

Health and Safety Policy



Crackerjack Training

Last Reviewed: July 2021

Next Review: July 2022

(Or sooner if guidance or legislation changes)

Managing Director Signature: *Rose Walker*



Education & Skills
Funding Agency



Health and Safety Policy Statement

Crackerjack Training Limited recognises and accepts that the occupational health and safety of all staff, apprentices and learners is an integral and fundamental part of the Company's business strategy.

Crackerjack Training promote Health & Safety Policy on our website.

Crackerjack Training Limited is committed to ensuring the Occupational Health, Safety and Welfare of its team-members so far, as is reasonably practicable. We also fully accept our responsibility for other persons who may be affected by our activities.

The company will take all necessary steps to ensure that our statutory duties are met at all times. The company will ensure that effective arrangements are in place to plan, organise, control, monitor and review all systems and procedures related to occupational health and safety matters. Each team-member will be given such information, instruction and training as is necessary to enable the safe performance of work activities.

It is the duty of the managers to ensure that all products and systems of work are designed to take account of Occupational Health and Safety issues, and are properly managed at all times.

Crackerjack Training Limited will ensure appropriate funds are made available to provide the necessary professional input into the company's occupational health and safety procedures and staff will receive appropriate training as required.

Competent people will be appointed to assist the organisation in meeting their statutory duties including, where appropriate, specialists from outside the organisation. Crackerjack Training's appointed person is Peter Reeves.

Adequate facilities and arrangements will be maintained to enable team-members and their representative to raise issues of occupational health and safety matters.

Crackerjack Training promote the policy to new staff members on induction. The Health & Safety policy is given to new employers at the start of Apprenticeship training. Apprentices and learners are also given this policy.

Every team-member has a duty to co-operate with the company to enable all statutory duties to be complied with.

Each individual has a legal obligation to take reasonable care for his/her acts or omissions.

Crackerjack Training Limited will seek to assess the Occupational Health and Safety hazards associated with all materials supplied by third parties.

The successful implementation of this policy requires total commitment from all levels throughout the company. Crackerjack Training ensures all staff have committed to embedding the policy – all staff have training around Health & Safety, Fire Safety Equipment, slips and trips and how to report an accident.

Peter Reeves is the Health & Safety Executive for Crackerjack Training – Pete has a Diploma in Safety Management

Full details of the company's arrangements for Occupational Health and Safety are set out in separate documents.

Risk Assessments

We identify and manage concerns through a comprehensive risk management process. Risk assessments, for training and learning venues are carried out annually, either by Crackerjack appointed H & S advisor Peter Reeves, or by the venue management themselves. Crackerjack Training is responsible for Health & Safety of employees, apprentices, ESFA students and visitors.

Crackerjack Training ensure risk assessments are carried out and comply with the premises and all areas of the activity within Crackerjack Training. Risk are identified and through risk assessment the risk is managed and any safety concerns are reported immediately and the risk dealt with.

Apprenticeship and Learner Placement H & S Vetting

Apprentice/learner workplace vetting is carried out by Peter Reeves at the beginning of an Apprenticeship or learner placement. However, all team members have a responsibility to report, to Fiona Baker, unsafe practices, procedures and any concern about health and safety arrangements at a workplace noted during visits for Assessment, IQA or learner review meetings.

Portable Appliance Examination

Users of all portable electrical equipment, such as laptop computers, projectors etc. have the responsibility to visually inspect leads, plugs etc. before and after use for obvious signs of damage (cracked cable-covering, damaged plugs etc.) which may present a hazard to users of the equipment in the future. Such damage or wear should be reported to Crackerjack Training management immediately, so that inspection and testing / necessary repairs may be carried out.

All electronic kitchen appliances and portable electronic equipment, such as projectors, will be PAC tested every 12 months and computers every 24 months by a registered external company.

Team members may use their personal electrical equipment, but have the responsibility to ensure it is safe and without risks to health and safety. All personal portable electrical equipment is subject to inspection by Crackerjack Training management or their appointed competent person as a condition of continued use.

Reporting of Apprentice/Learner Accidents and Injuries

Should a member of staff, apprentice or learner suffer an accidental injury, whilst at Crackerjack Training centre, this must be reported as soon as possible to Fiona Baker/Donna Johal, so that arrangements can be made to record the accident in the accident book and investigate the circumstances. The reporting / recording procedures accident book is kept in the administration office and should be completed together with Fiona Baker/Donna Johal as soon as possible. This is also reported to Peter Reeves and their employer/placement.

If they have an accident at work the employer informs us and sends a copy of the accident report to us and we inform Peter Reeves.

