



# HCT Learning

## Quality Assurance Manual

### 2020

**Health and Safety Handbook**

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### 1 Health and Safety Statement

It is the policy of Hughes Consultancy and Training to promote high standards of health and safety within the centre and venues of training and to ensure that the Safety, Health and Welfare at Work Act 2005 and its associated legislation are adhered to. In addition to our commitment to the safety of our staff and students, it is the aim of Hughes Consultancy and Training Ltd, to achieve a working environment, free from work related accidents and ill health.

The Management team will therefore ensure that the following is carried out:

- Identify hazards in the workplace, assessing the risks related to them and implementing appropriate preventative and protective measures
- Provide and maintain work equipment
- Establish and enforce safe methods of work
- Recruit and appoint personnel who have the skills, abilities and competence, matching with their role and level of responsibility
- Ensure that tasks given to employees are within their skills, knowledge and ability to perform
- Ensure that technical competence is maintained through the provision of refresher training as appropriate
- Promote awareness of health and safety and of good practice through the effective communication or relevant information

All members of the centre are expected to demonstrate their commitment towards a safe and healthy work and study environment by complying with the centres Health and Safety Policy and associated procedures.

This health and safety statement will be reviewed whenever there is a significant change in the matters to which it refers to ensuring that it reflects changing needs and circumstances.

### **1.1 Centre Responsibility**

HCT Learning requires a Health and Safety Risk Assessment form to be completed before the programme commencement. This will be developed through the Health and Safety Officer as part of the development process with the Programme Development & Review Committee. This risk assessment will be required to be updated regularly to ensure that it is kept accurate. Programme Coordinators will be required to send a pre-programme confirmation email to the venue/hosting client which will outline the venue and physical resources checklist. The trainer selected to deliver the programme on behalf of HCT Learning will then be required to attend a client appointment and as part of that appointment complete a Health and Safety risk assessment. The risk assessments have been developed by our Health and Safety Officer as part of our programme development processes. Trainers will be required to submit their findings confirming that all control measures have been put in place and the Training Manager at HCT Learning will then be required to review the findings in order to ensure that health and safety standards are maintained or where required implemented.

It is the responsibility of management, staff and trainers at the training venue, to ensure that a suitable venue for programme delivery has been selected.

#### **1.1.1 Health and Safety Officer**

HCT Learning will work with a dedicated Health and Safety Officer in order to comply with health and safety legalisation, the Health and Safety Officer will enable the centre to implement and manage health and safety requirements by:

- Creating and implementing a Safety Statement
- Completion of a Risk Assessment for the main office
- Completion of an individual Risk Assessment for each programme officer
- Create health and safety training
- Fire drills

All staff will be trained where required in the following areas:

- Manual handling
- Risk Assessment
- Fire Warden training
- Notification of accidents and dangerous incidents
- Display screen safety
- FAR training

The Health and Safety Officer will, where required, form part of our Board with the purpose of ensuring that the company is meeting its legislative obligations in relation to its responsibilities under health, safety and welfare at work for its staff and learners.

### **1.1.2 Insurance**

HCT Learning work with a Broker for all the insurance needs. HCT Learning has the required insurance that is best suited for their needs.

HCT Learning has a combined liability policy for the business description of Training & Consultancy – this covers:

- Employer's liability
- Public/Products liability

Our public liability will cover all damage to a third party or third-party property whilst in attendance on a training programme. HCT Learning also has an office policy in place which covers contents, laptop/computers, money, employers and public liability for office-based staff.

HCT Learning has all required insurance in order to protect the learners whilst attending any of the training programmes, trainers working for HCT Learning automatically subscribe for HCT's personal and professional indemnity insurance at the cost of €25 per programme delivered which will be deducted at source. In the case where trainers hold their own personal and professional indemnity insurance, HCT Learning will need to be named on their insurance and a copy of the insurance will be kept on file at HCT's head office.

All our insurance cover is subject to Insurers Policy terms and conditions.

## **1.2 Trainer Responsibility**

The trainer selected to deliver a programme on behalf of HCT Learning will then be required to attend a client appointment and as part of that appointment complete a Health and Safety risk assessment.

Trainers will also be required to complete the following.

### **1.2.1 Accident Report Form**

HCT Learning requires an accident/incident report form to be completed whenever an accident or incident occurs on one of their training programmes. There is a form available for completion where the incident occurs that results in injury or damages to a person or their property (see below).

HCT Learning will where required investigate the incident and where required report to the Health and Safety Authority and Lantra.

### **1.2.2 Facilities Checklist**

As part of the pre-programme client appointment trainers will be required to complete a facilities checklist. This is to ensure that learner resources and supports required within reason are met. The adequacy of resources and supports provided are monitored regularly through feedback from learners and clients, and updated where necessary. Through this practice we operate an integrated approach to teaching by including the learner perspective.

Through completing the facilities checklist we aim to:

- Ensure that every venue is fit for purpose, that the resources and supports fit the need of the programme to be delivered. This will ensure that the learner can achieve the highest quality of instruction to achieve certification.
- To ensure the diverse needs of all learners are met for every programme delivered, e.g. learners with disabilities.

