TBAC
The Learning Centre

Health, Safety and Welfare Policy Document

Last Review Date January 2026
Next Review Date January 2027

1. STATEMENT OF GENERAL POLICY

1.1. TBAC fully accepts the obligations placed upon it by the various Acts of Parliament covering health, safety and welfare. TBAC requires its managers to ensure that the following policy is implemented and to report annually on its effectiveness.

2. MANAGEMENT ORGANISATION AND ARRANGEMENTS

Introduction

2.1. This policy has been prepared and published under the requirements of Health & Safety at Work legislation. The purpose of the policy is to establish general standards for health, safety and welfare at work and to distribute responsibility for their achievement to all managers, supervisors, and other employees through the normal line management processes.

3. MANAGEMENT RESPONSIBILITIES

Manager

3.1. The manager has overall responsibility for the implementation of TBAC's policy. In particular he is responsible for ensuring that the policy is widely communicated and that its effectiveness is monitored.

Directors and Manager

3.2. These managers are wholly accountable to the Directors for the implementation and monitoring of the policy within the area of their specified responsibility.

Nominated Safety Officer

3.3. The Safety Officer is a nominated person responsible for co-ordinating effective health and safety policies and controls across the organisation.

3.4. The Safety Officer is responsible for:

- The production and maintenance of TBAC's policy
- Its application
- Monitoring and reporting on the effectiveness of the policy
- The provision of general advice about the implication of the law
- The identification of health and safety training needs. The safety officer also acts on behalf of the manager, as TBAC's formal link with the Health and Safety Executive, Environment Health Departments and other external agencies
- The production and maintenance of Health and Safety Codes of Practice for each aspect of the services within the organisation.

4. HEALTH AND SAFETY MANAGEMENT PROCESS

4.1. TBAC believes that consideration of the health, safety and welfare of staff is an integral part of the management process. The provision of the Health and Safety at Work etc Act, associated Codes of Practice and E.C. Directives will be adopted as required standards within the organisation. Responsibility for Health, Safety and Welfare matters shall be explicitly stated in management job descriptions.

4.2. TBAC requires managers to approach Health, Safety and Welfare in a systematic way, by identifying hazards and problems, planning improvements, taking executive action and monitoring results so that the majority of Health, Safety and Welfare needs will be met from locally held budgets as part of day-to-day management, although many Health and Safety problems can be rectified at little additional cost.

4.3. For major additional expenditure, cases of need will be submitted by Directors to the manager

4.4. If unpredictable Health and Safety issues arise during the year, the manager must assess the degree of risk, in deciding the necessary resources and actions to commit to addressing these issues.

5. HEALTH, SAFETY AND WELFARE GUIDELINES

5.1. It is the policy of TBAC to require managers to produce appropriate Health, Safety and Welfare policies or guidelines. These should embody the minimum standards for Health, Safety and Welfare for the department and the work organised within it.

5.2. It shall be the responsibility of the manager to bring to the attention of all members of his or her staff, the provisions of the guidelines, and to consult with appropriate Health and Safety representatives about the updating of these guidelines.

6. IDENTIFICATION OF HEALTH AND SAFETY HAZARDS AND PROBLEMS

6.1. It is the policy of TBAC to require a thorough examination of Health, Safety and Welfare performance against established standards at least annually. The technique to be adopted for such examinations will be the 'Safety Audit'. The Audit requires review of:

- Standards laid down in the policy
- Departmental guidelines
- Relevant regulations
- Environmental factors
- Staff attitudes
- Staff instructions
- Methods of work
- Contingency plans
- Recording and provision of information about accidents and hazards

6.2. The information obtained by the Audit will be used to form the basis of the plan for the department for the following year. Audits must be completed by July of each year.

6.3. The responsibility for ensuring that audit activity is carried out as part of this policy rests with the manager

6.4. It is the management's responsibility to ensure that any deficiencies highlighted in the Audit are dealt with as speedily as possible.

6.5. In addition to carrying out Safety Audits, it is the responsibility of the manager to check, at least quarterly, all portable equipment, including electrical appliances, in their area, and to ensure that all problems are immediately dealt with.

6.6. It must be emphasised that managers have a continual responsibility for the elimination of hazards in order to maintain a safe learning/working environment. Any hazard which is identified by staff/learner must be reported to the departmental head as soon as possible.

7. TRAINING

7.1. Health and Safety training shall be incorporated within annual training programmes, as part of the development of a systematic training plan. Health and Safety training needs will, therefore, be identified and planned for in the same manner as other training needs.

7.2. Four areas of need shall be given special priority:

- Training for managers, to equip them with an understanding of the manager's responsibilities under this policy, and the role and purpose of safety representatives
- Training for all members of staff to acquaint them with the main provisions of the law and its practical implication, the main features of this policy and key safety rules
- Induction and in-service training for learners to acquaint them fully with new requirements and hazards

8. RISK ASSESSMENTS

8.1. Risk assessments are a fundamental component of our health and safety policy, designed to proactively identify potential hazards in the workplace and evaluate the likelihood and severity of harm. By systematically examining tasks, equipment, and environments, we aim to implement effective control measures that reduce risks to an acceptable level. All assessments are regularly reviewed and updated to reflect changes in operations, legislation, or incident reports, ensuring continuous

improvement in safety standards. Employees are encouraged to participate in the risk assessment process, fostering a culture of shared responsibility and vigilance.

9. RECORDS, STATISTICS AND MONITORING

9.1. TBAC will operate systems for recording, analysis and presentation of information about accidents, hazard situations and untoward occurrences Advice on systems will be provided by the Safety Officer, in conjunction, where appropriate with specialist advisory bodies for example local Environmental Health Departments, and the responsibility for the operation of these systems rests with managers and supervisors at all levels. Information obtained from the analysis of accident statistics must be acted upon and, where necessary, bids for additional expenditure made to the manager

10. REPORTS TO THE HEALTH AND SAFETY EXECUTIVE

10.1. The responsibility for meeting the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1985 to the Health and Safety Executive shall rest with the manager as delegated to the Safety Office.

11. SPECIALIST ADVISORY BODIES

11.1. Certain bodies and the individual members of those bodies have always had a Health and Safety role, most notably, the Health & Safety executive, or local Environmental Health Departments. If further specialist advice is required, this may be obtained by Managers from expert individuals or bodies outside the organisation.

12. FIRST AID

12.1. It is the policy of TBAC to make provision for First Aid and the training of 'First Aiders' in accordance with the First Aid Regulations (1982). The Safety Officer is responsible for ensuring the Regulations are implemented and for identifying training needs.

13. MEDICAL NEEDS

13.1 Our health and safety policy recognizes the importance of addressing medical needs to ensure the wellbeing of all students and staff. We are committed to providing reasonable accommodations for individuals with chronic conditions, disabilities, or specific health requirements, including access to first aid, emergency medical support, and clearly communicated procedures for managing medical incidents. Employees are encouraged to disclose relevant medical information confidentially so appropriate support can be arranged, such as medication storage, modified duties, or emergency response plans. Medical needs of students are communicated via the parental consent form and TBAC is committed to

accommodating such needs wherever it is possible to do so. This proactive approach helps create a safe, inclusive, and responsive working environment for everyone.

14. FIRE

14.1. The manager is responsible for ensuring that the staffs receives adequate fire training, and that nominated fire officers are designated in all Company premises. The manager delegates these responsibilities to the Fire officer.

15. CONDEMNATION AND DISPOSAL OF EQUIPMENT

15.1. Procedures for the, condemnation and disposal of equipment are set out in TBAC's Standing Financial Instructions. Managers introducing new equipment should have new equipment checked by the Safety Officer.

16. FOOD HYGIENE

16.1. Those Managers who have responsibility for food acquisition, storage, processing and serving, and staff induction and training, are responsible for ensuring that these functions are undertaken to the necessary legal standards. Any suspected outbreak of food poisoning or other unexplained and possibly food related incidents must be reported to the manager

17. LIFTING AND HANDLING

17.1. Managers are responsible for informing staff of safe lifting techniques. The Safety Officer will identify specific training needs. The Personnel Office / Head Office will ensure training in lifting and handling is provided to staff.

18. NON-SMOKING ON COMPANY PREMISES

18.1. TBAC has agreed that there will be no smoking in its buildings. The overall aim is to reduce smoking and so save life, reduce risk of fire, prevent unnecessary illness and chronic disability. The rules relating to smoking on Company premises are available from the Personnel Department / Head Office.

19. CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH

19.1. The Control of Substances Hazardous to Health Regulations (COSHH) requires the organisation to identify those substances which are in use and which are hazardous to health (as legally defined) and to assess the risk of those substances. TBAC must also provide and use controls to prevent exposure to substances hazardous to health; maintain controls by monitoring exposure or by health surveillance of employees; and provide information, instruction and training for

employees on all these matters. The Safety Officer is responsible for implementing these Regulations.

20. COMPUTER INSTALLATIONS AND VISUAL DISPLAY UNITS

20.1. All new computer installations must adhere to the British Standard Specifications and comply with the Health and Safety (Display Screen Equipment) Regulations 1992. All new learners operating VDUs are issued with a copy of the Health and Safety Executive Booklet entitled 'Working with VDUs'.

21. CONTROL OF WORKING TIME

21.1. TBAC is committed to the principles of the Working Time Regulations (1998). No member of staff is expected to work more than 48 hours per week (including overtime) unless there are exceptional circumstances. Similarly all other requirements of the regulations e.g. in relation to breaks, night workers etc. will be complied with

22. HEALTH AND SAFETY AND THE INDIVIDUAL EMPLOYEE

22.1. The Health and Safety at Work Act requires each employee 'to take reasonable care for the Health and Safety of himself and of other persons who may be affected by their acts and omissions' and co-operate with management to enable management to carry out their responsibilities under the Act. Employees have equal responsibility within the organisation for Health and Safety at Work.

22.2. The refusal of any employee to meet their obligations will be regarded as a matter to be dealt with under the Disciplinary Procedure. In normal circumstances counselling of the employee should be sufficient. With a continuing problem, or where an employee leaves themselves or other employees open to risk or injury, it may be necessary to implement the formal stages of the Disciplinary Procedure.

23. PEOPLE WORKING ON COMPANY PREMISES NOT EMPLOYED BY TBAC

23.1. Persons working in TBAC premises who are employed by other organisations are expected to follow Company Health and Safety Policies with regard to their personal safety and their method of work. This responsibility will be included in contracts or working arrangements. Similarly seconded Company employees working in other host premises will be expected to follow the host employers Health and Safety Policy.

24. LEARNERS AND MEMBERS OF THE PUBLIC

24.1. TBAC wishes to ensure that as far as is reasonably practicable, the Health, Safety and Welfare of learners to Company establishment will be of the highest standard.

24.2. Any member of staff who notices persons acting in a way which would endanger other staff should normally inform their Head of Department. If the danger is immediate, common sense must be used to give warning, call for assistance or give aid as necessary. It is equally important not to over-react to a situation.

25. COVID-19 PROCESS & PROCEDURES

Due to this new virus, we have put in place this process and procedure in order to comply with the COVID-19 guidelines, we have introduced the following process and procedure.

25.1 - Floors have been marked with tape to allow for social distancing.
- Sanitising stations are placed and clearly marked throughout the centre

25.2 There is a daily routine in place to be adhered by staff, students and visitors at all times,

25.3 Where visitors are expected they are informed prior to their arrival of TBAC's process

25.4 A copy of the process and procedures have been issued to all staff and sent out to parents.

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