

## **Intec Business Colleges Ltd – Health & Safety Policy Statement**

Intec regards the Health and Safety of employees, learners and others who may be affected by our activities to be of paramount importance. The Company strives to continuously improve, provide and maintain safe and healthy working conditions, equipment and systems of work in accordance with the requirements of current Health and Safety legislation and Safeguarding Policy.

### **Policy Review**

This policy is reviewed annually by the Intec Safety, Health, Equality, Diversity and Safeguarding (SHEDS) Group.

Policy last reviewed: March 2021

Next Review date: March 2022

Additionally this policy will be reviewed as a result of legislative changes between dates.

### **Responsibility & Implementation**

- a) The Managing Director is responsible for the overall management of the policy. It is the responsibility of the Company's Senior Management Team (SMT) to ensure the implementation of the policy. The Company's Operations Manager's are responsible for the day to day implementation of the policy, including the reporting and investigation of accidents, fire precautions and evacuation procedures and ensuring local compliance with current health and safety requirements.
- b) The Senior Management Team has developed, and will continue to develop a range of systems and procedures designed to ensure the health and safety of employees, learners and others. All of these systems and procedures are set out in a number of documents and procedures, which all employees have access to via the organisations intranet.
- c) The Company has made a number of arrangements with which all employees must be familiar, including arrangements in the event of a fire, an accident or a dangerous occurrence.
- d) All employees have the responsibility to co-operate with the management team to achieve a safe workplace and to take reasonable care of themselves and others.
- e) Intec have a responsibility to provide a safe learning environment. We must also satisfy ourselves that employers provide a safe working environment for learners meeting their legal obligations. Where safety concerns are identified in an employer's environment or in the practices of an Apprentice these are to be reported to the Intec's lead Health and Safety Representative and an Action

Plan formulated in line with documents and process in Appendix 5a and 5b. As part of programme induction and ongoing progress reviews Tutors will ensure learners understand how to raise Health and Safety concerns. The reporting of serious learner incidents (Accidents and Ill health) are detailed in Appendix 4.

### **Training & Understanding**

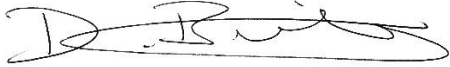
- a) Training will be made available to ensure that all employees understand their roles and responsibilities and possess the appropriate skills and knowledge to work safely in accordance with both Company policy and current legislation. Specifically, Intec will ensure all employees receive instruction and guidance in health and safety on joining the Company. This is signed off and documented within an employee's induction manual.
- b) The Company appoints Health & Safety representatives in all its business units to assist the company's managers and to provide information, advice and guidance.
- c) Annual refresher training is to be administered meeting Intec's obligations to learner safety. This is in the use and application of the Employer/location Health and Safety Assessment Form/Process (Appendix 5a of the Health and Safety Manual) and the reporting of safety concerns and incidents (Appendix 4 of the Health and Safety Manual) Training is developed by the appointed Health and Safety lead and overseen by the organisation's Safety, Health, Equality, Diversity and Safeguarding (SHEDS) Group

### **Reviews and Evaluation**

- a) The Company will review the effectiveness of its Health and Safety procedures and systems on a regular basis via routine monitoring and inspections carried out either by the Company or other external organisations.
- b) Information obtained through the various company monitoring systems will be discussed by the SHEDS and management team taking into account the views and opinions of the Company's employees.
- c) The Company will review its Health and Safety policy annually or in the event of a change or incident and will reflect any changes in current legislation or in the organisation and management of Intec which impact upon health and safety issue
- d) The Company's Safety, Health, Equality, Diversity & Safeguarding working group (SHEDS), comprises of:
  - The Programmes Director
  - The Health & Safety Co-ordinator
  - The Equality & Diversity Representative
  - The Central Administration Manager
  - The Personnel Administrator
  - The Safeguarding Representative

This group will be responsible for Annual Audits of company practices and reviews of Company Policy and make recommendations and report on any changes deemed necessary.

Signed:-

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Darren Bunting  
Managing Director

Intec Business Colleges Ltd

Health and Safety  
Policy and Manual 2021

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## 1. **INTRODUCTION**

Intec Business Colleges Ltd is committed to the promotion of high standards and good practice of health and safety. This manual sets out the Company's systems and policies and describes how Intec fulfills its statutory obligations.

The purpose of this manual is to:-

- ◆ help promote the Company's commitment to the achievement of its health and safety objectives,
- ◆ ensure Intec has a complete and up-to-date set of procedures for all key processes,
- ◆ provide a single reference point and a training aid designed to ensure Intec personnel are fully aware of the Company's policies and systems,
- ◆ facilitate the management and co-ordination of health and safety throughout the Company,
- ◆ ensure Intec employees, learners and visitors are not exposed to unnecessary and unacceptable levels of risk or danger,

The manual comprises four sections:

- Section 1** provides an introduction to this manual,
- Section 2** describes the Company's Health and Safety policy and communication strategy,
- Section 3** describes the Company's Health and Safety general arrangements,
- Section 4** describes the arrangements to ensure the health and safety of learners participating on Intec's training programmes.

## 2. **HEALTH & SAFETY POLICY**

Intec has developed a Health and Safety Policy which sets out a general statement of intent and a commitment to health and safety, describes the arrangements for its implementation, staff training and review as well as defining the responsibilities of Directors, management team and employees.

**Appendix 1 contains a copy of the Company's Health and Safety Policy.**

### 2.1 **Aims & Objectives**

Intec aims to:

**'continuously improve, provide and maintain safe and healthy working conditions, equipment and systems of work in accordance with the requirements of current Health and Safety Legislation'**

(extract from H & S policy)

The Company's Health and Safety objectives are to:

- ◆ establish a clear chain of responsibility for health and safety,
- ◆ ensure that systems and procedures exist for all key processes and that they are effectively implemented,
- ◆ ensure that managers and employees possess the knowledge and skills necessary to enable them to carry out their responsibilities effectively,
- ◆ investigate all reported accidents and dangerous occurrences taking remedial action where appropriate,
- ◆ operate an assessment and monitoring system to ensure systems are up-dated and reviewed, and
- ◆ take all reasonable precautions designed to ensure the health and safety of employees, learners and others affected by Intec's activities.



## 2.2 Management Responsibilities

The responsibilities for health and safety are delegated as follows:

Managing Director	<ul style="list-style-type: none"><li>- Formulation and review of Company health and safety policy and management systems.</li></ul>
Programmes Director	<ul style="list-style-type: none"><li>- Management of health and safety systems</li><li>- Statutory compliance with health and safety legislature requirements (i.e. employer liability insurance)</li></ul>
Company H & S Competent Person	<ul style="list-style-type: none"><li>- Training and development of the management team</li><li>- Advice and guidance as required</li></ul>
Operations Managers	<ul style="list-style-type: none"><li>- Contribution and implementation of health and safety systems</li><li>- Reporting and investigation of accidents and dangerous occurrences</li><li>- Staff training and development</li><li>- Risk assessment (COSH, VDU, general)</li><li>- Systems audit and review</li><li>- Advice and guidance to staff and learners</li><li>- Local building maintenance (fire drill, first aid, insurance, security)</li></ul>

**Appendix 2 shows the organisation and management structure for health and safety.**

All managers and employees have a duty of care and are responsible for the implementation of good housekeeping practices.

Operations Managers may nominate individual members of staff to be responsible for specific aspects of health and safety (i.e. first aid, fire officer, safety officer). Where this is the case, these duties will be additional to the duties listed in the individual's job description for their position.

### **2.3 Communication of Health & Safety Policy**

The Company will ensure that all employees are made aware of Intec's Health and Safety Policy and procedures. This objective is achieved through the use of a number of communication strategies including:

- ◆ the employee induction programme,
- ◆ the issue of the Company Staff Handbook,
- ◆ the issue of updates/revisions to Staff Handbook,
- ◆ induction and training in the use of the Company's health and safety procedures,
- ◆ the development and update of the local Quality Procedures Manual or similar document,
- ◆ training and development in response to changes in health and safety legislation and internal procedures, and
- ◆ access to this Health and Safety Manual.

In addition to the above, health and safety matters should be discussed as a matter of routine at various internal meetings including team, regional and cross regional meetings.

## **3. HEALTH & SAFETY ARRANGEMENTS**

Intec has made a number of arrangements to ensure the health and safety of the Company's employees, learners and others who may be affected by Intec's activities. The Operations Manager is responsible for the implementation of these arrangements at each Intec Business College and for peripatetic employees.

### **3.1 Insurance**

It is the responsibility of Intec Central to negotiate and arrange appropriate insurance cover for each college.

