

HEALTH & SAFETY POLICY

The Company recognises that it has a duty under the Health & Safety at Work Act 1974 to safeguard as far as is reasonably practicable, the health, safety and welfare of all staff at their place of work. The Company's Health and Safety Policy is detailed below, and you are required to comply with it together with any other safety procedures, which may be issued from time to time. You are reminded that you are responsible for ensuring that you act in a safe and sensible manner whilst at your place of work and failure to do so will lead to disciplinary action by the Company and possibly criminal proceedings under the Health and Safety at Work Act.

As required by Section 2(3) of the Health and Safety at Work etc. Act 1974.

Introduction

Section 2(3) of The Health and Safety at Work Etc. Act 1974 states:

It shall be the duty of every employer to prepare and, as often as may be appropriate, revise a written statement of his general policy with respect to the health and safety at work of his employees and the organisation and arrangements, for the time being in force, for carrying out that policy, and to bring that statement and any revision of it, to the notice of all his employees.

This policy is a statement of intent by Universal Vibes Limited T/A Care Trainings. to comply with, or exceed, current statutory requirements, and to provide a safe place of work for its employees/contractors and learner/apprentices.

Overall responsibility for implementing this policy lies with management at the highest level; however, all employees/contractors/learner/apprentices must accept a degree of responsibility for ensuring a safe working environment.

Furthermore, The Manual Handling at Work Regulations 1992 places the following responsibilities on the employer and employee.

Training Centre

To ensure, 'as far as is reasonably possible', a safe working environment for all employees/contractors/learner/apprentices. Please ask for Health and Safety Questionnaire and Employers Liability prior to register learner/apprentice from a particular Employer.

To take all reasonable steps to avoid the employee/contractors/learner/apprentice having to undertake hazardous manual handling, journeys during the time not safe for the learner/apprentice/staff/contractor.

To provide or ensure the provision of appropriate equipment and training on such equipment where a potentially hazardous manual handling operation has been identified. To train learner/apprentices on use of equipment's e.g. Photocopier, computer, printer etc.

Contractor/ Employee

To ensure 'so far as is reasonably possible', that they do not place themselves in a hazardous manual handling situation or use of any office equipment that they are not familiar with.

To accept initial and ongoing training on such equipment.

Learner/apprentice

To ensure not to use any office equipment that they are not familiar with. Not to leave premises without informing tutor/assessor

GENERAL STATEMENT OF INTENT

The Company accepts its responsibilities under The Health and Safety at Work Etc. Act 1974, to ensure, as far as is reasonably practicable, the health, safety and welfare of all its employees and any others who may be affected by its activities.

It is the policy of this Company to give prompt attention to all aspects of health and safety at work and the company firmly believes that these responsibilities are equally as important as its other business functions.

In particular the Company will give the attention to the provision and maintenance of:

- Safe plant, equipment and systems of work.
- Safe arrangements for the use, handling, storage and transportation of articles and substances.
- A safe place of work including access to it and egress from it.
- Adequate welfare facilities.
- Adequate information, instruction, training and supervision.
- Suitable means of identifying, assessing, eliminating or controlling potential hazards.

As Directors of this company, we have the health, safety and welfare of its employees/contractors and learner/apprentices in mind. We are convinced that our working together and accepting our own individual levels of responsibility, we shall achieve the aims of this policy, namely the health and safety and welfare of all company employees/contractors and learner/apprentices.

Health and Safety Stages for learner/apprentices:

Stage 1: Pre – entry

1. Health and Safety questionnaire requested to be filled by employers requesting the Health and Safety procedures followed at workplace.
 - a. The Health and Safety Questionnaire is to be filled in by the Assessor/ Health and safety officer/Centre Manager / Centre Co-Ordinator.
 - b. The form needs to be filled in at the site of employer and employer should take the Universal Vibes Limited T/A Care Trainings. Personnel through the premises whilst the personnel filling the form in.
 - c. The form can be handwritten or typed up and then signed by employer or Health and Safety personnel at employers and Universal Vibes Limited T/A Care Trainings. personnel.

