

Policy No: LIEURAPP22005

Policy Name: Health and Safety Policy

1.0 Safety Policy

It is the policy of LI Europe Ltd ("the Apprenticeship Provider") to take all reasonable steps to ensure the health and safety at work of all employees and third parties and to take all necessary steps to implement such a policy.

All parties also have a duty to co-operate with LI Europe to ensure that this policy is effective, and to offer all necessary assistance to ensure the health and safety at work of all parties.

LI Europe also has a responsibility to ensure the health and safety of others who may be affected by the work activity and reasonable steps will be taken by all concerned to ensure that this duty is observed.

The attention of all parties is drawn to the safety rules and procedures. Disciplinary action will be taken against any employee who violates these rules and procedures. LI Europe will contact the employers of any third parties detailing the breach of health & safety.

LI Europe will consult with the employees and third parties periodically to ascertain what measures should be taken to increase awareness of health and safety and to ensure that all necessary measures are taken to make this policy effective.

LI Europe will take such measures as may be necessary to ensure proper training, supervision, and instructions of all parties in matters pertaining to their health and safety and to provide any necessary information.

2.0 Personnel Responsible for Health and Safety

The person having overall responsibility for health and safety will be Jeremy Praud.

The Health & Safety Officer is Jeremy Praud.

Medical assistance will be provided by the client site or venue first aider. The names of those qualified in first aid will be notified to LI Europe and any third parties whilst on site.

3.0 Arrangements for Health & Safety

The details and procedures for health and safety whilst at a client's site or venue must be observed at all times by all parties.

All parties must make themselves familiar with, and strictly observe, the health & safety practices of any client sites he or she visits or is employed at.

4.0 Safety Rules

4.1 Workplaces

Workplaces must be kept clean and tidy with rubbish and discarded materials placed in the receptacles provided. Proper attention must be paid to hygiene. All materials must be properly and safely used and when not in use properly and safely secured. Care must be taken to ensure that the workplace is not hazardous either to Employees or to third parties including trespassers.

4.2 Smoking

The office is a non-smoking office. Smoking is prohibited at all times.

4.3 Fire

Employees and third parties should ensure that they are familiar with the position of the nearest fire-fighting equipment, alarms and emergency exits. They should ensure that they understand how to operate such equipment. In particular, employees are asked to use electric fires and other heaters (if and where permitted) with caution and to keep flammable materials, in particular paper, away from sources of heat. Employees and third parties should report any faulty electric cable or flex immediately. Emergency exits, stairs, corridors and doorways should not be obstructed. Fire doors should always be kept closed.

Employees and third parties should be fully conversant with the fire drill and be aware of the nearest fire exit and assembly points. Lifts should not be used in an emergency. Employees and third parties should leave the building quickly and in an orderly fashion following the correct route.

4.4 Electrical Equipment

Each person needs to show that they have taken care to ensure that any electrical equipment used by them is maintained in a safe condition.

There are 3 levels of checks:

1. User check – prior to use, a simple visual check that anyone can do
2. Visual inspection – requires someone with basic electrical knowledge, includes taking the cover off a plug to check internals
3. Appliance Testing – more in-depth, need to be qualified but not necessarily an electrician (3rd party)

Any equipment in a dangerous or worn condition must be reported by the Employee or third party to the Site Manager. All electrical equipment that does not require continuous operation should be switched off when not in use and plugs removed from socket outlets. Employees or third parties should never use equipment that is suspected to be faulty, or where the cable or flex is damaged, or connections are loose. Any faults should be immediately reported to the Site Manager.

Employees or third parties should not attempt to repair or interfere with electrical equipment or wiring themselves and should not use dual or other socket outlets unless these have been properly authorised by an electrical engineer.

4.5 Floors

Cables and wires should not be permitted to trail across the floor where people may be passing unless a covering is provided. All parties should take extra care on newly polished or wet floors. Any liquid spilt on the floor should be wiped up immediately. Damaged floor covering or surfaces should be treated with care and reported immediately.