Each Intec Business College must ensure that it has 'Commercial All Risk' insurance cover to include theft, business interruption, property and contents and employers and public liability. It is the responsibility of the Operations Manager to ensure a current

Certificate of Insurance is displayed in a prominent place accessible to employees, learners and visitors.

In the event of any incident requiring a claim on the insurance, the Operations Manager must liaise with Company Health & Safety Competent Person to ensure the correct documentation is completed.

### **3.2 Fire Arrangements**

Each Intec Business College is required to ensure arrangements are made for each of the following areas.

#### **a) Fire Certificate**

Intec must ensure that any buildings occupied by Intec are covered by a current fire certificate or are officially exempted from doing so

#### **b) Fire Drills, Prevention and Evacuation**

The Operations Manager must ensure the following:

- ◆ a named individual is nominated as the fire officer,
- ◆ fire signs and evacuation procedures are displayed in one or more prominent positions,
- ◆ fire drills are carried out at least annually and are recorded,
- ◆ fire alarms are tested at least twice annually,
- ◆ fire exits are clearly marked and are kept clear at all times,
- ◆ fire extinguishers and other fire prevention equipment are regularly tested and maintained at least annually and that their inspections are recorded, and
- ◆ employees and learners receive instruction on the College's fire evacuation procedures.

**N.B.** The evacuation procedures must also apply in the event of a bomb alert. **(See Appendix 3)**

#### **c) Visitors and Learners**

Intec requires that all visitors to Intec Business Colleges sign the visitors book. Learner attendance must also be recorded - this is the responsibility of Tutor/Assessors.

**d) Peripatetic Employees**

Peripatetic employees must ensure they are familiar with all relevant Health and Safety Procedures when visiting/assessing employer sites

**3.3 First Aid and Accidents**

**a) Accidents**

Under the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 2013 (RIDDOR), employers are required to report major injuries, accidents and/or conditions and dangerous occurrences to the appropriate enforcing authority. In the event of an incident covered by the above the following procedure must be implemented; **(See Appendix 4)**

**i)** The Operations Manager is responsible for ensuring that all accidents and injuries including minor cuts, bruises and sprains sustained at work are recorded in the College accident book in accordance with the instructions listed in the book. As a minimum the record must show:

- ◆ date and time of incident which caused the injury or of the dangerous occurrence,
- ◆ the affected person's full name, occupation and nature of injury or condition,
- ◆ the place where the accident or dangerous occurrence took place,
- ◆ a brief description of the circumstances, and
- ◆ full details of any witnesses.

All confidential records/information must be securely stored.

- ii)** Company H & S Competent Person must be informed immediately of all accidents.
- iii)** The Managing Director and the Health and Safety Executive must be informed of the accident as soon as practicably possible if it is a notifiable incident.
- iv)** The accident must be investigated using the Accident Investigation Questionnaire. A copy of the questionnaire must be sent to the Company H & S Representative and other

relevant parties, RIDDOR forms must also be completed if required.

- v) If any remedial action is required a suitable action plan must be developed and implemented to ensure there is no possibility of a repetition of the incident.
- vi) After an appropriate period of time the Operations Manager must carry out a review to ensure the effectiveness of the remedial action, and implement further changes if necessary. The Company H & S Competent Person should be involved in the review process.

**b) First Aid**

The Operations Manager must ensure the following:

- i) There must be at least one trained and qualified first aider at each Intec Centre.
- ii) A complete first aid box must be maintained and be easily accessible at all times.
- iii) A record must be kept of any treatment administered

N.B. Under no circumstances are any employees to administer paracetamol or similar medicines to other employees, learners or visitors.

**3.4 Risk Assessments & COSHH**

These arrangements have been set up to help Company H & S Competent Person/Operations Managers to minimise the risks to employees, learners and visitors. The following describes how to use Intec's Risk Assessment System.

- a) The Operations Manager or a competent member of staff must conduct an Employer/location risk assessment, reviewed annually using the Intec's Risk Assessment System (**Appendix 5a-f**). The views of employees and learners should be sought whilst carrying out the assessment.
- b) The Operations Manager must determine what action, if any, is to be taken and who is to be responsible for it. The Operations Manager must determine the date of the next review to confirm actions have been implemented.

**N.B.** A further risk assessment must be undertaken if there are any major changes in the layout and design of the building, circumstances regarding personnel, or in the event of any other changes which may present a risk.

### **3.5 Visual Display Screen Assessment**

These arrangements have been set up to help Operations Managers to ensure procedures exist to minimise the risks to employees from visual display screens.

- a) The User (consistently using a computer for 50% or more of their time) conducts a visual display screen self-assessment.
- b) Any findings must be recorded and summarised on the Visual Display Screen Risk Assessment Report which must be reviewed by the Operations Manager.
- c) The Operations Manager must determine what remedial action, if any, is to be taken and who is responsible for it. The Operations Manager must determine the date of the next review.

**(See Appendix 6)**

**N.B.** A risk assessment must be undertaken if there are any major changes in the layout, design of the building change of circumstances to individuals e.g. pregnancy or health issue, or in the event of any other changes which may present a risk.

### **3.6 Testing of Electrical Appliances**

These arrangements have been set up to help Operations Managers ensure procedures exist for the inspection of electrical appliances. The H&S Competent Person is responsible for implementing a programme of regular services and testing of portable electrical appliances.

All users of equipment are responsible for conducting regular visual checks on electrical equipment. Typical signs of defective or damaged equipment might include: damage to plugs, cable, loose parts or overheating.

**N.B.** Only 'competent' personnel are allowed to inspect electrical plugs and other appliances. If in doubt a qualified electrician should be consulted.

### **3.7 Manual Handling of Loads**

Intec Business Colleges aims to minimise the need for employees to undertake any manual handling operations at work which involve a risk of injury. In the event of employees being required to carry out such tasks (i.e. carrying computers, typewriters or relocating furniture), the following precautions must be implemented.

- a) If the load is an awkward shape or is too heavy or large for one person to carry it is the responsibility of the employee to ask for assistance from the Operations Manager or a colleague.
- b) If the load is still too heavy, large or difficult to carry or to move without special equipment, the use of a specialist removals should be considered.
- c) Where there is any doubt regarding the safe moving of a heavy load, furniture or piece of equipment the Operations Manager should be consulted and an assessment conducted if appropriate.

### **3.8 Staff Competence and Training**

Under the Health and Safety at Work etc. Act 1974, Intec Business Colleges Ltd has a duty to provide employees with appropriate training and instructions so that they can perform their work safely.

The Operations Manager is responsible for organising and identifying training needs for all employees. Health and Safety training needs may arise as a result of the following:-

- ◆ appointment of new employees,
- ◆ change in duties and responsibilities of existing employees,
- ◆ introduction of new legislative requirements,
- ◆ change in existing systems and procedures,
- ◆ request from an employee, and
- ◆ increase in the number of accidents or dangerous occurrences.

Training and instruction can be provided in a variety of ways including:-

- ◆ new employee induction,
- ◆ on-the-job training session,
- ◆ off-the-job training session/shadowing,
- ◆ team and individual briefings, and
- ◆ distribution of information and open learning.

Intec will provide training for a number of employees leading to either IOSH and/or NEBOSH or equivalent. Each Intec Business College must ensure it has access to at least one qualified person.

### **3.9 Systems Monitoring and Review**

Each Intec Centre is required to monitor the implementation and use of its systems and procedures at least annually making any revisions as necessary.

## **4. TRAINING PROGRAMMES**

Intec Business Colleges Ltd is committed to promoting high standards and good practice of health, safety and welfare in all its training activities

. This section describes the Company's systems and procedures which have been designed to ensure the safety of learners participating on Intec's courses.

### **4.1 Aims and Objectives**

Intec Business Colleges Ltd considers that Health and Safety is an important aspect of quality and aims to provide a safe and healthy environment within which learners can learn and train and work effectively. In particular the Company's objectives are to:-

- a) ensure learners are made aware of their employers Health and Safety policies and procedures (and Intec's procedures when visiting Intec premises) as well as their own duties and responsibilities, **(Appendix 7)**
- b) provide health and safety induction training including the issue of appropriate literature to all learners,
- c) provide appropriate advice, information, training and instruction on health and safety and safe working practices to learners,



- d) minimise the risks to learners in the workplace by an effective programme of employer vetting and monitoring, **(Appendix 5a)**
- e) investigate all accidents involving Intec learners and take appropriate remedial action, **(Appendix 4ab)**
- f) ensure that learners are adequately supervised at all times.

