



Health & Safety Policy.

1. Introduction

Cano Training Services aims to provide a healthy and safe environment for all its staff and learners at all times. In doing this Cano Training Services will endeavour to prevent accidents and cases of work-related ill health, ensuring that all equipment is safe and regularly maintained and that any substances are handled safely and in accordance with COSHH regulations. To achieve this, each member of staff will ensure the required standards are applied and met. Adequate and appropriate information and training will be provided to all staff ensuring that a healthy and safe environment is continuously maintained for staff, learners and visitors. This policy is a continual working document and will be reviewed and revised as necessary (As a minimum it should be reviewed annually with all other Cano Training Services Policies)

2. Learner Specific Statement of Policy

Cano Training Services is a training provider and as such the health and safety of learners is of paramount importance. The 'safe learner concept' is central to our policy and Cano Training will promote this at all times. We believe that learners are entitled to learning that takes place in a safe, healthy and supportive environment. In addition, we consider that safe learning is essential to maximise learners' experience and achievement.

Cano Training have a primary **duty of care** for the health and safety of learners. We have a full expectation that this duty will be fully met. We will apply four core principles:

- To expect, first and foremost, that Cano Training will fully meet their legal obligations and **duty of care** to learners
- To seek assurance that Cano Training have suitable and sufficient arrangements for learner health and safety
- To take appropriate action where expected standards are not met or maintained
- To promote the raising of standards for learner health and safety through support, and challenge, as appropriate

Our strategy for learner health and safety is based on the application of these core principles. These are implemented across the full range of learner provision by Cano Training.

3. Scope of the Policy

The scope of this policy encompasses all offices and training venues operated by Cano Training. There are also procedures in place and guidelines for the Health and Safety of learning taking place within learners work environments. These specifically include the assessor Risk Assessment Process. In addition facilities offered by a third party should be used in accordance with their Health and Safety Policy. In all cases, existing local health and safety regulations should be considered when preparing procedures specific to Cano Training.

Certain health and safety matters reside with the host landlord and will vary from site to site. Normally these include:

- Fire instructions
- Evacuation procedures and assembly points
- Firefighting appliances
- Fire drills and tests

4. Responsible Persons

Overall responsibility for health and safety matters rests with Cano Training's company director, Rebecca Cano-Lopez.

Day-to-Day responsibility for ensuring the policy is put into practice is delegated to the **Health and Safety Officers** with responsibility for Health & Safety in their job description. These are the Senior HR Administrator & Training Advisor – Issues to be reported directly to the **Company Director**

All Cano Training Employees have an equal responsibility for ensuring that the Cano Training Health & Safety policy is adhered to and of notifying The Health and Safety Officer of any actual / potential issues. Staff should consult with a Health & Safety Officer on any matters that affect this policy.

5. Managing Risks – Risk Assessments

Risk Assessments for both Cano Trainings premises will be undertaken by a **Health and Safety Officer annually** or when the office environment significantly changes. Findings of these risk assessments will be reported with recommended actions or controls to the **Company Director for approval. The approved recommended actions are then identified on the H&S Action Plan which is reviewed quarterly. The risk assessment report** will be made available to all staff together with the plan of action to reduce the risks identified. **A Health and Safety Officer** will implement changes and review them accordingly.

All changes arising from Health and Safety issues or actions which affect Employees are carried out only after consultation with **All Cano Training Employees**; this can be either by email or in staff meetings, it is the responsibility of a **Health and Safety Officer** to ensure this takes place. As part of the overall Assessment a **Health and Safety Officer** must also carry out COSHH Assessments and a **separate** Fire Risk Assessment; procedure for actions arising from this are as with the full premises risk assessment. In addition to a Fire Assessment a **Health and Safety Officer** must ensure adequate controls are maintained this includes:

- Ensuring all escape routes are clear and accessible
- Fire Extinguishers are accessible and adequately maintained (Serviced Annually at both sites)

- Fire Alarms are tested at both the Melksham and Chippenham sites on a weekly basis by the Managing Agent
- Fire Drill is carried out (To be done bi-annually with results and any required actions documented)

To assist with Fire prevention and action in the case of emergency Cano Training's Health and Safety Officers will also act as fire wardens. In the event of a fire, sound the fire alarm and evacuate the building in line with the instructions displayed on the 'In the event of a fire' posters. Fire Wardens will check that the office is clear, doors and windows are shut (if possible) and that any persons unaccounted for are reported to a Health & Safety Officer.

Testing of fire equipment and fire drills are undertaken by the landlord in the main office.

6. Accidents, First Aid and Work Related Ill-Health

Issues relating to health and safety can be reported by any member of staff directly to a Health & Safety Officer.

7. Display Screen Equipment

All staff will undertake a workstation risk assessment, to prevent conditions such as RSI developing, upon joining Cano Training, or when their desk is moved or significantly altered. Results of this assessment will determine if additional equipment needs to be provided such as a footrest.

8. Work Place Vetting and Risk Assessment

Prior to any learning commencing in a workplace environment including NVQs, Diplomas and Apprenticeships etc, the workplace is assessed for Health and Safety Standards. They are conducted by either Cano Training's Health and Safety Officer or a suitably qualified and competent person.

