



Health & Safety Policy and Procedures

December 2023

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1. Health and Safety Policy Statement

Trent Education Centre ensure, so far as is reasonably practicable, the health and safety of everyone involved in, or affected by our work activities within the spirit of the Health and Safety at Work etc. Act 1974, other relevant statutory instruments, approved codes of practice and guidance.

In managing health and safety, we have created a culture that ensures sound health and safety management is afforded the same priority as other business objectives and becomes an integral part of everything we do.

The Health and Safety at Work Act 1974 sets out the legal obligations of an organisation to its employees. It also outlines the organisations' responsibilities to individuals that are not employees, such as volunteers, learners, contractors, and members of the public who may be affected by our work activities. In addition to this, the Management of Health and Safety at Work Regulations 1999 also place a duty on employers to assess the risk to anyone who may be affected by any work activities.

The Health and Safety Executive (HSE) and the current legislation on Health and Safety practices require organisations to comply with the following practice:

- Examine the risks inherent in the workplace and the working practices of paid employees and volunteers
- Act to mitigate or protect against those risks
- Set up systems for reporting incidents and auditing performance

2. Scope

Trent Education has produced and regularly reviews the Health and Safety Policy for all Trent Education premises. This policy reflects the requirements of the Health and Safety at Work etc Act 1974 by outlining arrangements to ensure, so far as is reasonably practicable, the health, safety and well-being of employees, volunteers, visitors, contractors, and others affected by the organisation.

By Health and Safety at Work etc Act 1974, our statement of general policy is:

- To provide adequate control of the health and safety risks arising from our activities
- To consult with our volunteers on matters affecting their health and safety
- To provide information, instruction and supervision for employees, volunteers and any others who may require it
- To ensure all employees, volunteers and any others are competent to do their tasks and to give them adequate training
- To prevent accidents and cases of work-related ill health
- To maintain safe and healthy working conditions
- To review and revise this policy as necessary at regular intervals

We have adopted a risk management approach to health and safety, ensuring that hazards arising from our work activities are identified and addressed as a part of 'business as usual'. We aim to meet, if not exceed, the minimum specified standards relating to the health, safety and welfare of all employees, contractors, volunteers, visitors, and learners.

We recognise our duties under the Health & Safety at Work etc Act 1974, and the regulations made under it and accept responsibilities for the health, safety, and welfare at work of all employees and anyone who attends or uses Trent Education premises.

We ensure that arrangements are in place to identify hazards of any activities present and assess risks associated with them. We try to avoid and eliminate any hazards, but where that is not possible, we try to minimise and control them.

3. Legislation:

This policy is based on the following legislation and regulatory guidance:

- The Health and Safety at Work etc. Act 1974, which sets out the general duties employers have towards employees
- The Management of Health and Safety at Work Regulations 1992, requires employers to assess the risks to the health and safety of their employees
- The Management of Health and Safety at Work Regulations 1999, requires employers to carry out risk assessments, plan arrangements to implement necessary measures, and arrange for appropriate information and training
- The Control of Substances Hazardous to Health Regulations 2002, requires employers to control substances that are hazardous to health
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept
- The Health and Safety (Display Screen Equipment) Regulations 1992, requires employers to carry out digital screen equipment assessments and state users' entitlement to an eyesight test
- The Gas Safety (Installation and Use) Regulations 1998, requires work on gas fittings to be carried out by someone on the Gas Safe Register
- The Regulatory Reform (Fire Safety) Order 2005, requires employers to take general fire precautions to ensure the safety of their staff
- The Work at Height Regulations 2005, requires employers to protect their staff from falls from height

Trent Education follows national guidance published by Public Health England when responding to infection control issues.

4. Consultation and communication:

Whilst every employee, volunteer, learner, contractor, and visitor have a personal responsibility to control and minimise risks present in the activities they do, we recognise that responsibility for the organisation of health and safety issues rests with Managing Director. We liaise with other stakeholders to ensure safe working practices are sustained and appropriately communicated. Stakeholders failing to observe Trent Education's health and safety vision are subject to procedures as per the company policy. In addition to the above, Trent Education consult with its employees in preparing and developing measures to ensure Health & Safety at work for employees, contractors, visitors, and learners, ensuring compliance with legal health & safety requirements.