## 4.2 **Responsibilities**

Intec Business Colleges Ltd has a statutory and contractual responsibility for the health and safety of its learners. The Senior Management Team recognise that safety does not just happen, nor do accidents. It is important that safety is managed and that monitoring is undertaken by trained, competent people who have the necessary authority to enforce Intec's rules and procedures. The responsibilities for managing the health and safety of Intec's training programmes are delegated as follows:-

Managing Director - Management of health and safety systems

Senior Management Team - Management and review, and  
Company H&S Competent Person effective implementation of the  
Company's H&S Policy

- Management of investigation of notifiable accidents and dangerous occurrence
- Training and development of the management team

Operations Managers - General management of health and safety

- Contribution and implementation for health and safety systems and procedure
- Staff training and development
- Systems audit and review

Operations Managers - Assessment of partners  
Sales Executives (i.e. employers)  
Delivery Manager

- Health and safety monitoring (i.e. employers)
- Tutor
  - Health and safety training of learners including induction training
  - Monitoring of learner awareness **(Appendix 8)**
  - Regular assessment of learner health and safety competence, knowledge and understanding

### 4.3 **General Induction: Intec and the Workplace**

#### a) **Induction to Intec**

All persons on arriving at Intec will have the emergency/fire and accident procedures fully explained to them. They are to sign in the visitors book when they arrive and sign it again on leaving. All new learners are to attend a H&S induction as programmed in by the appropriate advisor.

Key Documentation:  
Induction Checklist **(Appendix 9)**

#### b) **Induction to the Workplace**

Induction of a learner into a workplace will be carried out by the employer concerned and monitored by the Intec assessor.

Key Documentation:  
Health and Safety Workplace Induction **(Appendix 7)**  
Monitoring questions **(Appendix 8)**

During the workplace induction Intec will ensure where appropriate that medical health screening and a protective clothing assessment are completed. Intec will ensure the appropriate action is undertaken by liaising with the employer and learner.

#### **4.4 Management of Sub Contractors**

##### **a) Vetting Employers**

Key Documentation:  
Employer's Health & Safety Assessment (**Appendix 5a**)

##### **b) Monitoring Employers**

Employers are to be monitored at regular intervals to ensure that they are complying with the relevant Health and Safety legislation as applicable.

Key Documentation:  
Employer's Health & Safety Assessment (**Appendix 5a**)

##### **c) Supervision Policy**

Intec aims to take all practical steps to ensure learners are not put at risk. Minimum supervision levels will be identified and agreed with employers during the initial appraisal visit prior to learners starting a training programme. This agreement will be in writing and will be related to the degree of risk at each individual location. It will specify a nominated supervisor responsible for supervision and a stand-in during unavoidable absences.

Compliance with this policy will be reviewed during regular monitoring visits. Where the current agreed level of supervision cannot be maintained, contingency plans must be agreed in writing.

#### **4.5 Accident and Investigation**

Intec has a contractual and legal obligation to ensure that accidents to learners including those working under supervision of a sub-contractor are investigated. Intec must establish whether or not action is required to prevent a re-occurrence and must provide the relevant authorities and the ESFA with information about the accident in the following circumstances:-

- a)** immediately of any accident involving the death of a participant or a major injury as defined in the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations (RIDDOR)

- b) as soon as possible of other accidents resulting in a learner being absent from the work based learning for three or more consecutive days (including weekends, bank holidays and rest days but excluding the day of the accident);

The ESFA may have its own system in place for the notification of accidents but the Operations Manager must as a minimum:-

- ◆ make a written note to record basic details of the accident,
- ◆ inform the Company H & S Competent Person by telephone as soon as practically possible,
- ◆ complete the Accident Investigation Questionnaire and make a copy available to the Company H & S Competent Person

**N.B.** Certain injuries and dangerous occurrences at work must be reported in writing to the enforcing authority. Serious incidents must be notified to the enforcing authority by the quickest practicable means.

If there is any doubt whether or not it is a notifiable incident contact the Health & Safety Competent Person, or consult Health and Safety Executive website/helpline.

#### 4.6 **Monitoring and Review of Systems**

Intec Business Colleges Ltd, is required to make arrangements to assess and monitor the premises used by learners participating in Work Based Learning to ensure that levels of competent supervision are adequate and that Training, Work Experience and Work Activity is being undertaken safely.

##### a) **Description**

This procedure outlines the process and documentation for completion of initial Health and Safety assessments and the updating and monitoring of Health and Safety aspects of the Work Place.

##### b) **Responsibilities**

Operations Managers, Sales Executives, Delivery Manager are responsible for the completion of the Health and Safety assessment and the completion of the Health and Safety monitoring form.

c) **Requirement**

The Health and Safety Assessment is to be completed on the initial visit to the Company. All questions must be answered. Any doubts are to be referred to the Company Health and Safety Competent Person. This must be completed prior to learner commencing the programme.

**N.B. Health and safety is a standard agenda item to be discussed during the regional and cross company meetings.**

Intec Business Colleges Ltd

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- h) The Company has made a number of arrangements with which all employees must be familiar, including arrangements in the event of a fire, an accident or a dangerous occurrence.

- i) All employees have the responsibility to co-operate with the management team to achieve a safe workplace and to take reasonable care of themselves and others.
- j) Intec have a responsibility to provide a safe learning environment. We must also satisfy ourselves that employers provide a safe working environment for learners meeting their legal obligations. Where safety concerns are identified in an employer's environment or in the practices of an Apprentice these are to be reported to the Intec's lead Health and Safety Representative and an Action Plan formulated in line with documents and process in Appendix 5a and 5b. As part of programme induction and ongoing progress reviews Tutors will ensure learners understand how to raise Health and Safety concerns. The reporting of serious learner incidents (Accidents and Ill health) are detailed in Appendix 4.

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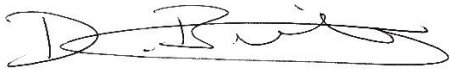
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**h)** The Company's Safety, Health, Equality, Diversity & Safeguarding working group (SHEDS), comprises of:

- The Programmes Director
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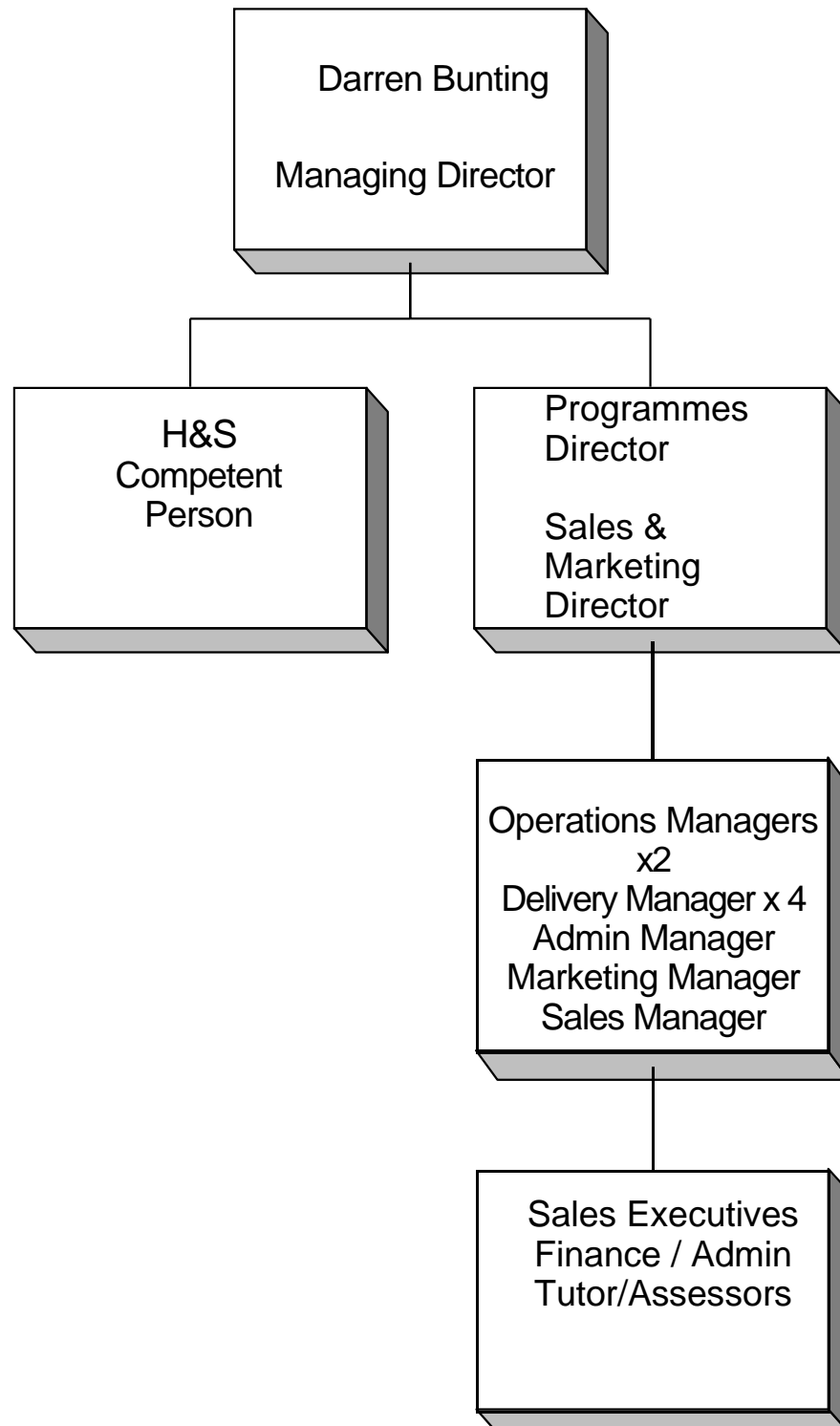
A handwritten signature in black ink, appearing to read 'Darren Bunting', written over a horizontal line.