9. Applicable Legislation

General health and safety advice can be obtained from a Health & Safety Officer. Additional advice, on-line publications and information are available from the Health and Safety Executive web site (www.hse.gov.uk). Some of the specific legislation that applies to this organisation includes:

- Health and Safety at Work Act 1974
- Management of Health and Safety at Work Regulations 1992
- Workplace (Health, Safety and Welfare) Regulations 1992
- Health and Safety (Display Screen Equipment) Regulations 1992
- Noise at Work Regulations 1989
- Manual Handling Operations Regulations 1992
- Control of Substances Hazardous to Health Regulations 1999

10. Statutory Notices

Statutory notices are to be displayed at each site detailing our Health & Safety Officers and local authority contact. The Health and Safety Officers are to ensure that these notices are prominently displayed at each site.

Employers' and Public Liability Insurance is required to cover our operations at all sites. This is arranged annually with other forms of insurance. However, a Health & Safety Officer is to ensure that adequate cover is maintained at all times and certificates of insurance are prominently displayed at each site.

11. Lone Working

Lone working means working in an environment where no other member of staff is available. Lone working is not encouraged at any location.

Where it is necessary to work alone every precaution should be taken to minimise the potential risks: -

- Ensure someone knows you are working alone and when you are expected to return home.
- Ensure that someone knows what to do if you do not return home at your expected time.
- Ensure you have access to a telephone for emergency calls or that your mobile phone is fully charged and has coverage for the area that you are working.
- Do not let strangers into the area you are working alone.
- Have a personal alarm with you to use in emergency.
- Avoid activity that may be risky or that should not be undertaken alone.
- Consider asking for an additional person to be available.

12. Violence, Harassment and Bullying

Cano Training recognises that any form of violence, harassment or bullying is unacceptable. Any complaint of violence, harassment or bullying will be treated seriously and will be thoroughly investigated.

Violence is any incident in which a person is abused, threatened or assaulted in circumstances relating to their work. Harassment is unwanted conduct on the grounds of race, gender, sexual orientation etc. which has the purpose or effect of either violating someone's dignity, or creating an intimidating, hostile, degrading, humiliating or offensive environment for them. Bullying is defined as frequent or infrequent threatening, abusive, intimidating, cruel, vindictive behaviour towards a member of staff which erodes their self-confidence or self-esteem.

All instances of violence, harassment or bullying are to be reported to the Company Director or Health & Safety Officer immediately.

13. Electrical Safety

Electricity can kill. The Cano Training office/training environments present a low risk of electrical hazard. Staff, should however report any electrical faults immediately to a Health & Safety Officer. Staff are encouraged to regularly review office appliances for any obvious faults such as loose wires etc.

All of Cano Training's portable appliances will be tested and maintained in accordance with the HSE PAT guidance.

All staff members have a responsibility to use electrical equipment safely and in accordance with the instructions and training they have been given; they are also required to carry out visual checks and notify the IT Technician of any issues.

14. Staff Involvement, Induction and Training

All Cano Training employees' job descriptions will include a statement of Health and Safety responsibility in line with their position within the organisation. As part of their staff induction, all new members of staff will receive Health & Safety training within one month of starting employment with Cano Training Services. This training will be co-ordinated by the Health & Safety Officer. Further training on specific health & safety issues will be given to staff throughout the year and initial health & safety training given at induction will be revised annually. All new employees will receive a staff handbook which includes statements on Health and Safety within the organisation, this forms part of their terms and conditions of employment.

The Health and Safety Officer is to receive appropriate formal training to perform these duties. Which as a minimum should include one of the following: NEBOSH Certificate / NVQ Level 3 in Occupational Health and Safety / IOSH Managing Safely.

15. Manual Handling

Manual handling includes such tasks as moving office and training room furniture, moving paper and archive boxes, moving equipment, unloading from cars etc

All staff must follow good practice for lifting. No member of staff must attempt to lift carry or manoeuvre any item if they are unsure how to do so safely. A trolley is available to assist in moving items

16. Housekeeping and Premises

All staff are required to work in a safe way and this includes ensuring fire exits are kept clear, boxes are stored safely and desk areas are kept clean and tidy.

All staff have a responsibility to ensure the kitchen area is kept clean and tidy, any food left on a Friday will be disposed of to avoid the potential for contamination and infestation.

Staff should inform the Health and Safety Officer if any risks are identified that cannot be controlled immediately e.g. tripping hazards, faulty equipment etc.

17. Infectious Diseases and Infestations

Staff are encouraged to inform the Senior HR administrator if they have an infectious disease to ensure other staff members or learners are not put at risk.

Any member of staff identifying a cause for concern regarding anyone showing signs of an infectious disease or infestation should inform the Senior HR administrator

18. Accident Reporting

Cano Training holds Accident Log Books at both sites which comply with the Data Protection Act of 1998 and HSE guidelines. All accidents and near misses are recorded and details stored accordingly; these are then reviewed on a regular basis by the H&S committee

A First Aid Appointed Person has been appointed to take responsibility in the event of an accident, to ensure that the First Aid box is kept up to date and has an adequate range of appropriate supplies and that the Accident Book is completed when required.

19. Auditing and Review

As part of our ongoing aims to monitor, review and where applicable improve health and safety standards Cano training services will carry out annual audits which include:

- Health & Safety Policy
- Risk Assessments & Control
- Accidents, Incidents and First Aid
- Supervision, Training, Information & Instruction
- Work Equipment and Machinery
- Personal Protective Equipment & Clothing
- Fire & Emergencies
- Safe & Healthy Working Environment
- General Health & Safety Management

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Rebecca Cano-Lopez
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Cano Training Services Ltd

