

Health and Safety Policy.

Written on: 01/04/21

To be reviewed 01/05/22

Introduction by the Director

The NCA is committed to providing all staff and customers with the highest possible quality of service to help them succeed and prosper in work and in life. The NCA values all employees and attaches the greatest possible importance to the health and safety of all employees, trainees, learners, visitors to our premises and any other person who may be affected by NCA's activities. We place great emphasis on preventing illnesses by supporting all employees in achieving a healthy work-life balance. The NCA strives to take all practicable precautions to prevent people from being harmed by work or becoming ill by taking the right precautions and providing a satisfactory working environment.

In particular the NCA will:

1. Comply with relevant legislation (Health and Safety at Work act 1974) approved codes of practice, company policies and procedures, improving on the standards specified by ourselves and our funders where is reasonably practicable and economic to do so.
2. Co-operate fully with relevant enforcing authorities and non-statutory bodies.
3. Routinely assess the health and safety effects of its operations.
4. Require all its employees, trainees and learners to work in a safe manner and with the consideration for the health and safety of others.
5. Provide appropriate training and supervision as is necessary to enable its activities to be carried out safely.
6. Aim to make continuous improvements in its management of health and safety.
7. Periodically review all policies, procedures and standards to ensure that they reflect current legislative requirements and remain relevant and appropriate to the organisations needs.

The designated Health and Safety Officer is - **PETE STALEY**

This policy is accessible to learners via the company website (www.ncagb.co.uk)

All our tutors will hold current First Aid qualifications and will be required to carry First Aid kits.

Signed:

JULIE WOODRUFF
DIRECTOR

Policy:

The Health and Safety at Work Act 1974 requires employers to prepare a written statement of their general policy in respect of the health and safety at work of all their employees, as well as others on their premises, including temporary staff, casual workers, the self-employed, clients, trainees, visitors and the general public.

This document contains the safety policy, organisation and arrangements in respect of all employees, trainees, temporary staff, casual workers, volunteers, self-employed staff, clients, visitors and the general public.

It is the responsibility of the NCA to ensure that the policy is adhered to by all employees giving particular emphasis to how their actions effect other persons both within and outside the company.

All employees of the NCA are required to play their full part in understanding this policy, as without the unqualified acceptance of its content and adherence to its many requirements by all, its objective, which is in every employee's interest, will not be achieved.

The NCA will:

1. Ensure the health and safety of all employees as far as is reasonably practicable at all times.
2. Take all possible steps to ensure compliance with all legal Health and Safety requirements and strive to achieve higher standards where practical
3. Ensure all employees are made aware of changes and advise, which shall be disseminated via team meetings.
4. Ensure all employees are equipped with the requirements of any such changes or advice given.
5. Ensure all work-place H&S assessments, risk assessments and COSHH assessments are carried out by competent persons who are familiar with the relevant legislation, possess adequate knowledge and have received adequate training in the assessment of risk and relevant processes for the management and minimization of risk.
6. Do all that is reasonable and practicable to comply with the Control of Substances Hazardous to Health (COSHH) Regulations together with any other regulations referred to in the COSHH Regulations. Bring to the notice of employees their legal obligations to:
7. Cooperate with management in health and safety matters
8. Avoid taking unnecessary risks
9. Follow all control measures and observe all risk assessments as they effect activities, hazardous substances, materials and equipment
10. Maintain their working place/area in a tidy and safe condition
11. Do all that is required in connection with Health and Safety as it effects themselves, their work colleagues, trainees and members of the public
12. Carry out their work, including any operation of machinery, in as safe a manner as possible
13. Report and defects discovered in any control measure, device or facility, or any item of personal protective equipment promptly to their manager.
14. Encourage employees to draw attention to observed actions or conditions affecting health and safety, including "near misses, also hazards resulting from existing or the introduction of new systems of work, operations and methods.
15. Enlist the support of all employees by making their full contribution to this policy, particularly with regard to their own work, operations and activities in any way connected with the safety and health of themselves and other employees.
16. The NCA will ensure that all employees are fully trained to a high standard.
17. Bring to the notice of employees their legal obligations to:

- Cooperate with management in health and safety matters
 - Avoid taking unnecessary risks
 - Follow all control measures and observe all risk assessments as they effect activities, hazardous substances, materials and equipment
 - Maintain their working place/area in a tidy and safe condition
 - Do all that is required in connection with Health and Safety as it effects themselves, their work colleagues, trainees and members of the public
 - Carry out their work, including any operation of machinery, in as safe a manner as possible
 - Report and defects discovered in any control measure, device or facility, or any item of personal protective equipment promptly to their manager.
18. Encourage employees to draw attention to observed actions or conditions affecting health and safety, including “near misses, also hazards resulting from existing or the introduction of new systems of work, operations and methods.
19. Enlist the support of all employees by making their full contribution to this policy, particularly with regard to their own work, operations and activities in any way connected with the safety and health of themselves and other employees.
20. The NCA will ensure that all employees are fully trained to a high standard.

1. Responsibilities of The Director

The company director accepts their responsibilities under the Health and Safety at work Act 1974 and are responsible within the terms of the instruments and articles of Government for ensuring that the formulation of its policies and making of decisions will, as far as is reasonably practicable, constantly work towards:

- The maintenance of safe and healthy working conditions
- Consistent adherence to proper operating practices and procedures designed to prevent injury or illness
- Conscientious observance of all health and safety legislation
- The Director will monitor the health and safety performance and will review this policy from time to time to ensure effective and efficient operation.
- The Director will be advised though the manager of any health and safety matters

While the Director is ultimately responsible for the safety performance of the NCA these responsibilities apply to the whole company and all its employees while at work.

2. Responsibilities of the Health and Safety Officer

The Health and Safety Officer:

- Has overall responsibility for the management of the company in accordance with all legal requirements
- I accountable to the Director for safe and efficient management of the company
- Is responsible for the fulfilment of this Health and Safety Policy and the requirements of the document to which it refers, including the organisation and arrangements for carrying out this policy
- Will ensure compliance with this policy and associated arrangements
- Will review this policy from time to time and make revisions as considered necessary towards improving the health and safety of employees and the effect of this policy on health and safety standards
- Ensure that general company and work-area specific health and safety induction is conducted in respect of all new employees
- Ensure that at all times, a scheme of maintenance in respect of all apparatus is in force, all risk assessments of activities and premises are kept up to date, and H&S audits are routinely conducted.
- Ensure that Health and Safety documentation, ‘activity’, ‘environmental’ and ‘personal’ risk assessments etc are communicated to staff. Activity risk assessments shall relate to all activities that the company, its

employees, trainees and any other associated person are engaged upon. Environmental risk assessments shall relate to all premises and land that our employees and trainees make use of in the course of a working day. Personal risk assessments shall relate to all young learners/trainees under 16 years of age, all employees ages 16-18, all new and expectant mothers, all employees and learners with disability and all those with a language/communication barrier.

- Ensure that effective and appropriate H&S advice is given to employees, trainees and learners.
- Liaise with all staff in the effective management of all matters that in any way concern occupational health, hygiene, welfare and first aid provisions, ensuring suitably trained first aiders are provided for in accordance with legislative provision.
- Take all reasonably practicable steps to reduce occupational ill health by identifying health and welfare hazards associated with all operations carried out within the Company, so as to ensure best practices are followed.
- Liaise with employees to obtain feedback and ensure that all accidents and occurrences of a Health and Safety nature are reported.
- As and when considered necessary, bring to the attention of the Company Director any part of this Health and Safety Policy where it is thought that revision is necessary towards improving the health and safety of employees, or the effect of this policy on health and safety standards.
- Ensure that adequate fire/security arrangements are maintained in accordance with legislative requirements and that evacuation drills and fire alarm tests are routinely conducted on all company premises.

These responsibilities apply to the whole company and all its employees while at work.

