

Health and Safety Policy

Datalaw is committed to health and safety in every aspect of its activities and aims to provide a safe, healthy and supportive environment wherever learning takes place. Datalaw will achieve this objective by providing sufficient information, instruction, training and supervision.

Policy Statement

Datalaw accept responsibility for the health, safety and welfare of its apprentices, employees and visitors, under the terms of the Health & Safety at Work Act 1974.

The purpose of the policy is to establish general standards for health and safety at work and to distribute responsibility for their achievement to all managers and other employees through the normal line management processes.

Datalaw will promote and monitor health and safety through:

- The risk assessment and ongoing monitoring of its own and employers' premises to ensure a safe, healthy and supportive learning environment
- Initial assessment of learners' health, safety and welfare needs and additional support requirements
- An individual learning plan that includes the learner's health and safety training needs
- A health and safety induction and ongoing review and assessment of learners' understanding and awareness of key health and safety issues
- The recording, analysis, evaluation and publication of data regarding accidents and near misses

Datalaw believe that apprentices are entitled to:

- A learning environment that is safe, healthy and supportive.
- A health and safety induction.
- Information on Datalaw's and an employer's health and safety policy and procedures.
- Supervision and support for your health, safety and welfare.
- Information and advice on risks, suitable personal protective equipment and restricted activities.
- A health and safety learning plan and instruction on safety issues and use of equipment.
- Regular reviews and assessment of your knowledge and understanding of workplace health and safety issues. Access to information on how to report any dangerous situations or happenings at work and what to do if you have an accident.
- The right to refuse to carry out any activity that you feel is putting your health, safety or

welfare at risk.

Implementation

Responsibilities and Duties

Employees and Apprentices

Under the Health and Safety and Work Act 1974, young workers such as apprentices are entitled to receive at least the same protection as other employees.

Apprentices and employees have a duty to:

- Co-operate with Datalaw on matters of health and safety and follow all rules and procedures related to it.
- Follow any health and safety information, instruction and training.
- Not do anything that puts you or anyone else at risk.
- Report any defects, dangerous situations, accidents or near misses.
- Follow any prohibitions or restrictions that apply to you, wear any necessary protective equipment and clothing that you have been issued with and instructed to wear.
- Keep your work area clean and free from hazards and not misuse or damage anything provided for the purposes of health and safety.
- Take part in any health and safety training organised by Datalaw and follow and achieve your training plan.

Individuals may be subject to disciplinary action for failure to adhere to this policy.

Managers

Managers are accountable to the Commercial Director and have a responsibility and duty to support the implementation and monitoring of this policy.

Health & Safety Officer

Datalaw's designated Health & Safety Officer, Jayne Cater, is the nominated manager responsible for co-ordinating effective health and safety policies and controls across Datalaw.

The Health & Safety Officer is responsible for:

- The production and maintenance of the Datalaw's Health and Safety policy and ensuring that this is consistent with government legislation;
- The application of this Health and Safety policy;
- Monitoring and reporting on the effectiveness of the policy;



- The identification of health and safety training needs.
- The production and maintenance of any health and safety documents or codes of practice as necessary

The Health & Safety Officer also acts on behalf of the Commercial Director, as Datalaw's formal link with the Health and Safety Executive, Environment Health Departments and other external agencies;

Commercial Director

The Commercial Director:

- Has overall responsibility for compliance with health & safety legislation and for implementing procedures to ensure compliance with this policy.
- Is responsible for ensuring that the policy is widely communicated and that its effectiveness is monitored.
- Will implement an annual review of this policy and will amend it as necessary

Management Systems

The College has management systems to ensure good practice based on HSE Health & Safety management guidance.

Incident investigation

- Datalaw will record all accidents and near misses to drive improvement in health and safety management and investigate when appropriate. Any lessons learned from such events will be used to take corrective action to avoid reoccurrences.

Measuring performance

- Datalaw will actively and openly review and report on health and safety performance against objectives and targets. Improvement plans will be developed to support the delivery of these objectives and targets.

Supplier Management

Datalaw will engage and collaborate with contractors to ensure their:

- Health and Safety capability and competence fulfil Datalaw expectations;
- Health and Safety performance is monitored; and
- Work activities have minimal Health and Safety impacts on Datalaw activities.

