the <coders> guild

Health & Safety Policy

v1.2

Contents

Purpose of this policy

The Coders Guild Ltd takes health and safety issues seriously and is committed to protecting the health and safety of its staff, apprentices and all those affected by its business activities and attending premises from which it operates. This policy clarifies who is responsible for health and safety matters, what those responsibilities are and provides reassurance that The Coders Guild acknowledges health and safety risks, by detailing what risk assessment and control measures are in place to mitigate these.

Scope of this policy

Achieving a healthy and safe workplace is a collective task shared between the The Coders Guild and its staff and stakeholders. This policy applies to all associated staff and apprentices contracted to or on behalf of The Coders Guild irrespective of their employment status.

The Coders Guild recognise that young people are at particular risk of workplace accidents or injuries due to:

- lack of experience of working in a new industry or workplace;
- lack of familiarity with the job and the work environment;
- reluctance to raise concerns (or not knowing how to);
- eagerness to impress workmates and managers;
- may not recognise hazards as a potential source of danger;
- may not understand 'obvious' rules for use of equipment;
- may be unfamiliar with site layout - especially where site hazards may change from day to day;
- may ignore warning signs and rules, or cut corners.

Health and Safety Executive(HSE), 2019 (http://www.hse.gov.uk/vulnerable-workers/new-to-the-job.htm).

The Coders Guild have written this policy with this in mind and will utilise the Health and Safety Executive's 'Six Steps to Protect New Apprenticeship Starters' by:

1. Capability Assessments

- Assessing Literacy and numeracy levels, general health, relevant work experience, and physical capability to do the job prior to placement; making necessary adjustments where required or necessary
- Ensuring that all apprentices are familiar with the work being done and the working environment, including knowing who is responsible for health and safety, fire officers and first aiders.
- Ensuring all equality and diversity needs have been met in line with current legislation providing physical / alternative formatted information where required.

2. Induction

- Ensuring each apprentice has an adequate induction to Health and Safety via their workplace organisation and training venues; including photos of hazards using plain, simple language.
- Ensuring all the apprentices have time to walk around the workplace or training site and have been shown where any main hazards exist (eg falls, slips etc) and where the fire exits are and associated protocols.

3. Control Measures

- Ensuring all control measures are in place to protect against risk and that they are up to date; being properly used and maintained at each site where apprentices may be based or trained.
- Involving apprentices and health and safety representatives at venues where apprentices are based or are trained in discussions about the risk and how best to make sure new starters are protected.
- Emphasising the importance of reporting accidents and near misses and ensure they know how to report this and why
- Making any necessary arrangements for health surveillance by ensuring apprentices are aware how to report illness and any safeguarding / health issues
- Making sure suitable personal protective equipment is provided and maintained without cost to the workers.

4. Information

- Providing relevant information, instruction and training about the risks that new workers may be exposed to and the precautions they will need to take to avoid those risks.
- Making sure this information is promoted and visible

5. Supervision

- Providing adequate supervision and making sure workers know how to raise concerns and that all supervisors are familiar with the possible problems due to unfamiliarity and inexperience.

6. Check understanding

- Checking workers have understood the information, instruction and training they need to work safely, and are acting on it, especially during the vital first days/weeks at work.
- Remembering to make sure workers know how and with whom they can raise any concerns about their health and safety and that they know about any emergency arrangements or procedures.

Health and Safety Executive(HSE), 2019 (http://www.hse.gov.uk/vulnerable-workers/new-to-the-job.htm).

Roles and responsibilities

The Health and Safety Executive states that it is the placement organisation as the legal 'employer' of an apprentice 'has the primary responsibility for the health and safety of the apprentice and should be managing any significant risks', Health and Safety Executive, 2019 http://www.hse.gov.uk/youngpeople/apprentices.htm.

However as a responsible training provider, The Coders Guild will ensure complete compliance of Health and Safety legislation by discussing and agreeing with each placement company / venue provider core Health and Safety policies and procedures, aligning these for maximum safety of all staff and apprentices on any site.

The Coders Guild is responsible for:

1. taking reasonable steps to safeguard the health and safety of staff, apprentices and stakeholders while on work placement or receiving training;
2. identifying health and safety risks both for its own staff and apprentices working remotely and finding ways to manage or overcome them by performing risk assessments (Appendix A);
3. ensuring each placement organisation and training venue has a safe and healthy place of work and safe entry and exit arrangements, including during those which involve an emergency situation;
4. providing and maintaining safe working areas, equipment and systems for all staff and apprentices
5. providing safe arrangements for the use, handling, storage and transport of articles and substances should these ever be required;
6. providing adequate information, instruction, training and supervision to enable all staff and apprentices to do their work safely, to avoid hazards and to contribute positively to their own health and safety at work;
7. ensuring any health and safety representatives receive appropriate training to carry out their functions effectively;
8. providing a health and safety induction and appropriate safety training for all staff and ensure that this happens for all apprentices while working for their placement company;
9. promoting effective communication and consultation concerning health and safety matters and will consult with staff directly relating to health and safety;
10. responding to any notification of an epidemic or pandemic, providing clear instructions to both staff and apprentices on arrangements, advice and steps to be taken to minimise the risk of infection and on which business continuity arrangements are in place;
11. regularly monitoring and reviewing the management of health and safety at work, making any necessary changes and bringing those to the attention of all staff.