Darren Bunting  
Managing Director



Intec Business Colleges Ltd

**ORGANISATION OF HEALTH AND SAFETY**



**EVACUATION AND SAFETY PROCEDURE (Intec  
Centres)**

**INSTRUCTIONS - IF YOU DISCOVER A FIRE .....**

NOTIFY A MEMBER OF STAFF IMMEDIATELY

**ON HEARING THE FIRE ALARM.....**

LEAVE THE BUILDING BY THE NEAREST AVAILABLE EXIT  
AND REPORT TO THE MEMBER OF STAFF IN CHARGE AT  
THE ASSEMBLY POINT

**YOUR ASSEMBLY POINT IS .....**

A MEMBER OF STAFF WILL ENSURE THAT ALL PERSONS  
HAVE LEFT THE PREMISES

**REMEMBER**

USE NEAREST AVAILABLE EXIT

DO NOT STOP TO COLLECT PERSONAL BELONGINGS

DO NOT RE-ENTER THE BUILDING

DO NOT USE THE LIFTS IN AN EMERGENCY, ALWAYS USE  
THE STAIRS

-----  
**IMPORTANT NOTICES**

YOU MUST ALWAYS SIGN IN AND OUT – THIS IS A FIRE  
REGULATION

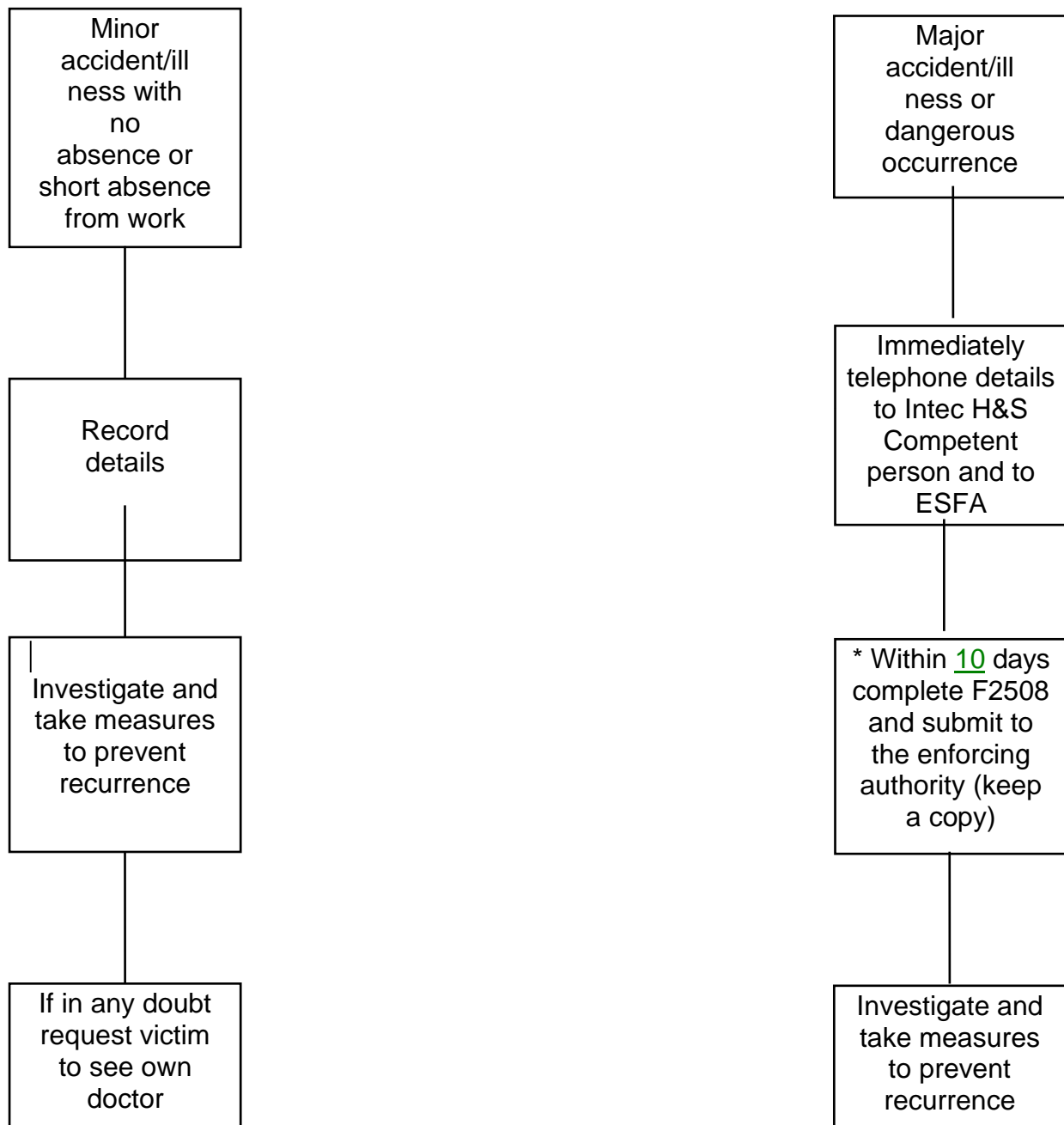
THE FIRST AID BOX AND ACCIDENT BOOK ARE LOCATED  
IN....

YOUR FIRST AIDER IS.....

YOUR FIRE OFFICER IS.....

YOUR H & S OFFICER IS.....

**LEARNER / EMPLOYEE**  
**ACCIDENT/ILL HEALTH REPORTING FLOW**  
**CHART**



\* Duty to report and notify falls upon person who has control of premises where

Intec Business Colleges Ltd

**Employer/location Health and Safety Assessment Form (Intec & Employer)**

**This form is to be used to assess both Intec Business College premises and client/employer premises.**

**This form is to be completed on a regular basis:**

**Once a year for high risk premises**

**Once every two years for medium risk**

**Once every three years for low risk**

**When potential new learners are located in different areas of the premises or complete significantly different job roles then a new standard 10 is to be completed.**

1. Each of the “standards” can easily be assessed separately as ‘met’ ‘part met’ or ‘not met’, making it much easier to evaluate overall safety.
2. Once the first nine standards have been evaluated then provided that there are no substantive changes to the work place it will be the “control” document.
3. Once the first nine standards have been met then only the 10<sup>th</sup> Standard needs to be assessed for new individual learner/s when using this system

## Employer / Location Health and Safety Assessment Record

Employer's name:		Number of employees:	
Nature of business:			
Workplace address:		Main contact: (Name & Tel No)	
		Health and safety contact:	
Learner(s) name(s):			
Supervisor(s) name(s):			
Type of work carried out at workplace location:			
Enforcement action: Prosecutions, Notices			
Health and safety committee / safety representation:			

### Health and Safety Procurement Standard:

1	<u>Health and Safety Policy</u>	Yes/No	Evidence / comments	
A	Is there a clear commitment to health, safety & welfare (written policy statement mandatory when 5 or more employees)?			
B	Are the responsibilities for health and safety clearly stated (recorded when 5 or more employees)?			
C	Are arrangements for health and safety clearly stated (recorded when 5 or more employees)?			
D	How are the commitment, responsibilities and arrangements for health & safety (in 1A – 1C above) communicated to employees?			
Assessment of Standard 1:		Met	Part met	Not met