Taking Action

If an employee, apprentice or third party experiences or observes any breaches of health and safety policy or legislation they should take the following action:

1. Informal Action - Where you raise the issue informally and privately with the person(s) responsible for the concern.
2. Formal Action – This should be used where informal action hasn't worked, or if the informal approach is not an option. The issue should be raised with your manager or your tutor/assessor.

Whenever a concern over health and safety is received Datalaw will:

- Take the concern seriously;
- Carry out an immediate investigation into the concern;
- Allocate the investigation to a person who is competent in the management of health and safety;
- Give you feedback on the findings of the investigation.

Identification of Health and Safety Hazards

Risk Assessments

Managers have a continual responsibility for the elimination of hazards in order to maintain a safe working environment and will be expected to carry out regular risk assessments in line with the Health and Safety Executive Guidelines; that is follow the 5 steps:

1. Identify the hazards
2. Decide who might be harmed and how
3. Evaluate the Risks and decide on precautions
4. Record the findings and implement the precautions
5. Review the assessment and update when necessary

Audits

It is the policy of Datalaw to require an annual examination of health and safety performance against established standards.

The responsibility for ensuring that audit activity is carried out rests with the Commercial Director and will be carried out by the Health & Safety Officer. It is the Health & Safety Officer's responsibility to

ensure that any deficiencies highlighted in the audit are dealt with as speedily as possible. The information obtained by the audit will be used to form the basis of the plan for the department for the following year.

In addition to carrying out safety audits, it is the responsibility of the Health & Safety Officer to periodically have all portable equipment, including electrical appliances checked and to ensure that all problems are immediately dealt with.

Training

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.

The following areas shall be given special priority:

- Training for managers, to equip them with an understanding of their responsibilities under this policy;
- Training for all members of staff to acquaint them fully with new requirements and hazards and to refresh their knowledge of the practical application of this policy in day-to-day activity
- Induction training for all new employees and apprentices to acquaint them with the main provisions of the law and its practical implication, the main features of this policy and key safety rules;

Records, Statistics and Monitoring

DataLaw 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 Health & Safety Officer, in conjunction, where appropriate with specialist advisory bodies, and the responsibility for the operation of these systems rests with managers 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 Commercial Director.

Reports to the Health and Safety Executive

The responsibility for meeting the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1985 (RIDDOR) to the Health and Safety Executive, shall rest with the Commercial Director, as delegated to the Health & Safety Officer.

The Occupational Health Service

All staff should be made aware of the occupational health risks that affect their work. DataLaw will take action to prevent, reduce or control occupational health risks to an acceptable level and reduce the potential for ill health.

It is Datalaw policy to obtain independent Occupational Health advice when required. Such services can include counselling on health and associated matters, investigation of hazards and accidents, environment studies, health interviews and employment medicals.

First Aid

It is Datalaw policy to make provision for First Aid and the training of 'First Aiders' in accordance with the First Aid Regulations (1982). The Health & Safety Officer is responsible for ensuring the Regulations are implemented and that any training needs identified are quickly addressed.

Fire

The Health & Safety Officer is responsible for ensuring that the staff receive adequate fire training, and that nominated fire officers are designated in all Datalaw premises.

In addition, Datalaw will nominate a Fire Officer who will:

- Report and advise on the standard of fire safety in Datalaw premises and the standard of fire training of its staff;
- Undertake overall responsibility for fire training;
- Assist in the investigation of all fires in Datalaw premises and to submit reports of such incidents.

Condemnation and Disposal of Equipment

Procedures for the, condemnation and disposal of equipment are determined by the Commercial Director. Managers introducing new equipment should have such equipment checked initially by the Health & Safety Officer.

Lifting and Handling

Managers are responsible for informing staff of safe lifting techniques. The Health & Safety Officer will identify specific training needs and ensure training in lifting and handling is provided to staff who require it.

Non-Smoking on Company Premises

It is Datalaw policy 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 Datalaw premises are available from Head Office. These rules also extend to e-cigarettes / vaping.

Computer Installations and Visual Display Units

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 employees operating such



equipment are expected to read the Health and Safety Executive guidance entitled 'Working with Display Screen Equipment'. New employees who regularly use VDUs will be required to undergo sight screening.