Responsibilities of all staff and apprentices

All staff and apprentices must:

1. take reasonable care for their own health and safety and that of others who may be affected by their acts or omissions;
2. cooperate with the Director and placement organisation / venue to enable compliance with all related health and safety duties and requirements;
3. comply with any health and safety instructions and rules, including instructions on the safe use of equipment, wherever they are based;
4. keep health and safety issues in the front of their minds and take personal responsibility for the health and safety implications of their own acts and omissions;
5. keep the workplace tidy and hazard-free;
6. report all health and safety concerns to the Director promptly, including any potential risk, hazard or malfunction of equipment, however minor or trivial it may seem; and
7. cooperate in The Coders Guild's investigation of any incident or accident which either has led to injury or which could have led to injury, in The Coders Guild's opinion.
8. This policy may be amended at any time by the Director of The Coders Guild in its absolute discretion and will be reviewed at regular intervals to ensure that it is achieving its aims effectively.

Responsibilities relating to equipment

All staff and apprentices must:

1. use equipment as directed by any instructions given by including reading any written operating manual or instructions for use and any relevant training;
2. report any fault with, damage to or concern about any equipment (including health and safety equipment) or its use to the Director, who is responsible for this policy and all that it encompases
3. ensure that health and safety equipment is not interfered with and treated with respect; and
4. not attempt to repair equipment unless suitably trained and authorised.
5. Acknowledge guidance provided on the use of display screen equipment, and act in accordance such as taking regular breaks away from the screen;
6. can request a work station assessment or an eye test by contacting the Director.

Responsibilities relating to accidents and first aid

All staff and apprentices must:

1. promptly report any accident at work involving personal injury, however trivial, to their line manager and the Director so that details can be recorded in the Accident Book and cooperate in any associated investigation;

2. familiarise themselves with the details of first aid facilities and trained first aiders, which are displayed on the notice board and online;
3. report any incident to the duty first aider, giving name, location and brief details of the problem or contact the emergency services if required.

The Director is responsible for investigating any injuries or work-related disease, preparing and keeping accident records, and for submitting reports under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR), where required.

Responsibilities relating to illness or national health alerts

All staff and apprentices must:

1. comply and co-operate with all instructions, arrangements and advice issued by the Director following an epidemic or pandemic alert;
2.   take steps to minimise the risk of infection as instructed and follow business continuity instructions in full;
3. query any process or procedures with the Director in the first instance if there is any clarity needing sought;
4. report any instance of illness to line managers or the Training Lead in the first instance and follow their instructions. If this is considered to be a risk of infection to other staff or apprentices this should be escalated to the Director who will decide whether to seek advice or send an advisory notice to other staff members / apprentices.

Responsibilities relating to emergency evacuation and fire

All staff and apprentices must:

1. familiarise themselves with the instructions about what to do if there is a fire and pay attention to advice on fire evacuation procedures and exit routes on classroom training events where they are not in a familiar/ regular workplace;
2. take the opportunity to ask questions and seek advice on who best to contact is in respect of those questions, if you are unsure about how to safely carry out your work or training;
3. ensure they are aware of the location of fire extinguishers, fire exits and alternative ways of leaving the building in an emergency;
4. comply with the instructions of fire wardens if there is a fire, suspected fire or fire alarm (or a practice drill for any of these scenarios);
5. co-operate in fire drills and take them seriously wherever they may take place;
6. ensure that fire exits or fire notices or emergency exit signs are not obstructed or hidden at any time;

7. notify the Director immediately of any circumstances (for example, impaired mobility) which might hinder or delay evacuation in a fire. This will allow the Director to discuss a personal evacuation plan for you, which will be shared with the fire wardens and colleagues working near to you.

On discovering a fire, all staff and apprentices must:

1. immediately trigger the nearest fire alarm and, if time permits, call reception and notify the location of the fire; and
2. attempt to tackle the fire ONLY if they have been trained or otherwise feel competent to do so. Nominated members of staff will be trained in the use of fire extinguishers.

On hearing the fire alarm, all staff and apprentices must:

1. remain calm and immediately evacuate the building, walking quickly without running, following any instructions of the fire wardens;
2. leave without stopping to collect personal belongings;
3. stay out of any lifts; and
4. remain out of the building until notified by a fire warden that it is safe to re-enter.

Risk assessments

The Coders Guild will carry out general Risk based assessments on commencement of placement/ training to assess any risks and consider measures to best minimise any risk at all sites where staff and employees are based (Appendix A). This process will be repeated regularly or when requested. The Director is responsible for ensuring that these risk assessments take place, measures to control risks and any resulting recommendations are implemented. The Director is also responsible for checking that venues hired to provide classroom training and apprentice workplace organisations have similar robust Health and Safety risk assessments and policies in place prior to commencing contracts and that a copy of these are on file.

Non-compliance with health and safety rules

Any breach of health and safety rules or failure to comply with this policy will be taken very seriously and is likely to result in disciplinary action against the offender, in accordance with the The Coders Guild's disciplinary policy, up to and including immediate dismissal.

Related Policies and Procedures

This policy statement should be read alongside our organisational policies and procedures, including, but not exclusive to:

- Data Protection Policy
- Prevent Duty Policy
- Safeguarding Policy
- Whistleblowing Policy
- Safer Recruitment Policy and Procedures
- Continuity of Apprenticeship Training Policy
- Complaints Policy
- Health and Safety Policy
- Privacy Policy

Contact details

Nominated Health & Safety Lead

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We are committed to reviewing our policy and good practice annually.

This policy was last reviewed on: 13 September 2020

Signed: Crispin Read

Date: 13 September 2020