In generating and maintaining our culture for health and safety, the managing Director, Head of Operations and Health & Safety Lead are responsible for:

- Allocating responsibilities for health and safety to our employees, suppliers, and business partners as appropriate to the nature of each activity
- Providing an adequate budget and resources for health and safety management
- Monitoring, measuring, auditing, and reporting on our health and safety performance at least annually and more often when our processes change or when a dynamic need occurs
- Leading from the top by demonstrating good health and safety practices, performing regular safety tours to identify issues and ensure they are analysed and managed appropriately
- Ensuring people are empowered to raise health and safety concerns with the management team

4.1 Competent workforce – our commitment is to

- Appoint competent health and safety personnel and appropriate resources for deployment across the company. We will engage with our people and other stakeholders to ensure our activities and, where appropriate theirs, are compliant with our health and safety vision and standards
- Provide the necessary information, instruction, supervision, and training that ensures people are given the resources to perform their job and tasks safely
- Work with the support of external agencies and within our industry, to ensure our continued adoption of best-practice solutions in health and safety management is appropriate

The Managing Director is responsible for ensuring that suitable arrangements are in place, to comply with Health & Safety laws, legislation, and responsibilities.

This policy is implemented and promotes a positive and safe culture at Trent Education Centre. Responsibilities for the completion of Health & Safety are everyone's responsibility, however, Trent Education Centre has allocated general Health & Safety to specific persons within Trent Education Centre. First and foremost, the Managing Director, followed by the Head of Operations, then the Study Centre Managers and the Health & Safety Lead.

The Health & Safety Lead monitors that Health & Safety procedures are developed and comply with current laws and legislation to ensure that the risk, and/or exposure, to employees, learners, volunteers, contractors, and any others are kept to a minimum. However, all employees are obliged to take care of their health and safety whilst at work along with that of others who may be affected by their actions.

4.2 Risk management - our commitment is to:

- Assess the risks associated with hazards and inform people of risks that affect their work. We commit to controlling and reducing the risk to an acceptable level to reduce the potential for incidents and accidents. This commitment is extended to external agencies
- Develop a suite of policies that will be communicated and allow for procedures to be developed to help maintain good standards of health and safety
- Devise an emergency action plan for our organisation
- Implement Health Surveillance where relevant hazards are presented to the workforce to help prevent any work-related ill-health development

4.3 Strategic objectives: our commitment is to:

- Develop and maintain a safe system of work
- Ensure adequate risk assessment processes are developed
- Ensure clear lines of communication are in place
- Ensure clear lines of responsibility and accountability for Health & Safety are in place
- Ensure compliance with all requirements of legislation relating to Health & Safety

5. Environmental Policy Statement

Trent Education Centre understands its responsibility to protect the environment in which we operate. We are committed to improving our environmental performance across all our business processes and encourage our business partners and those in the wider community to help support this effort.

We recognise these key impacts:

- Our energy use
- The raw material procurement process
- Our waste generation onsite and remotely
- The emissions we produce that go to the atmosphere and potentially the water courses
- General water use
- Our company vehicles and transport policy
- General procurement of all products, equipment, and suppliers

We will strive to:

- Embrace environmental standards in all areas of operation and exceed relevant legislative requirements where reasonably practicable
- Assess work processes and highlight where we can minimise impacts
- Minimise our waste through careful procurement and recycling processes
- Procure sustainable products wherever feasible e.g., recycled, FSC or low environmental impact products and energy from renewable sources
- Broadcast our environmental position to relevant stakeholders
- Provide information, instruction, and training for employees to be involved in good environmental practices and remedial actions
- Reduce accident and incident risks from environmental impacts for all people who may be directly or indirectly affected by our business processes
- Adopt and maintain an environmentally friendly transport strategy
- Include environmental and ethical methods when deciding investment opportunities
- Improve on developing solutions to environmental impacts.
- Continually monitor and assess the environmental impact of all our operations

Trent Education Centre has developed a series of action plans to supplement each of our environmental policy objectives. These can be found on the company intranet system. We will periodically review our performance.

6. Health and Safety Organisation & Responsibilities

Health and Safety Scope of Trent Education Centre

6.1 Organisational Scope to Support our Policy:

Trent Education Centre endeavours to:

- Provide adequate control of health and safety risks arising from our work activities
- Consult with and engage our employees and contractors on matters affecting their health and safety
- Ensure that safe plant and equipment are suitably maintained
- Ensure that all employed people can handle and use substances safely
- Provide information, instruction and supervision for employees and contractors as appropriate
- Ensure that all employees and contractors are competent to do the work, and provide adequate training as needed for the situation
- Prevent accidents and cases of work-related ill health
- Maintain safe and healthy working conditions with the provision of suitable welfare facilities
- Review and revise this policy as necessary or at regular intervals whichever comes first

6.2 Overall responsibility:

Managing Director	Zaheer Ahmed
Head of Operations	Ansar Raja

It is the responsibility of the Managing Director and the Head of Operations to ensure that sufficient resources are available to ensure that the arrangements within this health and safety policy are implemented, monitored, and operating effectively.