4.6 Ladders, Steps and Stairs

Where ladders or steps are used to reach above normal height, all parties should ensure that they are firmly based and secure. Where necessary, assistance should be sought to prevent them slipping. All parties should exercise care on stairs and handrails should be used.

4.7 Alcohol and Drugs

No alcoholic drinks or drugs (other than those prescribed by a registered medical practitioner, and which do not affect the person's ability safely to undertake their duties) must be brought onto, used, or consumed at any workplace. Any person

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who, in the opinion of LI Europe, is under the influence of drugs or alcoholic liquor will be suspended by the Employer and appropriate disciplinary action will be taken against the Employee under the terms of the employer's disciplinary procedure; the third parties' employer will be notified detailing suspicions of being under the influence of alcohol or drugs.

4.8 Access

Means of access to and egress from the workplace must only be used for the purpose for which they are provided. No person must tamper with any means of access to or egress from the workplace. Any means of access to, or egress from, the workplace which is in a dangerous or unsuitable condition for use must be reported by LI Europe personnel to the Site Manager.

4.9 Carrying Heavy Items

Lifting or carrying items such as heavy bundles of papers or files should be done carefully. Assistance must be sought if there is any danger of strain. Heavy objects should be lifted in the correct manner without bending the back.

4.10 Accident or Illness at Work

Any accident or illness occurring on the client's premises should be reported to the Site Manager who should ensure that all details are entered in the accident report book. It is important that all injuries however slight should be reported.

If a client is involved then the person must not in any way admit liability on behalf of himself, other Employees, or the Employer.

Employees should ensure that they know the names and locations of the persons designated to take charge of the first aid cabinet and to render first aid in an emergency. In an emergency, if speed is considered essential, an ambulance should be called.

4.11 General

Employees or third parties must not engage in any horseplay or misuse any equipment or misuse anything provided in the interest of health and safety. Any Employee who fails to follow this rule will be subject to disciplinary action under the Employer's disciplinary procedure and the third-party employers will be contacted detailing the incident.

Employees and third parties should remain alert and report any practices they observe which in their opinion could constitute a hazard to themselves or others. Where additional rules are issued in relation to machinery or operations that they carry out, these additional rules must be carefully complied with.

Employees and third parties should take particular care when visiting or working temporarily in other workplaces where they may not be conversant with the health and safety rules.

5.0 Related Policies

LIEURAPP22001 – Apprenticeship Continuity Plan

LIEURAPP22002 – Equality and Diversity Policy

LIEURAPP22003 – Safeguarding Adults Policy

LIEURAPP22004 – Prevent Duty Policy

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- LIEURAPP22005 – Health & Safety Policy
- LIEURAPP22006 – Concerns, Complaints and Compliments Policy
- LIEURAPP22007 – Recognition of Prior Learning Policy
- LIEURAPP22008 – Quality and High Standards in Apprenticeship Training Policy
- LIEURAPP22009 – Employee Professional Development Policy
- LIEURAPP22011 – GDPR Policy
- LIEURAPP20014 – Safer Recruiter Policy
- LIEURAPP22017 – Functional Skills Subcontracting Policy
- LIEURAPP22018 – Intervention Policy
- LIEURAPP22019 – Plagiarism and Malpractice Policy
- LIEURAPP22020 – External Speaker Policy
- LIEURAPP22021 – Bullying and Harassment Policy
- LIEURAPP22022 – Additional Learning Support Policy
- LIEURAPP22023 – Whistleblowing Policy
- LIEURAPP22024 – Malpractice in Certification and Assessment Policy
- LIEURAPP22025 – Recruitment of Ex-Offenders Policy
- LIEURAPP22026 – Academic Appeals Policy
- LIEURAPP22027 – Apprenticeship Code of Conduct
- LIEURAPP22028 – Conflict of Interest Policy

Policies are reviewed in January on an annual basis.

Company Director _____

Date _____