1. Responsibilities of Employees with a Supervisory Role for the Health and Safety of Others

These are staff who engage with our trainees, learners and members of the public. These are subject to revisions in accordance to any organisational change and will include

- Tutors
- National Standard Cycle Training Instructors
- Administration and Finance Officers

It is the responsibility of such staff to assist within the field of his/her duties, the Manager in:

- The management and control of the company in accordance with all legal requirements;
- make other staff, trainees and learners aware of the details content of the H&S policy and arrangements in order to ensure safe and efficient management of the Company
- the fulfilment of this Health and Safety Policy and the requirements of the documents to which it refers, including the organisation and arrangements for carrying out this policy;
- Compliance with this Policy and associated Health and Safety arrangements;
- As and when considered necessary, bring to the attention of the Manager and part of this Health and Safety Policy where it is thought that revision is necessary towards improving the health and safety of employees, or the effect of this policy on health and safety standards

2. Responsibilities of all Employees, Associates, Volunteers and Service Users

All employees, casual workers, volunteers and service users of The NCA are required to play their full part towards maintaining a healthy and safe working environment. As such, they have the following duties under the Health and Safety at Work Act:

1. To take care of their own health and safety and that of others who they come into contact with during their time engaged in activities within the company, its premises and facilities.
2. To cooperate with the company on all Health and Safety matters, eg. Attendance at Health and Safety meetings, taking part in the preparation of risk assessments etc.
3. To not interfere with anything provided for health and safety purposes, eg. protective clothing and notices etc.
4. To draw any member of staff or managers attention to such items which have been rendered incapable of proper and safe use.
5. To observe, understand and take full account at all times, of all company instructions and codes of practice as described in this policy and associated Health and Safety arrangements.
6. To give full cooperation and assistance to individuals undertaking consultation, investigation and risk assessment in respect of health and safety matters which affect the company.
7. To provide appropriate and timely feedback, comments and observations on health and safety related issues
8. All staff have a duty and obligation to familiarise themselves with the company's Occupational Health and Safety Policy.

COVID amendments, added 09/07/20.

- 1) NCA have updated their Cycle Training Activity RA and site specific RA's to reflect COVID 19 government guidance. Copies of these documents are available for instructors/tutors/members of staff to view on request.
- 2) NCA staff and instructors/tutors will receive instructions via email and in person to explain how delivery procedures have been changed to accommodate social distancing and infection control measures during the coronavirus pandemic.
- 3) NCA will work with schools to ensure the workplace is COVID secure. Measures include:
 - School confirming whether anybody in the school has tested positive
 - Learners on RDC courses confirming if they have tested positive
 - NCA informing the school if an instructor has tested positive
 - NCA informing learners if a tutor has tested positive
 - Instructors/tutors confirming to NCA if they are displaying symptoms
 - Ensuring social distancing is maintained at all times
 - Ensuring all equipment used by NCA (including Hi Viz) is cleaned at the end of every day
- 4) NCA will protect vulnerable workers, children and learners by not asking any extremely clinically vulnerable* instructors/tutors to deliver training. Control measures include:
 - Schools to confirm if any clinically vulnerable children are attending the training
 - Learners to confirm if they are clinically vulnerable
 - Schools and learners to also advise if they are living with anybody who is extremely clinically vulnerable

**Instructors/tutors who are clinically vulnerable (but not extremely clinically vulnerable) can deliver training.*
- 5) The compulsory wearing of PPE is not a government requirement. However where schools insist instructors/tutors wear PPE, NCA will provide it.
- 6) NCA will also provide hand sanitiser and tissues to all of its instructors/tutors. Instructors/tutors must practice good respiratory hygiene, frequent hand washing and regularly apply hand sanitiser. Hand sanitiser and tissues will be provided by NCA.

NCA instructor and tutors should adopt the following hierarchy of measures:

- Avoid contact with anyone with symptoms
- Frequent hand cleaning
- Regularly clean own equipment
- Minimise contact and mixing