Trent Education Centre’s overall responsibilities:

- Develop a clear overall policy
- Allocate responsibilities for managing safety at the appropriate levels
- Develop and implement a health and safety plan for individual projects where appropriate
- Check the implementation and effectiveness of each plan through a monitor and review system
- Ensure all hazards are identified and risk assessments carried out to help design systems of work that minimise and/or control risk where appropriate
- Provide supervision for all persons where there is a shortfall in experience or competence, young people, and trainees
- Review, monitor and audit the whole process continues, as necessary or sooner when the activity or conditions change that affect the risk to make continuous improvement

6.3 Named Responsibilities:

The following persons have been named as having responsibilities to assist in the delivery of this health and safety policy:

Name	Sam Cook
Position	Designated Safeguarding Lead/Health & Safety Lead

Training:

Induction training is provided for all new starters; further training will be provided, that relates to competence and activities and will include site-specific inductions on project sites.

Training may be delivered in any of the following formats:

- Toolbox talks
- Individually from a manager, an expert from outside the organisation, a client, a managing director, or another representative who will be considered suitable
- Instructor-led training on a pre-booked session covering a specific need
- E-Learning

The training process is the responsibility of the Heads of Departments who will be responsible for keeping training records and prompting refresher training. The company has identified the following activities as required training:

Activity	Training Description	Delivery Mechanism
Company Inductions	Cover all aspects of the company	In-house

6.4 Information, Communications and Consultation:

The health and safety law poster (What You Need to Know) is displayed within each of Trent Education Centre's premises.

Health and safety information and support are available from the Health & Safety Lead.

Where persons are working at sites owned or controlled by others, information relating to the hazards present, risk assessments, safe systems of work and any emergency procedures are given to them by their immediate line manager.

6.5 Accidents, First Aid and Emergencies:

All accidents and near misses will be reported to the Health & Safety Lead, who will keep records and report accidents, diseases, and dangerous occurrences to the enforcing authorities if required. When required by a risk assessment, health surveillance is provided for employees as part of the risk management process. Health surveillance records are kept by the HR Department, which notifies the employees of any issues that they need to be aware of in terms of worker health.

The following action is to be taken in the event of the following emergencies:

Emergency	Action
Fire Alarm	Evacuate the building by the stairs if on the first floor and use the access/egress fire exit door and assemble in the car park.
Other emergencies i.e., gas release, bomb scare, electrical failure, structural failure, risks from neighbouring businesses, adverse weather considerations, etc	Contact the Health & Safety Lead, or if an emergency, contact the relevant emergency services, as a matter of urgency.

6.6 Monitoring and Auditing:

Monitoring and auditing are undertaken as appropriate with the aim to make continuous improvements.

Auditing and monitoring are the responsibility of the HR department which instruct a list of representatives to support the process.

6.7 Plant and Work Equipment:

Trent Education's policy is to use properly selected and maintained plants and equipment.

It is the responsibility of the Managing Director and Head of Operations to select work equipment (whether hired or company-owned) and ensure that it is fit for purpose and ensure that it conforms to any required safety standards.

The maintenance procedure and programme review are the responsibility of the HR Department which identifies all equipment that requires maintenance, arranges for the maintenance, and then checks that it has been completed. It is the responsibility of the line manager to check that all tools have been adequately maintained before use onsite, (whether hired or company-owned).

If defects are found with any plant or work equipment these are to be reported to the HR Department for action. The machinery must be taken out of action and the supplier called to perform the necessary maintenance.

6.8 Hazardous Substances (COSHH):

If hazardous substances are identified, then they are assessed for risk and checked that they are safe to use before purchase. All hazardous substances used with a significant risk will either be substituted with a less harmful alternative or controlled by designing safe work systems and communicated to relevant people who are likely to use the product.

Assessments of hazardous substances are reviewed annually or whenever changes occur that might alter the level of risk.

The person responsible for the above and the implementation of safe systems of work for using hazardous substances will be the Health & Safety Lead.

6.9 RIDDOR:

RIDDOR is the law that puts duties on employers, people in control of work premises, and the Responsible Person to report certain serious workplace accidents, occupational diseases, and specific dangerous occurrences (near misses).

Trent Education will report and keep records of:

- work-related accidents which cause deaths
- work-related accidents which cause certain serious injuries (reportable injuries)
- diagnosed cases of certain industrial diseases; and
- certain 'dangerous occurrences' (incidents with the potential to cause harm)

6.10 Gas:

Every gas appliance needs a Gas Safety Certificate. The Gas Safety (Installation and Use) Regulations 1998 (GSIUR) require that employers ensure any gas appliance, installation pipework or flue installed at any place of work under their control is maintained in a safe condition to prevent the risk of injury to any person. Failure to comply with the legislation renders Trent Education liable to criminal prosecution and unlimited fines in certain circumstances.

All work on gas systems is carried out by qualified GasSafe registered companies or persons. It is a legal requirement, and each certificate is renewed every year. Trent Education ensures that all gas appliances are tested, maintained, checked, and certificated annually.

6.11 Display Screen Equipment (DSE):

As an employer, Trent Education Centre protects its workers from the health risks of working with display screen equipment (DSE), such as PCs, laptops, tablets, and smartphones.

The Health and Safety (Display Screen Equipment) Regulations apply to workers who use DSE daily, for continuous periods of an hour or more. The regulations don't apply to workers who use DSE infrequently or only use it for a short time.

In law, Trent Education Centre must:

- complete a DSE workstation assessment
- reduce risks, including making sure workers take breaks from DSE work or do something different
- provide an eye test if a worker asks for one
- provide training and information for workers

Trent Education Centre ensures all employees who work with DSE are provided with the relevant training, risk assessment, and an eye test if needed.

6.12 Heights:

To comply with Health & Safety law, Trent Education Centre ensures any Working at Height work is properly planned, supervised, and carried out by competent people with the skills, knowledge, and experience to do the job. The risk is first assessed, and where possible, the following steps are taken:

- avoid work at heights where it's reasonably practicable to do so
- where work at height cannot be easily avoided, prevent falls using either an existing place of work that is already safe or the right type of equipment
- minimise the distance and consequences of a fall, by using the right type of equipment where the risk cannot be eliminated

6.13 Personal Protective Equipment (PPE):

Employers have a responsibility to ensure that suitable personal protective equipment is provided to employees who may be exposed to a risk to their health or safety, while at work. Personal protective equipment (PPE) is frequently used in workplaces and is essential in protecting workers from experiencing injuries or ill health.

When determining whether PPE is required, Trent Education Centre uses a risk assessment to identify the risks present in the workplace and assess which measures are required to control these risks:

- Elimination - This involves removing a hazard completely
- Substitution - This involves replacing the hazard with something that poses a lesser risk
- Control methods - This involves isolating people from the hazard in some way.
- Safe systems of work - This involves changing the way people work to prevent them from encountering the hazard
- PPE - This involves providing workers with personal protective equipment (this is the last line of defence)

6.14 Storage and Handling:

Storage is designed so that items are stable in storage and that shelving, or racking will be suitable in terms of strength and position to allow safe storage. This is the responsibility of Managing Director and Head of Operations.

Where items require handling, the appropriate means of handling whether manual or mechanical are designed, and risk assessed before the start of the activity/project. Handling risk assessments and the design of safe systems is the responsibility of the Health & Safety Lead, as appropriate.

6.15 Driving for business:

Trent Education recognises that some employees may need to drive as part of their job roles and responsibilities. We are committed to reducing the risks associated with driving for business purposes, and as a result, we ensure that everyone who drives for business purposes has the correct insurance, the car is fit for purpose, never drives faster than the speed limits permit and obeys the law.

6.16 Off-site visits:

Trent Education Centre ensures that Health & Safety arrangements are in place for anyone participating or conducting activities off-site. A risk assessment is completed for all off-site activities.

Trent Education Centre is alert to changing circumstances and this includes being aware of changes in weather conditions and forecasts. We also follow the advice provided by the police, or for the possible threat of terrorist targets. We understand that terrorist targets tend to be more prominent in city areas, however, we are aware this is not always the case, and we stay vigilant about these threats.

6.17 Lone Working:

Trent Education Centre has specific duties to protect Lone Working, and this is managed properly, efficiently, and effectively. Any possible hazards are identified and controlled to ensure the health and safety of the lone worker. Emergency contact arrangements are in place, using a mobile phone. Calls are made to those who are lone working, to keep lines of communication open, ensuring safety.