Control of Working Time

Datalaw is committed to the principles of the Working Time Regulations. 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.

People Working on Company Premises Not Employed by the Company

Persons working in Datalaw premises who are employed by other organisations are expected to follow Datalaw Health and Safety Policies with regard to the safety of Datalaw employees, their own personal safety (and that of other parties such as the general public if appropriate) and their method of work. This responsibility will be included in contracts or working arrangements.

Appendix A - Accident / Illness / Incident Reporting and Investigation Procedure

Purpose

The recording and investigation of accidents, incidents and ill health should be recorded and investigated, not only to enable proper completion of the forms required by the enforcing authority, but also to meet the requirements of insurance companies, to help prevent re-occurrence and to assist in cases of subsequent litigation.

Scope

Where any injury, ill health or dangerous occurrence has occurred to any person (employee, apprentice, visitor, or contractor) under the control of Datalaw.

Definitions

- Accident: - An accident is an unplanned, random unexpected event which may result in injury, ill health or loss.
- Work-related ill health: - identifiable, adverse physical or mental condition arising from and/or made worse by a work activity and/or work-related situation.
- Incident: or near miss: - Is an unplanned, random unexpected event which had the potential to cause injury, ill-health or loss, but did not.
- HSE – Health and Safety Executive
- RIDDOR: - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.
- Workplace: - any physical location in which work related activities are performed under the control of Datalaw

Requirements

Reporting minor injuries / accidents

All accidents, regardless of severity should be immediately reported to a manager – who shall then deal with the accident in the appropriate manner and record the details in Datalaw accident book and inform the Health & Safety Officer.

The page should then be removed and sent to Personnel, who are responsible for locking it in secure cabinet/drawer, in order to comply with the Data Protection Act.

Reporting Major injuries

Death or major injury (to an employee, apprentice, visitor or contractor) as defined by RIDDOR, should be reported to the Health & Safety Officer without delay. The Health & Safety Officer will be responsible for informing the HSE with immediate effect. This should be followed up with a completed accident form within 10 days.

Accidents: Three or more days' incapacity for work

If an accident connected with work results in an employee, or any other person working on the premises, being incapable of their normal work for 3 or more consecutive days, then the HSE must be informed immediately and a completed accident form must be sent to the HSE within 10 days.

Work-related ill health

If Datalaw is notified by a doctor that an employee or apprentice is suffering from a reportable work-related ill-health / condition then the Health & Safety Officer must complete a disease report and send it to the HSE. Definitions concerning workplace ill -can found in RIDDOR guidance.

Dangerous Occurrences

If a dangerous occurrence has occurred, this must be reported immediately to the HSE. The occurrence must also be reported in writing using a dangerous incident form within 10 ten days of the incident.

Keeping Records

Copies of all forms, investigation reports etc. relating to an incident involving an apprentice will be documented on the individual's record within Datalaw's contact management system.

Datalaw must keep records of any reportable disease, injury or dangerous occurrence covered by RIDDOR. The record must be kept by Datalaw for at least five years from its date of completion. Additional copies of all completed forms shall also be kept and forwarded to Datalaw insurers.

Accident Investigation

Any accident, incident or work-related illness that occurs must be properly investigated by the Health & Safety Officer. Near misses, minor accidents and property damage must also be investigated.

Investigative Stages

The Health & Safety Officer is responsible for carrying out investigations. The procedure for this is as follows:

- Get to the scene as soon as possible
- Take necessary actions to deal with immediate risks
- Ensure the scene is not disturbed – tape off the area
- Take any photographs or details about the event
- Interview witnesses
- Interview injured persons when appropriate to do so
- Check on any previous accidents/incidents in the area
- Check on injured persons training records
- Obtain any necessary personal details of the injured person
- Complete the accident/incident/illness report form and prepare a written report.
- When the report is complete take sufficient copies and circulate to the Board.

Accidents which occur external to Datalaw

If the accident, for example, occurs to an apprentice whilst at their employer's premises, the accident must be reported to both the employer and Datalaw Health & Safety Officer. It would however be the employer who would be responsible for reporting the incident under RIDDOR.