In order to meet these aims the following criteria would need to be met as part of the checklist:

- Reasonable access to public transport or adequate parking is available at or near the venue
- The venue is easy to find and accessible to all learners, e.g. wheelchair accessible
- The room must be large enough to comfortably fit all learners
- There should be adequate lighting in the room including natural sun light, the room should have adequate acoustics, ventilation and heating

- The venue must have adequate health and safety requirements, e.g. fire exits, assembly points etc
- The room should have adequate furniture, e.g. tables and chairs
- There should be access to the appropriate tools for the course e.g. lawnmowers, paint brushes etc
- For project based courses the trainer must ensure there is appropriate space for all learners to partake in the project
- For outdoor/manual programmes must ensure that the venue can supply both a classroom and outdoor area suitable to the needs of the programme e.g. grass for lawnmower instruction etc

### 1.2.3 Formative Feedback

Trainers are required to provide learners with formative feedback at the midway point of their course. Formative feedback ensures the learner is completely aware of their strengths and weaknesses, and how they can work to improve them.

One section of this covers Health and Safety. The learner is scored as per the table below. Therefore knows the areas in which they need to improve.

| 1              | 2                                  | 3       | 4    | 5         | 6         |
|----------------|------------------------------------|---------|------|-----------|-----------|
| Unsatisfactory | Considerably less than is expected | Average | Good | Very good | Excellent |

### Observation of Health and Safety Regulations

1. Learners observation of Health and Safety Regulations to date has been unsatisfactory. The learner's ability to observe the health and safety requirements of this programme has not been demonstrated to date, is fearful and presenting alarming concerns for their welfare and others. This is not sustainable.
2. Learners observation of Health and Safety Regulations to date has been considerably less than is expected. The learner's ability to observe the health and safety requirements of this programme is unclear to date with the learner needing to demonstrate more understanding and presenting concerns for their welfare and others. Immediate improvement is required.
3. Learners observation of Health and Safety Regulations to date has been average. The learner's ability to observe the health and safety requirements of this programme has been

to a moderate level with some understanding demonstrated however it is recommended that more improvement is needed.

4. Learners observation of Health and Safety Regulations to date has been good. The learner's ability to observe the health and safety requirements of this programme has been to an acceptable level with sufficient understanding demonstrated. Some improvement needed.
5. Learners observation of Health and Safety Regulations to date has been very good. The learner's ability to observe the health and safety requirements of this programme has been to an impressive level with great understanding demonstrated. Some minor improvements could be made.
6. Learners observation of Health and Safety Regulations to date has been excellent. The learner's ability to observe the health and safety requirements of this programme has been to an exceptional level with outstanding understanding demonstrated. No improvements to be made.

### **1.3 Learner Responsibility**

Learners have a legal responsibility not to endanger themselves or others by their actions. Thus full time and part time learners must:

- Take reasonable care for their own safety and not endanger others by their acts or omissions
- Co-operate fully with all safety rules and regulations issued by the company
- Not interfere or misuse anything that is provided in the interest of health and safety
- Ensure equipment is operated in a safe manner and good housekeeping standards are maintained
- Use personal protective equipment (PPE), as necessary. (Learners are required to provide their own PPE i.e. safety glasses etc.)
- Use equipment only if properly trained
- Report accidents, dangerous occurrences, defective equipment or potential safety hazards to the trainer/centre
- Comply with requirements of the Safety, Health and Welfare Act 2005 and all associated legislation
- Not to be under the influence of alcohol or drugs or a combination of alcohol and drugs to the extent that he or she is likely to endanger his or her own safety, health or welfare at work or that of any other person
- Not to engage in improper conduct or other behaviours such as violence, bullying or horseplay, which could endanger another person or his/her safety, health and welfare

### 1.4 A1 Accident Report

Name of injured person: \_\_\_\_\_

Is the person injured a: Place an X in the appropriate box

Client  Student  Trainer  Staff Member  Other \_\_\_\_\_

**Staff Member Details:**

Department: \_\_\_\_\_

Manager: \_\_\_\_\_

**Participant Details:**

Programme: \_\_\_\_\_

Tutor: \_\_\_\_\_

Supervisor: (Optional) \_\_\_\_\_

**Tutor Details:**

Sector: \_\_\_\_\_

Reporting \_\_\_\_\_

**Client Details:**

Sector: \_\_\_\_\_

Venue: \_\_\_\_\_

**Details of Accident**

Date of Accident: \_\_\_\_\_

Venue: \_\_\_\_\_

Time of Acci- \_\_\_\_\_

Exact area/location where the accident oc- \_\_\_\_\_

Describe in detail what the injured person was doing at the time of the accident and how the accident occurred?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



- Head  Eyes  Neck  Back  Chest  Abdomen
- Shoulder/Upper arm/ Elbow  Lower arm/Wrist  Hand  Fingers  Hip joint/Thigh/Knee
- Lower leg/Ankle area  Foot  Toes  Multiple injuries

Other please specify: \_\_\_\_\_

Was medical attention required?  YES  NO

Was medical attention administered by:

Place an **X** in the appropriate box:

- First Aider  Hospital  Doctor

Were there any witness to the accident?  YES  NO

Name of Witness: \_\_\_\_\_

Does the injured party require time off: If so how much? \_\_\_\_\_

#### Hospitalisation ONLY:

Was injured person brought to hospital?  YES  NO

By what means of transport was the injured party brought to hospital?

Who brought the injured party to hospital and by what means?

Name of Hospital: \_\_\_\_\_

Was the injured party admitted to hospital (please provide details of ward and length of stay) \_\_\_\_\_

What medical treatment was administered? \_\_\_\_\_

#### Data Protection:

The information supplied will be held in the strictest confidence and will not be released to any other party without your authorisation.

The safety representative are entitled to investigate accidents under the Safety, Health and Welfare at Work Act, 1989

Do you wish to have this information released to the Safety Representatives:  YES  NO