6.18 Young persons:

Trent Education Centre's Safeguarding Policy and Procedures apply to all employees, learners, contractors, visitors, and others. The Safeguarding Policy intends to ensure that staff are made aware of any issues relating to the welfare of children and young people and that their safety is of paramount importance.

6.19 Learners:

Learners are aware of their responsibilities relating to Health & Safety and must ensure they are responsible for the health & safety of themselves and others around them. Learners are provided with information on how to report any incident or accident.

6.20 Expectant Mothers:

The Management of Health & Safety at Work Regulations 1999 (MHSW) requires employers to protect the health & safety of employees who are expectant mothers.

When Trent Education Centre has been informed, in writing, a new individual risk assessment is completed. It is discussed to see if there are any conditions or circumstances with their pregnancy that will affect their work. We consider any medical recommendations provided by their doctor or midwife. The risk assessment considers any risk of exposing the expectant mother to chemicals, significant manual handling and working at heights. A copy of the risk assessment is given to the HR department.

7. Fire Safety:

In accordance and in line with the Regulatory Reform (Fire Safety) Order 2005, Trent Education Centre has carried out a Fire Risk assessment for all its premises.

All Trent Education Centre premises have appropriate means of raising the alarm should there be a fire or emergency. Emergency equipment (fire extinguishers, smoke alarms etc) is inspected in line with Fire Regulations. Further details can be found in Trent Education Centre's Fire Safety Policy and Risk Assessments.

Trent Education Centre has in place, trained Fire Marshals, and Wardens, to ensure safe evacuation in case of an emergency.

7.1 Asbestos:

In compliance with the Asbestos Regulations 2012, the asbestos register is made available to affected staff and or contractors.

Should any works need to be carried out at any Trent Education Centre premises that contain asbestos within the building, a specialist contractor is employed to complete a detailed risk assessment and to carry out the works needed.

7.2 Legionella Control and Water Hygiene Management:

Legionnaires Disease has the potential to form a fatal form of pneumonia (lung infection) called Legionnaires' disease. Legionella bacteria can also cause a less serious illness called Pontiac fever. This can affect anyone, although some people are more susceptible to it than others.

Trent Education Centre ensures:

- all maintenance work and modifications to pipework are carried out considering the risk of Legionella
- ensure a system is in place for monitoring water systems
- Ensure every 2 years that a legionella risk assessment has been carried out by a competent person
- Ensure any remedial actions identified by the risk assessment have been completed

Disciplinary Procedures:

Trent Education Centre takes its Health & Safety responsibilities seriously. Any employee found to be wilfully disregarding Health & Safety regulations will be dealt with under the Disciplinary Procedure, and any learner wilfully disregarding Health & Safety Regulations will be dealt with under the Learner's Code of Conduct.

8. General Responsibilities

General responsibilities of the Employer:

- Make the workplace safe and without health risks
- Ensure plant and machinery are safe and that safe system of work are set and followed
- Ensure articles and substances are moved, stored, and used safely
- Provide adequate welfare facilities
- Give information, instruction, training, and supervision necessary for health and safety protection

Consultation responsibilities of the Employer

Consult employees or safety representatives on health and safety matters including:

- Changes in procedures, equipment, or ways of working
- Arrangements for getting competent people
- Providing information on likely risks and dangers
- Measures to reduce or remove the risks
- The overall health and safety plan
- The health and safety consequences of introducing new technology


The employer must:

- Assess the risks
- Make the necessary arrangements
- Record the findings
- Draw up a health and safety policy statement
- Appoint someone competent
- Co-operate with other employers
- Set up emergency procedures
- Provide adequate first-aid facilities
- Make sure that the workplace satisfies health, safety, and welfare requirements
- Make sure that work equipment is suitable for use
- Prevent or adequately control exposure to substances
- Protect against flammable or explosive hazards, electrical equipment, noise, and radiation
- Avoid hazardous manual handling operations
- Provide health surveillance where appropriate
- Provide free, any protective clothing or equipment
- Ensure that appropriate safety signs are provided
- Report certain injuries, diseases, and dangerous occurrences.

General responsibilities of Employees:

- Take reasonable care of health and safety
- Co-operate with your employer
- Correctly using work items
- Not interfere with or misuse anything provided
- Report all hazards, defects, or concerns
- Use all facilities for the purpose provided

This policy and its procedures are reviewed on an annual basis, or sooner if working practices change, to ensure it remains effective. This policy is updated if new practices are implemented or new legislations, rules, regulations, or laws are recommended/come into force.

Signed: 
Name: Zaheer Ahmed
Position: Managing Director