Apprentice/learner illness should be reported to the employer/placement as well as Crackerjack Training by the apprentice/learner. This should comply with the employer/placement sickness procedure.

Crackerjack Training ensure that employers are aware that they need to contact us when an apprentice is absent from work. Apprentices are also to get in contact with Crackerjack Training – this is explained when an apprentice starts training to allow us to support both the employer and apprentice.

Fire Precautions and Fire Safety

Team-members have a duty to make themselves aware of the procedures in the case of fire or other reasons for emergency evacuation at each location they are required to carry out work. The responsibility of team members in the case of fire is restricted to evacuation of the premises and reporting to assembly point as required by that setting / location. Since staff have not received fire-fighting equipment training they should not attempt to use fire extinguishers, but restrict their actions to safe evacuation of the premises.

Security Procedures

It is essential that all Crackerjack Training staff comply with both Crackerjack and clients / customers security procedures at all times.

Staff on entering the office, should ensure that they sign in, into the staff book, located in reception, with their time of arrival and sign out on leaving the building.

All team-members have been issued with Crackerjack Training badges, which must be worn at all times whilst carrying out assessment and IQA etc. visits to settings, tutorials and other Crackerjack Training duties.

All team-members should ensure that the security and ID procedures at settings they visit are followed carefully, to ensure not only that they and the purpose of their visit(s) is properly established, but also so that the individual location you are visiting has a record of your arrival and departure, to ensure that should an emergency evacuation of the premises be required whilst you are there, you can be accounted for during the evacuation procedure.

Please ensure, therefore that the setting Visitors' Book, or other record, is always signed and the time of your arrival and departure noted, at each visit.

COVID 19 – Learner Procedures & Rules

To help everyone keep safe, we're asking all learners and staff to follow these rules with regards to COVID 19.

- All learners must ensure all start times, break times & finish times are adhered to unless authorised otherwise by Fiona Baker.
- Upon arrival all learners must wash their hands in the visitor toilets using hot water and soap for at least 20 seconds (sing happy birthday twice!!) We politely ask that learners continue to wear face coverings before entering & whilst moving around the building (unless medically exempt) we also ask that learners complete twice weekly lateral flow tests (before arriving) & upload the result to the government website – a confirmation text / email to be shown upon arrival.
- Hand sanitiser will also be available on the reception desk.
- All learners must answer track and trace questions at the admin door truthfully and to the best of their knowledge.
- All learners must have their temperature taken upon arrival. Anyone with a temperature above 37.5 degrees Celsius will be asked to leave.
- Learners must go straight to their classroom, ensuring a 2 metre distance is kept at all times between other learners (floors have been clearly marked). Entrance and exit doors for the basement are clearly indicated. Doors will be left open – learners and staff are asked to only touch surfaces where necessary (e.g. handrails on the stairs)
- All belongings must be kept in a clear bag, under the learner's desk. Learners must not wander around classrooms / the college or share desks.
- Learners must wash their hands before breaks and upon re-entering the building if they go out for lunch. Only 1 learner at a time to use the equipment in the kitchen.
- Desks will be cleaned before lunch, after lunch and at the end of each day. Please help keep the classroom tidy, clean and hygienic for the next group.
- Please follow the most recent government advice with regards to face coverings, self-isolation if you are unwell, or if you travel abroad during half term holidays.



COVID 19
Track and Trace

Name	
Group & class days attended	
Placement / employer & dates attending / shift pattern	
How many household bubbles are you a part of?	
Details of any part time work (please include details of where & shift patterns if possible)	
Have you had your COVID vaccination? If yes please provide dates / evidence	COVID card seen by Copy of COVID card taken on

I have read and understood the procedure overleaf relating to COVID 19. I will ensure to follow all rules regarding hygiene and social distancing to help minimise any risk of infections / outbreaks. I understand that failing to follow any of these rules will put me at risk of losing my place on the course and could have serious consequences for the health and safety of others around me.

Signed

Dated

Covid-19 Questions asked upon arrival after handwashing and temperatures taken

Everyone entering the building should be asked the below questions. If they answer 'YES' to any of the below, they must not proceed and be sent home straight away.

- 1) Have you or anyone in your household experiencing symptoms of Covid-19 within the last 2 weeks?
- 2) Have you or anyone in your household had a Covid-19 test and are still awaiting results?
- 3) Have you been in contact with anyone (not in your household) experiencing symptoms/tested positive for Covid-19.
- 4) Have you been ill within the last 7 days? (cough, cold, high temp)
- 5) Have you been abroad in the last 2 weeks?
- 6) Have you been in contact with anyone who has been abroad in the last 2 weeks?

Name:

Temp:

Date: