



## Health and Safety Policy

Context:

Lean Construct provide training in Business Improvement, Leadership and Supervisory Management. Training activities are usually based at employers' premises, and this greatly influences our Health & Safety Policy & Procedures.

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 and learners on matters affecting their health and safety
- To provide and maintain safe equipment
- To provide information, instruction and supervision for employees
- To ensure all employees and learners are competent to do their tasks, and to give them adequate training
- To prevent accidents and cases of work-related ill health
- To review and revise this policy as necessary at regular intervals.

### Lines of Responsibility

Overall and final responsibility for health and safety is that of Steve ward, Director. Day-to-day responsibility for ensuring this policy is put into practise rests with Richard Herbert, Centre Manager.

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

- Steve Ward – Policy & Process
- Richard Herbert - On site activities
- Katrina Ward – First Aid



All employees and learners 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 all trainers and the findings of the risk assessments be reported to the Centre Manager. Where action is required to remove or control risks these will be actioned by the Centre manager or classroom Trainer. For clarity Key Risks and countermeasures are noted at the end of this policy document.

Risk assessments will be conducted before any work takes place: and any time employer facilities are used. Lean Construct use a training Venue Checksheets and Employer Facility Risk assessments to assess the suitability of Employer provided facilities.

At the start of every session arrangements for health, safety and welfare, in addition to fire evacuation and first aid arrangements will be communicated to learners. These will be reviewed every 12 Months or when the work activity changes, whichever is soonest.

If live construction site visits are required, we will ensure full Health & Safety inductions take place by the site responsible manager and that any visiting apprentices are escorted and continuously monitored for the duration of the visit.

Lean Construct Ltd operate a WORK SAFE policy (set out below) which must be utilised during any activity that concerns live building sites.

## The Lean Construct Work Safe Procedure

*Lean Construct does not expect you to work in an unsafe manner to achieve results.*

- No disciplinary action will be taken in the event of an individual refusing to work in an unsafe manner.
- **If you can't do it safely – don't do it!**
- We do not expect you to do work that:

- you are not competent to do;
- you do not have the correct equipment;
- there is no safe system of work; or
- you do not have the correct personal protective equipment.

**NOTE:** *This list is for illustrative purposes only and is not exhaustive* **If you have a safety concern:**

- Cease work immediately, assuring yourself that doing so does not endanger others, move to a position of safety and contact the immediate 'person in charge' at the place of work (if not Lean Construct place of work) and contact the Lean Construct manager responsible without delay, explaining why you have stopped work.
  
- The person in charge will try to reach an agreement with the Lean Construct Project Manager and the individual that either:
  - the system of work is safe and that the work can be restarted; or
  - work can be restarted using the existing system of work and agreed a
  - additional control measures if considered appropriate
  
- If no agreement is reached, work shall not restart and the person in charge will consult their immediate Line or On-Call Manager who shall, after suitable investigation:
  - Conclude the task is safe and direct a return to work; or amend the safe system of work to everybody's satisfaction and arrange a return to work; or
  - agree the task is unsafe – in this case the work site shall be left safe and employees assigned to other work.
  - Whenever additional controls have to be introduced, or a Line or On-Call Manager is consulted the person in charge shall the agreements and decisions made about it and the reasons for those decisions are recorded in writing.
  - The Lean Construct Project Manager shall examine the circumstances surrounding the incident to establish that the concerns raised were valid, that any subsequent control measures were appropriate and effective and that any necessary review and revision of risk assessments and safe systems of work is carried out.



## **Consultation with Employees and learners regarding health and safety**

Employee representative(s) are:

- Steve Ward – Director
- Richard Herbert – Centre manager and Apprentice Training Co-ordinator

*Lean Construct follow strict documented procedures, utilising comprehensive checklists to ensure that employers are aware of their health & safety duties toward apprentices.*

## **Safe Travel**

Staff

Lean Construct work across most of the U.K. and travel is a necessity. In priority order we will: -

- Make use of remote learning portals and e-learning to minimise travel
- Use Public Transport
- When car travel is essential, the maximum door to door trip including any training session must be no more than 14 hours. If it is likely to exceed the 14-hour limit, overnight accommodation must be arranged.

Learners

- From time to time it may be advantageous to carry out organised best practice visits to various company premises. In this case a full risk assessment for each trip must be undertaken by the trainer in advance.

## **Safe Handling and Use of Substances**

This will not usually be applicable to Lean Construct training activities but If relevant the trainers must identify any substances which require COSHH assessments and ensure all assessments are available during the training activities.

## **Information, Instruction and Supervision**

The Health and Safety Law poster is displayed in our office.

It is the responsibility of the Director and Centre Manager to ensure that employees and learners working at locations under the control of other employers are given relevant health and safety information:



## **Competency for Tasks and Training**

Induction training will be provided for all employees and learners at the commencement of their employment/learning. For staff this is carried out by the Director and staff handbooks relating to Health & Safety and driving are issued. For learners this is carried out by the course tutor and handbooks are issued and a questionnaire confirming learning is undertaken and reviewed.

For employees Job specific training will be provided by employee's individual line managers. For learners' task specific training will be carried out by the tutor if required for any on site activities.

## **Accidents, First Aid and Work-Related Ill Health**

The first aid boxes are located within the main office. Lean Construct has an appointed first aider, however we do not carry out training within our own premises.

All accidents and cases of work-related ill health are to be recorded in the accident book. The book is kept in the main office and the Directors are responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority where required. For apprentices if they have an accident or near miss at work or they are ill then the employer is required to supply Lean Construct with a copy of the accident book entry and/or details of the illness and this is forwarded to our relevant funding partner as required/appropriate.

## **Monitoring**

To check our working and training conditions, and ensure our safe working practices are being followed, we will:

- Complete risk assessments
- Monitor and investigate accidents if they should arise
- Report accidents under necessary legislation where applicable
- Monitor H&S when undertaking lesson observations or site walks



Accident investigations are carried out by the Directors

For Employees investigations of work-related sickness are monitored by the Directors and for learners this is investigated by the Centre Manager.

## **Emergency Procedures / Fire and Evacuation**

Lean Construct Training activities are usually delivered on the employers' premises therefore: -

- The Tutor is responsible for ensuring the fire risk assessment is undertaken and implemented. Escape routes are checked every session. Fire evacuation procedures are explained at the start of every session if a new location is utilised, or wherever new learners embark upon training. The Facilities Risk assessment Template and Training Venue Check sheet must be completed for every new location where training is delivered.

## Lean Construct Ltd Key Risks when Delivering Training & Consultancy Services

Key Risk	Control Measures	Control Measure Owner
Access to and from site	Site entrances should have pedestrian routes defined. Ensure site induction (site management) on Construction Site to understand bespoke project risks. PLEASE NOTE THE LCL WORK SAFE POLICY SHOULD BE CONSIDERED AT ALL TIMES. IF AN AREA IS NOT SAFE DO NOT PROCEED.	Tutor
Construction site safety.	Get inducted on site. Stay on pedestrian trail, always accompanied by authorised person. Ensure that presence known onsite. Appropriate PPE is to be worn. Be aware of all vehicles in the area. Identify a safe zone to work from. PLEASE NOTE THE LCL WORK SAFE POLICY SHOULD BE CONSIDERED AT ALL TIMES. IF AN AREA IS NOT SAFE DO NOT PROCEED.	Tutor
Safety Awareness of Trainer / Consultant	Must be CSCS certified. PLEASE NOTE THE LCL WORK SAFE POLICY SHOULD BE CONSIDERED AT ALL TIMES. IF AN AREA IS NOT SAFE DO NOT PROCEED.	Director / Individual
Airborne particles or dust causing skin irritation, eye irritation & impaired respiration	Identify nature of particulate and where appropriate wear PPE.	Tutor
Slips, trips and falls in training environment, trailing cables, poor locating of training materials uneven steps / floor, worn carpets.	Keep areas tidy, all accesses clear, and paths, steps etc. Use visual management hazard tape to highlight hazards where necessary and tape down cables trailing from power to PC / Projector.	Tutor
Slips, trips and falls of trainer in Work Place undertaking learner observation.	Get inducted on site. Stay on pedestrian trail, always accompanied by authorised person. Ensure that presence known onsite. Appropriate PPE is to be worn. Be aware of all vehicles in the area. Identify a safe zone to work from. PLEASE NOTE THE LCL WORK SAFE POLICY SHOULD BE CONSIDERED AT ALL TIMES. IF AN AREA IS NOT SAFE DO NOT PROCEED.	Tutor