2	<u>Risk assessment and control</u>	Yes/No	Evidence / comments	
A	Have risk assessments been carried out and significant risks identified?			
B	Have the significant findings and details of any groups identified as being especially at risk been recorded (mandatory where 5 or more employees)?			
C	Have control measures been identified and put in place as a result			

	of the risk assessments?		
D	Do the risk assessments take into account young persons, including giving consideration to their age, inexperience, immaturity and lack of awareness of risks?		
E	Give details of the risks and control measures relating to the occupations and the specific activities carried out in the workplace.		
F	How are the risks and control measures explained to employees and others?		
Assessment of Standard 2:		Met	Part met
3	<u>Accident, incidents and first aid</u>	Yes/No	Evidence / comments
A	Have adequate arrangements for first aid materials been made?		
B	Have adequate arrangements for trained first aid persons been made?		
C	Are accidents and first aid treatment rendered recorded?		
D	Are or will all legally reportable accidents, incidents and ill-health be reported to the enforcing authority and will they be investigated?		
E	How are the arrangements for accidents, incidents, ill-health and first aid made known to all employees?		
Assessment of Standard 3:		Met	Part met
4	<u>Supervision, training, information and instruction</u>	Yes/No	Evidence / comments
A	Are employees provided with adequate competent supervision?		
B	Is initial health and safety information, instruction and training given to all new employees on recruitment?		
C	Is ongoing health and safety information, instruction and training provided to all employees?		
D	Is health and safety information, instruction and training recorded?		
E	How is the effectiveness of health and safety information, instruction and training assessed, and is the assessment recorded?		
Assessment of Standard 4:		Met	Part met

5	<u>Work equipment and machinery</u>	Yes/No	Evidence / comments		
A	Is correct machinery and equipment provided to the appropriate standards?				
B	Is equipment adequately maintained?				
C	Are guards and control measures in place as determined through risk assessment?				
D	Are safe electrical systems and equipment provided and maintained?				
Assessment of Standard 5:		Met	<input type="checkbox"/>	Part met	<input type="checkbox"/>

6	<u>Personal protective equipment and clothing</u>	Yes/No	Evidence / comments		
A	Is PPE/C provided, free of charge, to employees as determined through risk assessment?				
B	Is training and information on the safe use of PPE/C provided to all employees?				
C	Is the proper use and storage of PPE/C enforced?				
D	Is PPE/C maintained and replaced?				
Assessment of Standard 6:		met	<input type="checkbox"/>	Part met	<input type="checkbox"/>

7	<u>Fire and emergencies</u>	Yes/No	Evidence / comments		
A	Is there a means of raising the alarm and fire detection in place?				
B	Are there appropriate means of fighting fire in place?				
C	Are effective means of escape in place including unobstructed routes and exits?				
D	Is there a named person(s) for emergencies?				
E	Is fire-fighting equipment, preventive measures and emergency arrangements maintained, including through tests and practise drills?				
F	Is a fire log/record book kept?				
Assessment of Standard 7:		Met	<input type="checkbox"/>	Part met	<input type="checkbox"/>

8	<u>Safe and healthy working environment</u>	Yes/No	Evidence / comments		
A	Are premises (structure, fabric, fixtures and fittings) safe and healthy (suitable, maintained and kept clean)?				
B	Is the working environment				

	(temperature, lighting, space, ventilation, noise) an appropriate safe and healthy one?		
C	Are welfare facilities (toilets, washing, drinking, eating, changing) provided as appropriate and maintained?		
Assessment of Standard 8:		Met	Part met Not met

9	<u>General health and safety management</u>	Yes/No	Evidence / comments
A	How does the employer consult and communicate with employees and allow them to participate in health and safety?		
B	Does the employer provide medical / health screening as appropriate and any required medical / health surveillance?		
C	Does the employer have access to competent health and safety advice and assistance?		
D	Does the employer review health and safety annually?		
E	Does the employer display the necessary signs and notices?		
F	Has an OSR1 / F9 been completed and sent to the enforcing authority?		
G	Is employers liability insurance current and other insurance in place as appropriate to the business undertaking?		Insurer's name: Policy number: Expiry date:
H	How does the employer assess, review and update employees' capabilities?		
I	How does the employer manage employees' work when it is away from the employer's own premises or when employees are placed with another employer / site?		
Assessment of Standard 9:		Met	Part met Not met



Assessment Outcome:

Recommendation:	Accept <input type="checkbox"/>	Accept with action plan <input type="checkbox"/>	Reject <input type="checkbox"/>
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Risk category:	High <input type="checkbox"/>	Medium <input type="checkbox"/>	Low <input type="checkbox"/>
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The Employer or their representative:

(Please sign to agree that this is an accurate record of the assessment)

Signed:	Print name:	Job title:	Date:
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*Funded organisation*

Assessment undertaken by:

Name:	Job title:
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Initial assessment <input type="checkbox"/>	Re-assessment <input type="checkbox"/>	Other (please specify):	Date of next assessment:
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Action Plan				Page	of
Ref	Action required	By who	Target date	Completed	(signed of)

Action plan prepared by:  Agreed by:

Signed:  Date:

Action plan review dates:

Standard 10

Learner's name: .....

Employer's name and learner's work location(s): .....

10	<u>Management of learner's / young person's health and safety</u>	Yes/No	Evidence / comments
A	Has the employer assessed the risks to the learner / young person taking into account their age, inexperience, immaturity and lack of awareness of risks?		
B	Have the assessments taken into account any other special needs or circumstances including any disability and/or medical/health condition?		
C	Has the employer put in place control measures for learner / young person as a result of the assessments and have they informed the learner and their supervisor(s)?		
D	<b><u>Detail any necessary prohibitions and restrictions identified by the risk assessments that apply to the learner/young person.</u></b>		
E	Does the employer provide competent supervision for learners / young persons and do they have a designated person to take overall responsibility for them?		Supervisor(s) name(s):
F	Does the employer provide an induction and ongoing information, instruction and training to learners / young persons reflecting the findings of the risk assessment, working environment, work activities, age, experience and any special needs?		
G	Does the employer provide, free of charge, any necessary personal protective equipment and clothing (as determined by the risk assessment) and ensure its proper and effective use?		
Assessment of Standard 10:		Met	Part met      Not met

Action Plan				Page	of
Ref	Action required	By who	Target date	Completed	(signed of)

Action plan prepared by:

Agreed by:

Signed:

Date:

Action plan review dates:

Intec Business Colleges Ltd

**Risk Assessment Form Guidelines (Intec sites)**

To be completed on all Intec sites and discussed with staff.

Additional forms available for specific risk assessment of Young Persons (5C)

Copies to be available on site for all staff.

## Risk Assessment

<b>Company</b>							
<b>Date:</b>				<b>Task or Premises:</b>			
<b>Assessed by:</b>				<b>Specific Location:</b>			
Activity/ Plant/ Materials etc: (i.e. <b>operation</b> )	Specific hazard(s) presented	Characteristics that would put a person particularly at risk	Severity <b>1 to 5</b> (see over)	Likelihood (see over) <b>L M H</b>	<b>Rate</b> (see over)	Control measures/ comments	Discussed with staff
<b>Review date:</b>							
<b>By whom:</b>							

GUIDANCE NOTES FOR COMPLETION SEE OVER

## GUIDANCE NOTES

### SEVERITY

- Minor injury to ONE person only = 1
- Minor injury to MORE than one persons = 2
- Injury requiring “off site” treatment = 3
- RIDDOR reportable injury (severe or more than 3 day absence) = 4
- Could result in PERMANENT DISABILITY or the DEATH of person involved = 5

### LIKELIHOOD

- LOW Under normal working conditions there would be a minimal chance of the occurrence = 1
- MEDIUM Under normal working conditions there would be a reasonable chance of occurrence = 2
- HIGH There is a strong probability of this hazard being realized = 3

### RATE = SEVERITY X LIKELIHOOD

	SEVERITY				
LIKELIHOOD	1	2	3	4	5
LOW	1	2	3	4	5
MEDIUM	2	4	6	8	10
HIGH	3	6	9	12	15

If the above MATRIX reads **“5” or OVER**, THE OPERATION **SHOULD NOT** BE CARRIED OUT WITHOUT CHANGES TO THE HAZARD CONTROLS AND/OR THE PROCEDURES. If “3” or “4” it requires a review of the control/procedure

# Risk Assessment - Young People (Intec and employer premises)

## **Why is there a specific need to conduct a young person's risk assessment?**

Young people are more at risk of injury due to their inexperience and immaturity. You may employ young people on a casual or temporary basis, or on work experience schemes. Whilst on work experience, students are legally regarded as employees.

## **What is the definition of a Young Person?**

Young people are defined as those under 18 years old. Children are also referred to in the Regulations and these are defined as anyone under the age of 16 years old.

## **So as an employer, what do I have to do?**

Assess risks to young people before they start work. Factors that should be considered within the assessment are physical strength, possible smaller size, any health issues and any physical and learning difficulties.