2. Employers Liability insurance requested prior to enrolling learner/apprentices on course

Stage 2: Registration

1. At registration learner/apprentices are requested to fill in the health and safety questionnaire
2. This will give indications of any risk
3. If any additional information required from Employer pertaining to learner/apprentice risk is requested at this stage

Stage 3: Induction

1. At induction learner/apprentice are given Induction on following to promote health and safety:
 - a. Health and Safety policy
 - b. Fire Safety procedure
 - c. Accident and emergency procedure
 - d. Non-Attendance procedure
 - e. Code of Behaviour

Stage 4: Ongoing

1. In regular reviews during course reviews Health and Safety is reviewed as well.
2. Any news related to health and safety for learner/apprentices at Universal Vibes Limited T/A Care Trainings. are posted via newsletter to all learner/apprentices.
3. Learner/apprentices are kept well informed of the updates on any construction or health and safety hazards at Universal Vibes Limited T/A Care Trainings.

Stage 5: Exit training:

Universal Vibes Limited T/A Care Trainings. also provides short courses at a reduced rate for QCF learner/apprentices on Food and Hygiene and Health and Safety.

ACCIDENT/INCIDENT REPORTING PROCEDURE

INTRODUCTION

This procedure outlines the steps to be taken following an accident or incident which takes place either;

On company premises or

On an employment premises or whilst carrying out learning activity.

And which involves personal injury to:

An Assessor and internal verifier.

A learner/apprentice.

Any other person affected by the work of a learner/apprentice/Universal Vibes Limited T/A Care Trainings. contractor or employee

It is important that all accidents, however minor, are reported promptly in order that they can be investigated, and corrective action taken to prevent recurrence.

This procedure should be read in conjunction with the guidance notes to the Reporting of Injuries, Diseases and Dangerous Occurrence Regulation 1995, which are appended to this procedure.

RESPONSIBILITIES

Injured Person

Tutor/ Assessor responsible for injured learner/apprentice

Summon first aid or medical assistance if required.

Report immediately to Centre Co-Ordinator giving full details if possible. If this is not possible a report should be made at the first opportunity.

FIRST AIDER

Offer immediate medical assistance.

Centre Co-Ordinator

Complete accident book and accident report form. Notify Management as soon as possible

MANAGER

Investigate accident or incident and pass on details to third parties if required

PROCEDURE

Following an accident:

The nearest qualified first aider will be called to offer assistance if required.

If a first aider is not available or the accident occurs on a learner/apprentice's employment premises, qualified medical help (ambulance or doctor) should be sought in assistance with Employers on sight.

If, in the opinion of the first aider, the injured party requires hospital treatment, the first aider, Centre coordinator or manager concerned will.

- Arrange company transport to hospital or
- Call an ambulance stating full address of location

The Centre – Co-Ordinator or other designated person will enter details of the accident in the accident report book and will complete the company accident report form. The completed report form will be returned to the manager responsible for the area in which the accident occurred or the manager responsible for the learner/apprentice/personnel involved as soon as is reasonably possible. The supervisor will also notify the appropriate manager by telephone or in person as soon as is possible.

Accidents will be promptly investigated by the appropriate manager or care supervisor, assisted by safety representatives or advisors if required. The investigation will endeavour to establish the cause of the accident or incident and ensure that remedial action is taken to prevent recurrence.

The responsible manager will pass on reports to appropriate third parties (LSC) as required after consultation with senior management and external safety advisors if though necessary. Reports to the health and safety executive will be in accordance with current statutory requirements.

Reports to LSC will be made in such a manner as is required by LSC.

Internet Policy

The Centre's network is owned by the centre and may be used by students to further their education and by staff to enhance their professional activities including teaching, research, administration, management and continuing professional development.

- All internet activity should be appropriate to staff professional activity or the student's education
- Users are responsible for all e-mails sent and for contacts made that may result in emails being received
- Use of centre's computers for personal financial gain, gambling, political purposes or advertising is forbidden.
- Activity that threatens the integrity of the Centre IT systems, or activity that attacks or corrupts other systems is forbidden

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