they, and other road users, are not exposed to unnecessary risk.

49. Documentation

Staff that drive on company business in their own vehicle will need to supply copies of the following documentation to the Finance Manager:

- Vehicle insurance policy
- Road Tax
- MoT certificate (if required)
- Driving Licence.

These details are to be supplied on the 'Vehicles Used for Company Business: Declaration Form'. Staff that drive only company owned vehicles will only need to supply a copy of their driving licence.

Staff should supply copies of new documentation when they are renewed, for instance annual insurance. Staff should also inform the company if penalty points are added to their driving licence. Without valid documentation company mileage allowance will not be paid.

50. Mobile Phones

Unless cars driven on company business are fitted with an installed mobile phone car kit then mobile phones should not be used whilst driving. To make calls staff should stop and park their vehicle safely before using their phone (never park on motorway slip roads or the hard shoulder). In order to take



received calls staff should dial their answer phone on reaching their destination and return any outstanding messages.

51. Taking a Break

Whatever the circumstances, staff should not drive whilst feeling tired. In normal circumstances most staff will not be required to drive for long distances, however, if they do it is most important that they take regular breaks. As a guideline, staff should not drive for more than two hours continuously without taking a break.

52. Work-Related Stress

Stress is the adverse reaction people have to excessive pressure which, in certain circumstances, can lead to mental and physical ill health. It is the responsibility of all Company staff to ensure that neither they, nor any of their colleagues, are made ill by their work through stress. To this end line managers should constantly be alerted to work pressures that could cause high and long-lasting levels of stress, who might be harmed by these pressures and what could be done to prevent the potential harm. Staff are also encouraged to be alert to the symptoms of stress in their colleagues (for instance, changes in a person's mood or behaviour, irritability, indecisiveness, or absenteeism) and to discuss this with their line manager.

Review of Policy

This policy was last reviewed in December 2022. The next review date is December 2023, and this will be completed by the Centre Manager supported by the Senior Management team. The policy will then be approved by the Board of Directors and signed by one of the two directors.



Policy Approval

Director's Name: Beatrice Nanteza

Director's Signature



Date: 05/12/2022



Health and Safety Policy Statement for Apprentices

Appendix 1

To be read in conjunction with the LVC Continuity Plan - Apprenticeship.

1. Introduction

1.1 LVC is committed to achieving a positive and effective health and safety culture throughout the organisation. This document sets out our policy for the organisation and arrangements for the health and safety of our apprentices.

1.2 Our aim is to achieve and maintain a standard in the management of health and safety that provides a safe working environment for our apprentices and where applicable is above and beyond mere compliance with legal standards. We strive for continuous incremental improvements in our health and safety standards to achieve this aim.

2. Responsibility of LVC Managers

2.1 Managers will:

- Establish procedures to establish roles and responsibilities with employers to ensure that respective health and safety responsibilities are met.
- Visit all employers' premises and establish a systematic risk assessment programme to ensure that the risks inherent in the workplace are identified and then eliminated, reduced, or adequately controlled.
- Ensure that all accidents, assaults, dangerous occurrences, or other unplanned incidents are appropriately investigated with appropriate remedial action taken.

3. Responsibility of apprentices

3.1 Apprentices will:

- Understand that they have a duty to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work.
- Read and familiarise themselves with the contents of this policy
- Always conduct their work activities in a safe manner
- Act upon instructions, orders and or requests given in relation to their safety
- Report to management any accident, near miss or dangerous occurrence however small
- Not recklessly interfere with, misuse, alter or amend anything provided by management for their safety
- Attend training courses and seminars as directed by management
- Not circumvent, disregard, or ignore any guidance, instructions and defined safe systems of working or practices



- provided for their safety
- Report sickness in accordance with the employer's procedure
 - Report any accidents in accordance with the employer's procedures.

4. Dealing with accidents or sickness absence

- 4.1 We will ensure that any accident is investigated by the employer and appropriate action taken
- 4.2 Should an apprentice miss a proportion of the apprenticeship due to sickness the following will be put in place:
- Revision of work programme to cover key areas of work
 - Additional classes arranged to replace those missed
 - Hard copy or online material made available to help the Apprentice catch up.