- the assessment should generally take into account their inexperience and lack of awareness;
- following the assessment you should then provide information to parents or guardians of school age children about workplace risks and control issues before they start work;
- decide whether to prohibit young people altogether from certain work activities, for example using dangerous equipment or hazardous substances;
- you should provide suitable induction training, and clear instructions on the tasks you have decided young people should not be involved in. Where necessary young people should be supervised by a competent person.

## **Do I need to do a new assessment every time a new young person starts?**

No you don't need to repeat the risk assessment every time a young person starts work but you should always review the risk assessment if there are any changes to the work or personal factors unique to the individual e.g. medical conditions such as asthma



## **Children and Young Persons Risk Assessment**

The main points to consider in the risk assessment are:

- What work are they to do and what are the hazards associated with the work?
- How are these controlled? Are more precautions needed because of their presence?
- What hours will they be working?
- What training will they be given? What information will be given? How will the be given instructions?
- Who will be supervising them?

### **Hazards include:**

- Inexperience, lack of awareness of danger
- Work place designed for adults
- Work organised for adults
- Training and information designed for adults
- Supervisory arrangements unclear
- Hazards associated with the work activities that the child is to carry out e.g. office work.

The risk assessment must take into account:

- the inexperience, lack of awareness of risks and immaturity of children and young people;
- the layout of the of the set, props, etc.;
- the nature, degree and duration of exposure to physical, biological and chemical agents;
- the form and range of equipment, e.g. action props, and the way in which they are handled;
- the action involved;
- the extent of the health and safety training provided, or to be provided to the young person, including rehearsals.

# Risk assessment - Young people at work

Employer:			
<b>PART A – GENERAL ASSESSMENT OF ACTIVITIES OF YOUNG PERSONS</b>			
<b>What activities will the young person be carrying out? (List tasks below, including any machinery and substances used.)</b>	<b>Have these activities been risk assessed?</b>	<b>Are all control measures in place?</b>	<b>List any control measures not in place below.</b>
<b>Are there any hazards that present additional risks to a young or inexperienced person?</b>	<b>List any additional control measures required below.</b>	<b>List any tasks that the young persons will NOT be permitted to carry out.</b>	

<b>Assessor(s) name:</b>	<b>Assessor(s) signature:</b>	<b>Date:</b>
The Line Manager should sign below to show that the assessment is a correct and reasonable reflection of the hazards and of the control measures and actions required.		
<b>Line Managers name:</b>	<b>Line Managers signature:</b>	<b>Date:</b>

## PART B – SPECIFIC ASSESSMENT OF INDIVIDUAL YOUNG PERSON

Name of young person:	Age:	Address and phone number:	Name(s) of parent/guardian:
<b>If the young person is below Minimum School Leaving Age information on the hazards involved in their work must be provided to parent/guardian.</b>			
<b>Is the individual:</b> <input type="checkbox"/> An employee (Please tick) <input type="checkbox"/> Employee on training (e.g. modern apprentice) <input type="checkbox"/> On work placement/experience.		<b>Name of placement organiser: (Including contact name.)</b>  <b>Phone number:</b>	
<b>Will all control measures in place for other employees be in place for this individual?</b>	<b>List any control measures that will not be in place. (E.g. training, Personal Protective Equipment, Hepatitis B immunisation, etc.)</b>		
<b>Has any information on medical conditions or disabilities been provided? (List below.)</b>	<b>List any additional control measures required below. (Including any further tasks that this young person will not be permitted to carry out.)</b>		
<b>Name of individual who will be supervising young person: (A copy of Parts A and B must be provided to the person supervising.)</b>			
The Line Manager should sign below to show that the assessment is a correct and reasonable reflection of the hazards and of the control measures and actions required.			
<b>Line Managers name:</b>	<b>Line Managers signature:</b>		<b>Date:</b>

Intec Business Colleges Ltd

**Risk Assessment Peripatetic Employees Guidelines (Intec)**

This form is to be completed by all employees working from home.

Operations Managers are to check and confirm any actions required. A copy is to be sent to Personnel Department.

Peripatetic Risk Assessments are to be reviewed by the employee and Operations Manager on a annual basis or following any changes to employee circumstances, e.g. change of address etc.

## RISK ASSESSMENT PERIPATETIC EMPLOYEES

Completed by ..... Position ..... Date .....

Checked by ..... Position ..... Date .....

<i><b>Risk Factors</b></i>	<b>Tick answer</b>		<i><b>Action to take</b></i>
	Yes	No	
<b>Working at home</b>			
Do you have a work surface which is sufficiently large and allows a flexible arrangement of documents and related equipment?			
Is your work chair stable allowing you easy freedom of movement?			
Does the room have adequate lighting, heat and ventilation, enabling satisfactory working conditions?			
Do you consider that all equipment is in good repair and there are no trailing cables or electrical leads?			
Do you carry a mobile phone, in good working order, with you at all times?			
<b>Use of Computer Equipment (if using VDU in excess 50% of time please also complete separate VDU risk assessment)</b>			
<b>Private Motor Vehicles</b>			
Do you have a current valid full UK driving licence?			
Are there any penalty points recorded on your driving licence?			
Is any vehicle you use for work insured fully comprehensively for you to drive for social, domestic and the business use of your employer?			
Is it regularly serviced with a current MOT (if applicable)?			
Do you have mechanical breakdown and recovery assistance?			

Intec Business Colleges Ltd

## **Working Alone in Safety Procedure**

### **(Management of Health and Safety at Work Regulations)**

Employers have a duty to assess risks to employees working alone and take steps to avoid or control risk. Employees have a duty to take reasonable care of themselves and other people affected by their work and co-operate with their employer.

1. Operations Managers will conduct a risk assessment with employees working alone on Intec Business Colleges Ltd premises.
2. Operations Managers will inform all relevant employees of existing controls and any additional controls to be implemented following results of the risk assessment.
3. This risk assessment must be reviewed on an annual basis and/or following:
  - a) Change in personnel
  - b) Change in procedures
  - c) Following a related incident

## WORKING ALONE IN SAFETY - RISK ASSESSMENT

### (HSW Act 1974 and Management of HSW Regulations)

Employers have a duty to assess risks to lone workers and take steps to avoid or control risk. Employees have a duty to take reasonable care of themselves and other people affected by their work and co-operate with their employer.

“Lone Worker” applies when only one person works on the premises.  
Mobile worker (see Peripatetic H&S Checklist).

Location:
Assessment completed by:
Date of assessment:
Any further action needed? <b>Yes/No</b> <i>Please specify action(s) required.</i>
Follow up action(s) completed on:



## ASSESSMENT CHECKLIST

<i>Risk Factors</i>	<b>Tick answer</b>		<i>Things to consider</i>	<i>Action to take</i>
	Yes	No		
Does the work place present a special risk to the lone worker.			Other activities conducted in building.	
Is there a safe way in and out of the premises for one person.			Open access keyholders. Security systems.	
Can all the equipment and supplies involved in the work be safely handled by one person.			Safe Manual Handling. Types of equipment used.	
Is there a risk of violence.			Existing security measures.	
Are women especially at risk.			Existing security measures.	
Are young workers especially at risk.			Unsupervised, vulnerable workers, lack of experience, knowledge and understanding.	
Is the person medically fit and suitable to work alone.			Routine work emergencies physical and mental burdens.	
Competence of lone worker and H&S awareness.			Training undertaken assessment (observation / QA etc).	
Emergency procedure awareness.			Fire Accident Evacuation Security Illness.	

Intec Business Colleges Ltd

## **Expectant Mothers at Work / Return from Maternity Leave Procedure**

**(Intec)**

### **(Management of Health and Safety at Work Regulations)**

Employers have a duty to assess risks to expectant mothers at work / return from maternity leave and take steps to avoid or control risk. Employers must take particular account of risks to new and expectant mothers and ensure the health, safety and welfare of both mother and unborn child. Employees have a duty to take reasonable care of themselves and other people affected by their work and co-operate with their employer.

1. Following notification by employee her Operations Manager will commence a regular Risk Assessment Monitoring procedure using the Expectant Mothers at Work / Return from Maternity Leave Form.
2. Following 1:1 discussions any required restrictions or changes in work practices will be recorded and both employee and Operations Manager sign the monitoring form.
3. Discussions may be conducted by telephone.
4. Discussions may be additional to the stated week and must be recorded as appropriate.
5. Changes will be reviewed on a regular basis and are to be more frequent as the date of confinement approaches.
6. This document will be securely stored in the employee's personnel file and copy sent to Head Office following any agreed changes.
7. Prior to returning to work the Operations Manager and employee will discuss any required adaptations to the work role and responsibilities to ensure the continuous health, safety and welfare of the new mother.

See HSE – New and Expectant Mothers at Work: Employer Guide  
See HSE – Guide for New and Expectant Mother who work

**Expectant Mothers At Work / Return from Maternity Leave Risk Assessment**

Name: \_\_\_\_\_ DOB: \_\_\_\_\_

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

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

Date Baby Due: \_\_\_\_\_

**Managers should undertake the following welfare calls:**

<b>Date</b>	<b>Weeks Pregnant</b>	<b>Restrictions or changes in work practices</b>	<b>Employee Signature</b>	<b>Manager Signature</b>
	Date of notification			
	As appropriate			
	As appropriate			
	26			
	30			
	32			
	34			
	36			
	37			
	38			
	39			
	40			

After Baby is Born	Observations / Date
Contact 2 weeks after baby born	
Contact 2 months after baby born	
Contact after 4 months if mother not back at work	

<b>Actions on Return From Leave:</b>	
Provisional Return Date:	Actual Return Date:
Adaptations considered for new mother:	
Manager Review 6 months:	

**WORKSTATION RISK ASSESSMENT CHECKLIST (Intec)**  
**HEALTH AND SAFETY (DISPLAY SCREEN EQUIPMENT) REGULATIONS 1992**  
**(amended 2002)**

**Introduction**

These regulations only apply to habitual users or those using VDU as a significant part of their normal job role e.g. using 50% or more on daily basis, but all employees are covered by general duties of care under other health and safety legislation.

Users should be encouraged to carry out their own risk assessment, which will then be checked by a competent person.

A new risk assessment needs to be carried out if there is a change of user, a change in equipment, or in location/set up/procedure.

Work through the checklist, ticking either the “yes” or “no” column against each risk factor:

- “yes” answers require no further action.
- “no” answers will require investigation and/or remedial action by a competent person. They should record their decisions in the “Action to take” column. Check later that actions have been taken and have resolved the problem.

**Additional Factors**

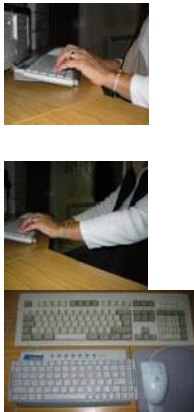
- Is a portable computer being frequently used? If so, reduce its use to a minimum. Alternatively, have a docking station (separate keyboard, separate screen or screen elevated, separate mouse or tracking device). Has the checklist covered all the problems the user may have working with the DSE?
- Has the user experienced any discomfort or other symptoms, which may be attributed to working with the DSE?
- Has the user been advised of their entitlement to eye and eyesight testing?
- Does the user have changes of activity, taking regular breaks working away from the DSE?


Please note that, though a characteristic of the workstation may not precisely match the advice given in the Regulations and Guidance, remedial action may not require to be applied if the user in question is satisfied and desires no change.

Workstation location:	
Name of user:	
Assessment completed by:	
Assessment checked by:	
Date of assessment:	
Any further action needed?	<b>Yes/No</b>
<i>Please specify action(s) required.</i>	
Follow up action(s) completed on:	

## ASSESSMENT CHECKLIST

<i>Risk Factors</i>	<i>Tick answer</i>		<i>Things to consider</i>	<i>Action to take</i>
	Yes	No		
<b>1. DISPLAY SCREENS</b>				
Are the characters clear and readable?			<p>Make sure the screen is clean and cleaning materials are made available.</p> <p>Check that text &amp; background colours work well together.</p>	
Is the text size comfortable to read?			Software settings may need adjusting to change text size.	
Is the image stable, i.e. free of flicker?			<p>Try using different screen colours to reduce flicker, e.g. darker background and lighter text, increase refresh rate of monitor setting.</p> <p>If problems still exist, contact your IT support.</p>	
Is the screen's specification suitable for its intended use?			For example, intensive graphic work or work requiring fine attention to small details may require large display screens.	
Are the brightness and/or contrast adjustable?			Separate adjustment controls are not essential, provided the user can read the screen easily at all times.	
Does the screen swivel and tilt?			<p>Swivel and tilt need not be built in; you can add a swivel and tilt mechanism.</p> <p>However, you may need to replace the screen if:</p> <ul style="list-style-type: none"> <li>• Swivel/tilt is absent or unsatisfactory</li> <li>• Work is intensive; and/or</li> <li>• The user has problems getting the screen to a comfortable position</li> </ul> <p>The height of the screen should be roughly at eye level. A monitor stand may be required.</p>	
Is the screen free from glare and reflections?			<p>Find the source of the reflections.</p> <p>You might need to move the screen or even the desk and/or shield the screen from the source of reflections.</p> <p>Screens that use dark characters on a light background are less prone to</p>	

			glare and reflections.	
Is the user facing the screen?			Position the screen in front of the user, to avoid any twisting.	
Are adjustable window coverings provided and in adequate condition?			Check that curtains/blinds are in good working order. If these measures do not work, consider anti-glare screen filters as a last resort	
<b>2. KEYBOARDS</b>				
Is the keyboard separate from the screen?			This is a requirement, unless the task makes it impracticable (e.g. where there is a need to use a portable computer).	
Does the keyboard tilt?			Tilt does not need to be built in	
Is it possible to find a comfortable keying position? 			Try pushing the display screen further back to create more room for the keyboard, hands and wrists.  Keep elbows close to the body, do not overstretch the arms.  Users of thick, raised keyboards may need a wrist rest.  Users may find the use of a compact mini-keyboard more comfortable.	
Does the user have good keyboard technique?			Training can be used to prevent: <ul style="list-style-type: none"> <li>• hands bent up at wrist</li> <li>• hitting the keys too hard</li> <li>• overstretching the fingers</li> <li>• repetitive use of same keys/fingers</li> </ul>	
Are the characters on the keys easily readable?			Keyboards should be kept clean. If characters still cannot be read, the keyboard may need modifying or replacing. Use a keyboard with a matt finish to reduce glare and/or reflection.	
<b>3. MOUSE, TRACKBALL</b>				
Is the device suitable for the tasks it is used for?			If the user is having problems, try a different device. The mouse and trackball are general-purpose devices	

			<p>suitable for many tasks, and available in a variety of shapes and sizes. Alternative devices such as touch screens may be better for some tasks (but can be worse for others).</p> <p>Check the device has been set to suit the user (for right or left hand user).</p>	
<p>Is the device positioned close to the user?</p> 			<p>Most devices are best placed as close as possible, e.g. right beside the keyboard.</p> <p>Training may be needed to:</p> <ul style="list-style-type: none"> <li>• prevent arm overreaching</li> <li>• tell users not to leave their hand on the device when it is not being used</li> <li>• encourage a relaxed arm and straight wrist</li> </ul> <p>A compact keyboard will help the user to avoid overreaching.</p>	
<p>Is there support for the device user's wrist and forearm?</p>			<p>Support can be gained from, for example, the desk surface. If not, a wrist rest may help.</p>	
<p>Does the device work smoothly at a speed that suits the user?</p>			<p>Check if cleaning is required (e.g. of mouse ball and rollers). Check the work surface is suitable. A mouse mat may be needed.</p>	
<p>Can the user easily adjust software settings for speed and accuracy of pointer?</p>			<p>Users may need training in how to adjust device settings.</p>	
<b>4. SOFTWARE</b>				
<p>Is the software suitable for the task?</p>			<p>Software should help the user carry out the task, minimise stress and be user-friendly.</p> <p>Check users have had appropriate training in using the software.</p>	
<b>5. FURNITURE</b>				
<p>Is the work surface large enough for all the necessary equipment, papers etc?</p>			<p>Create more room by moving printer, reference materials etc elsewhere. Use multilevel trays for papers/documents.</p> <p>If necessary, consider providing new power and telecom sockets, so equipment can be moved.</p>	



			There should be some scope for flexible rearrangement.	
Can the user comfortably reach all the equipment and papers they need to use?			Rearrange equipment, papers etc to bring frequently used things within easy reach.  A document holder may be needed, positioned to minimise repetitive, uncomfortable, head and eye movements.	
Are surfaces free from glare and reflection?			Consider mats or blotters to reduce reflections and glare.	
Is the chair stable & suitable for the user? Does the chair have : <ul style="list-style-type: none"> <li>• seat back height and tilt adjustment?</li> <li>• Seat height adjustment?</li> <li>• Swivel mechanism?</li> </ul> Castors or glides?			The chair may need repairing or replacing if the user is uncomfortable, or the adjustment mechanisms are faulty.	
Is the chair adjusted correctly?  Is the chair adjusted correctly? (continued)			The user must be familiar with the chair adjustments.  Adjust the chair height to sit with elbows at approx. 90° & 2cm above the desk  The user should be able to carry out their work sitting comfortably A footrest maybe required  Consider training the user in how to adopt suitable postures while working.  The arms of chairs can stop the user getting close enough to use the equipment comfortably. Consider chairs without armrests or alternatively, adjustable armrests.  Move any obstructions from under the desk.	
Is the lower back supported by the chair's backrest?			The user should have a straight back, supported at all times by the chair, with relaxed shoulders.	
Are forearms horizontal and eyes at roughly the			Adjust the chair height to get the user's arms in the right position; adjust	

same height as the top of the screen?			the monitor height/tilt if necessary.	
<b>6. ENVIRONMENT</b>				
Is there enough room to change position and vary movement?			Space is needed to move, stretch and fidget.  Consider reorganising the office layout and check for obstructions.  Cables should be tidy and not be a trip or snag hazard.	
Is the lighting suitable, e.g. not too bright or too dim to work comfortably?			Users should be able to control light levels, e.g. by adjusting window blinds or light switches.  Consider shading or repositioning light sources or providing local lighting, e.g. desk lamps (but make sure lights don't cause glare by reflecting off walls or other surfaces).	
Does the air feel comfortable?			VDUs and other equipment may dry the air. Green plants may help to increase moisture levels in the air.  Circulate fresh air if possible.  As a last resort, if discomfort is severe, consider a humidifier.	
Are levels of heat comfortable?			Can heating be better controlled? More ventilation or air-conditioning may be required if there is a lot of electronic equipment in the room. Or, can users be moved away from the heat source?	
Are levels of noise comfortable?			Consider moving sources of noise, e.g. printers, away from the user. If not, consider soundproofing.	
Are there any additional special circumstances to be considered?				

**Pre/Post Company Induction Guidelines**

This confirms the learner has/will be informed of all basic employee rights and responsibilities relating to their employer.

This document is to be completed by the learner / supervisor with an Intec member of staff during initial assessment / sign up and is contained in the Sign Up Pack (see Quality Assurance Appendices).

The learner confirms he / she has been informed of their rights and responsibilities by their employer by completing the pre induction column.

Listed areas not yet covered by the employer must be planned and recorded on the learner's first Plan/Review and implemented before the first assessment visit (i.e. within four weeks)

The learner will then confirm with the assessor all outstanding information has been provided by completion of the post induction column.

**PRE/POST COMPANY INDUCTION**

LEARNER NAME: \_\_\_\_\_ SUPERVISOR: \_\_\_\_\_

COMPANY NAME/ADDRESS: \_\_\_\_\_

TEL NO: \_\_\_\_\_

HOUSE RULES	PRE INDUCTION	POST INDUCTION	GENERAL INFORMATION	PRE INDUCTION	POST INDUCTION
HOURS OF WORK			COMPANY HEALTH & SAFETY POLICY		
BREAK/LUNCH TIMES			HEALTH & SAFETY REPRESENTATIVE		
TOUR OF PREMISES			FIRE EXITS/ ASSEMBLY POINTS		
CLOAKROOM/CANTEEN FACILITIES			FIRE APPLIANCES ALARM/DRILL		
SMOKING AREAS (IF APPLICABLE)			FIRST AID		
HOLIDAY APPLICATION PROCEDURES			QUALIFIED FIRST AID PERSONNEL		
SICKNESS REPORTING PROCEDURE			ACCIDENT REPORTING + PROCEDURE		
DISCIPLINARY/ GRIEVANCE PROCEDURES			PROHIBITED AREAS IDENTIFIED		
METHOD OF PAYMENT			PROHIBITED EQUIPMENT IDENTIFIED		
INTRODUCTION TO COMPANY ROUTINES + EQUIPMENT			ANY SPECIAL COMPANY REQUIREMENTS		
EQUAL OPPORTUNITIES POLICY <i>www.eco.org.uk</i>			PROBLEM SOLVING PROCEDURES		

I confirm that the above information has been discussed with an Intec member of staff to ensure that all areas will be covered at induction.

Signed (Supervisor): \_\_\_\_\_ Date: \_\_\_\_\_

*I confirm that all of the above information was discussed during my induction with the company and I understand any information that has been given to me.*

Signed: \_\_\_\_\_ Signed: \_\_\_\_\_ Date: \_\_\_\_\_

(Learner)

(Supervisor)

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**Useful Health and Safety Monitoring Questions**  
**Guidance sheet**

This document may be used by Tutor/Assessors during the 12 week Learner Review to regularly monitor learner awareness.

It is not necessary to write the question, Tutor/Assessors can refer to the question number, but the answer is to be recorded.

The section must be adequately completed as a simple yes to one question is not appropriate.

Two or three questions are usual, although assessors must use their discretion.

The same questions should not be used each time a review is completed.

Assessors must refer to previous review and confirm any planned health and safety training etc. has been completed.

**USEFUL HEALTH AND SAFETY  
MONITORING QUESTIONS  
(Learner)**

This 'aide memoir' lists suggested questions that learners should be asked during monitoring/review visits.

The list is by no means exhaustive but they are generic to all occupational areas.

The 'Golden Rule' when monitoring/reviewing is:  
**DO NOT** assume, **ASK**

1. Have you been given any **Safety** literature and have you read and understood it?
2. Have you read your employer's **Health & Safety Policy**?
3. In the event of an **Emergency**, what do you do?
4. Where are the **Emergency Exits** located?
5. Who are the nominated **Safety Persons**?
6. Where is the **First Aid Box** located?
7. Have you had any **Accidents** since the last visit?
8. Have you been issued any items of **PPE**. If yes – what?
9. When should it be worn?
10. Have you experienced any incidents of **harassment or bullying**?
11. Who would you report these incidents to?
12. Are there any areas you are **Prohibited** to enter?
13. Are there any **Machines/Equipment** you are not allowed to use?
14. Do you have any issues regarding your **Health and Safety**?
15. Have you received any employer **Health and Safety training** since your last review, or are you due to attend any training?

**Remember these questions relate to all Occupational Areas**

**USEFUL EQUALITY AND DIVERSITY (EQUAL OPPORTUNITY)**  
**MONITORING QUESTIONS (Learner)**

This 'aide memoir' lists suggested questions that learners should be asked during monitoring/review visits.

The list is by no means exhaustive but they are generic to all occupational areas

**DO NOT** assume, **ASK**

1. How was equality and diversity covered in your Intec induction?
2. How was equality and diversity covered in your employer induction?
3. Have you read your employer's equal opportunity policy?
4. Have you received or are due to receive any equality and diversity training?
5. Have you received any recent employer rights and responsibilities training?
6. Have you experienced harassment or bullying?
7. Who do/would you go to for help and support relating to equal opportunity?
8. Who is responsible for monitoring and implementing equality and diversity?
9. Do you believe you have ever been treated unfairly at work?
10. Have you raised any issues with your employer?
11. Have any issues been raised against you?
12. Do you believe your assessor is providing fair and equal assessment?
13. What is the appeals procedure?
14. Do you have any current issues regarding equal opportunities?
15. Give example of equal opportunities in your workplace

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## **HEALTH AND SAFETY INDUCTION**

### **TOPICS**

1. The arrangements in case of an emergency (fire etc.)
2. The significant risks identified from the risk assessment
3. The Safety Policy statement, organisation and arrangements
4. The arrangements for reporting accidents, diseases and other occurrences
5. The arrangements for First Aid
6. Any prohibitions that apply to trainees/students
7. Any PPE which needs to be worn and instruction on how to wear it
8. The legal responsibilities of trainees/students as 'employees'
9. Manual Handling and lifting arrangements
10. Arrangements for good housekeeping, maintenance and repair
11. Arrangements for storage and use of any hazardous or dangerous substances



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**Client and Intec Programme Review**

This document is completed by the Operations Manager or Delivery Manager responsible for the 3 monthly contract review meetings with the Employer.

**CLIENT & INTEC PROGRAMME REVIEW**

**Client:**

**Intec Region:**

**Present:**

**Date:**

This programme review document contains points to be discussed to ensure that all learner, clients and management requirements are being met. At present there are .....learners on this programme.

**Comments upon general individual learner progress:**

**Learners at risk and actions to resolve the situation:**

**Learners that require additional support:**

**Concerns about missed/cancelled appointments:**

**Potential early leavers and actions being taken to address this:**

**Are there any Health and Safety concerns that you wish to raise for the learners on this site?**

**Are there any Equal Opportunity and Diversity concerns that you wish to raise for the learners on this site?**

**Are there any potential opportunities to promote qualifications on site?**

**Plans being made for future registrations?**

**Any other business discussed:**

**SUMMARY OF ACTIONS ARISING FROM MEETING**

<b>Action</b>	<b>By Whom</b>

<b><u>Signatures of Attendees</u></b>	<b>Date</b>