Computers, repetitive movements using keyboard, palmtop etc	Undertake a display screen assessment (DSE) and resolve any problems identified. Ensure regular breaks and ensure presentations and training involves mixed presentation and delivery techniques.	tutor
Electric shock	Ensure electrical presentation items are regularly inspected and any damaged equipment reported / identified as defective and replacement arranged with responsible 6ix Director. Stay clear of, and report bare wires or broken equipment. PLEASE NOTE THE LCL WORK SAFE POLICY SHOULD BE CONSIDERED AT ALL TIMES. IF AN AREA IS NOT SAFE DO NOT PROCEED.	tutor
Emergencies on and off site	Ensure all staff are aware of emergency procedures of host business which should be covered by an appropriate Induction. Start workshop going through fire and evacuation plan. Identify First Aiders and First aid facilities.	tutor
Falls from height	Use lifts and stairs and avoid climbing ladders on construction project. If only ladders are available for inspection use three points of contact at all times when climbing ladders.	tutor
Furniture not fit for purpose resulting in aches and pains in back, neck, shoulders etc.	Ensure requirements for Workshop and seating arrangements are communicated to host Company / Customer in advance of session and arrive early to check arrangements in advance of learners arrival. PLEASE NOTE THE LCL WORK SAFE POLICY SHOULD BE CONSIDERED AT ALL TIMES. IF AN AREA IS NOT SAFE DO NOT PROCEED.	tutor
Manual Handling causing back injury, hernia etc.	Trainers and consultants are to consider packing and carrying of training materials in advance and ensure larger items are carried in wheeled cases and if necessary ensure repeat visits are made to bring training materials are into facility and use wheeled cases.	tutor
Noise	Supply ear plugs (self management) where necessary or directed by host. (noise areas should be defined at Induction.)	tutor
Public H&S	Awareness of LCL H&S Policies and procedures, Code of conduct etc.	tutor



Lean Construct Training Venue Check Sheet		ENTER LOCATION OF VENUE:
ITEM	Yes / No / N/A	Comment
The training space seems suitable and safe for the planned training / consultancy session. If no the Trainer is to undertake action in line with LCL Worksafe Policy.		
Confirm LCL Facilities Risk Assessemnt form complete.		
Emergency arrangements for premises are understood.		
Are there suitable, compliant welfare facilities for the size of the group attending workshop.		
Have refreshments / meal arrangements for sessions more than 2.5 hours.		
Any planned Fire Alarm / Emergency Plan tests. If yes these need to be commicated to attendees.		
Trainer to confirm electrical equipment has been checked for damage.		
Training materials have been stowed out of main access routes.		
Furniture and room layout is suitable and seating is appropriate.		
Trainer to confirm he is aware of any specif site rules pertaining to the venue (e.g. phone or smoking policies)		
Trainer to confirm that trailing leads in access points are taped down and clearly marked.		

All records pertaining to Health & Safety at Lean Construct are held on a cloud-based server.

**Dr Steve Ward**  
**Managing Director**  
**Lean Construct**  
**January 2020**