



## *Health and safety policy*

### **Policy aim and purpose**

The aim of this policy is to raise awareness of health and safety requirements within the learning environment, as well as provide information on risk management procedures. This policy will highlight potential risks which may occur within the learning environment and promote a high standard of health, safety and welfare for all learners.

### **Health and safety requirements**

All of those involved with the delivery and assessment of PHA qualifications, including those learners completing an PHA qualification, have the right to be safe within the premises. To maintain high standards of safety, the PHA has adhered to the following:

- Carry out a risk assessment of the premises
- Have appropriate insurance and display the certificate in an accessible location
- Provide toilets, washing facilities and drinking water
- Provide adequate first-aid facilities
- Implement clear and appropriate emergency procedures for evacuation in case of fire or another significant incident
- Provide appropriate health and safety training to enable staff to carry out their duties
- Display a copy of the health and safety law poster - this is available directly from [www.hse.gov.uk](http://www.hse.gov.uk)
- Ensure compliance with all health and safety legislation
- Maintain safe and healthy working conditions
- Maintain plant, equipment and machinery
- Ensure safe storage/use of substances.

### **Risk assessment**

A risk assessment is an important step towards protecting individuals within the learning environment and is a legal requirement. The purpose of a risk assessment is to identify any hazards which have the potential to cause harm and assess the risk or likelihood of occurrence. This should not intend to eliminate all risk, however protect individuals as far as reasonably practicable. In most instances, preventative measures can easily minimise the chance of a risk occurring.

There are five steps to identifying risk within the learning environment:

- Identify potential hazards
- Decide who may be harmed and how



- Evaluate the risk and identify control measures
- Record these findings and implement any actions identified
- Review annually and update when necessary

Evidence of risk assessments must be made available to PHA quality assurance workforce during centre inspections. In addition, centre staff and workforce members must be able to access these easily.

### **Monitoring and review**

This policy will be reviewed annually to ensure it remains fit for purpose and in line with health and safety regulations. Additionally, should an accident or injury occur during the delivery or assessment of an PHA qualification, this policy will be reviewed and updated to prevent further occurrence within any other centre.

The next policy review will take place in July 2020.

Private Hire Academy



## Insurance requirements

All PHA Approved Centres must have in place appropriate insurance to cover against any accidents which may occur within the learning environment. These include:

- **Employer liability**                      Employers are required by law to insure, and maintain insurance, against liability for bodily injury or disease sustained by employees, arising out of and during the course of employment in that business. This must have a limit of at least £5 million for claims arising from a single event or a series of related events in a single calendar year. An Employer's Liability Insurance certificate is required to be accessible to employees.
  
- **Public liability**                      Insurance cover should be in place to cover the centre from claims made against members of the public or other businesses and must have a limit of at least £2 million per claim.

Historical records of liability insurance should be kept in the event of health-related claims which may occur in the future.

## Fire safety

All PHA Approved Centres are required to carry out and maintain a fire safety risk assessment or evidence this is in place if the premises are not owned by the centre. The fire safety assessment can be carried out either as a separate exercise or as part of the overall risk assessment.

Fire safety measures should include the following:

- Carry out a regular review of fire risk within the premises
- Inform staff and/or the qualifications workforce of the risks identified
- Put in place and regularly maintain appropriate fire safety measures such as fire detection and alarm systems, emergency lighting, fire extinguishers
- Have contingencies in place in the event of emergency
- Provide staff and/or qualifications workforce with fire safety information and training.

Fire extinguishing equipment should be available within the learning environment, however only used if:

- The fire is discovered at an early stage and is considered controllable,
- Appropriate employee training has been provided on using fire extinguishers, and
- The escape route can be made passable.

These must conform to the appropriate British Standard i.e. it must carry the kite mark or the special BAFE mark. Fire extinguishing equipment must be:

- Within easy reach (i.e. no more than 30 metres away from the learning environment)



- Either wall-mounted or on a floor stand conforming to regulations
- Clearly labelled identifying the type of extinguisher and its purpose
- Clearly visible and easily accessible (i.e. not hidden behind doors or furniture)
- Away from any heat source (i.e. radiators, kettles, cookers)
- Serviced regularly
- Suitable to the type of fire identified as a risk (i.e. water, dry powder, foam, CO<sub>2</sub>, fire blanket)

### **Portable appliance testing**

Portable Appliance Testing (often referred to as PAT) is the term used to describe the review of electrical appliances or equipment to ensure they are safe to use. To ensure a safe learning environment, the PHAAB requires all centres to arrange annual testing of electrical equipment intended for use in the delivery and assessment of PHA qualifications.

### **First aid**

All PHA Approved Centres must be able to provide adequate and appropriate first aid equipment, facilities and personnel to ensure that those individuals within the learning environment are able to receive immediate attention in the event of accident or injury.

To determine what is adequate or appropriate will depend entirely on the individual centre as to the number of first aiders required, what should be included in the first aid box and whether a first aid room is required. An assessment should be carried out of first aid requirements to determine what to provide.

### **RIDDOR**

Under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR), all centres are required to submit reports to HSE under RIDDOR in the event of injury within the workplace. Reportable instances include death, major injuries, over seven-day injuries or dangerous occurrences. For those considered as members of the public, such as learners, reportable instances include death or where taken from the scene of an accident to hospital for treatment.

### **Record keeping**

In the event of accident or injury during the delivery or assessment of an PHA qualification, the centre must have in place procedures for recording details relating to the incident. These should be recorded in an HSE-approved accident book with records kept for at least three years after the accident or injury.