



FOR THE FUTURE
**COOL BLUE
COLLEGE**

**Health & Safety
Policy**

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Introduction

This Health & Safety Policy describes how we manage our Health and Safety affairs.

We welcome any suggestions or recommendations that will help us keep our employees and others safe and protect the environment in which we work.

This Policy is available on request by any party and promoted on the Cool Blue College Website. All staff are informed of the policies location and any relevant documentation to support the policy.

Commitment to the policy from all staff is adhered to by reading this policy and signing once complete.

Purpose

The purpose of this policy is to ensure that we have an effective system in place to manage health and safety issues.

The policy sets an accountable framework for action. We recognise that working safely is not a natural state of affairs; it is only action by both management and employees that will ensure safety. This policy directs that action.

Company Profile

Cool Blue College is a limited company registered with companies' house in England and Wales. The company designs, develops and delivers education, training for commercial, education, manufacturing, and service sectors.

The company has a broad portfolio and a wide client base and operates across various sectors.

Most training delivered is soft skills, classroom based and one to one training. Training Consultants work in various locations adhering to individual company health and safety policy and practice.

The company operates nationwide with the main focus of operations in Northeast England.

Employers' Liability Insurance

The company hold appropriate Business Insurance, consisting of Public Liability and Professional Indemnity Insurance. Certificates are available on request.

Advice

Cool Blue College has qualified Health & Safety Consultants who manage the Health & Safety of the business. Further professional advice is sought from HSE.

Cool Blue College takes the matter of Health and Safety very seriously and review policies and procedures regularly, which are discussed at senior management level. Risk assessments are carried out and a full health and safety audit carried out annually.

1. Health & Safety Statement

We at Cool Blue will strive to ensure the health, Safety and welfare of our employees and learners. Our client and others by both, preventive and protective measures appropriate to risk.

Our policy is that of continuous improvement that sets a challenge to all employees at all levels within our organization to pro-actively contribute to the management of safety, the control of hazards and the management of risk.

We believe that the Health and Safety at Work Act 1974, and its supporting regulations sets a minimum standard that should be exceeded, when necessary, to identify hazards, manage risk and prevent harm by compliance with both the letter and spirit of the law.

We believe that all accidents, work related ill health and incidents are preventable and our goal is to achieve NO accidents, we believe that even one injury is one too many.

We will endeavour to provide a safe and healthy place of work with adequate welfare facilities, safe equipment and systems of working, appropriate and timely information, instruction, and training to all employees. We will dedicate adequate financial and human resource to identify, manage and maintain our health and safety process.

We expect, and demand that, all employees and associates fulfil their health and safety responsibilities by working in ways that promote safety, following arrangements and safe systems of work, reporting hazards, and not taking any uncontrolled risks.

We acknowledge our responsibilities to others who might be affected by our activities and will take appropriate measures to prevent harm.

This policy will be maintained and reviewed annually to ensure it continues as a live system identifying hazards and controlling risk.

The statement of intent will be reviewed annually as part of the health and safety policy as detailed below.

2. Roles & Responsibilities

Director

- The overall responsibility for Health, Safety and Environmental issues lies with the Managing Director.
- It is the responsibility of the Managing Director to ensure the company fulfils its legal duties by the appointment appropriate personnel and allocation of sufficient resource.

- The Director will monitor Health, Safety and Environmental issues and activities to ensure that the company is aware of hazards and appropriately managing potential risk.
- The Managing Director is also responsible for the reporting of accidents, illnesses and dangerous occurrences within the requirements of RIDDOR, the HSE, and Specific Learner Incident Reporting.
- The Managing Director is further responsible to ensure that this policy and its objectives are communicated across the company and that the policy remains valid by annual review.

Quality & Compliance Coordinator

- The Quality & Compliance Coordinator is responsible for implementing the Health & Safety Policy in the areas of control reporting to the Managing Director.
- The Quality & Compliance Coordinator will ensure that appropriate personnel are appointed and monitored and that such employees have a clear understanding of their responsibilities.
- The Quality & Compliance Coordinator will ensure that appointed persons are trained and competent to fulfil their duties and are afforded sufficient time, resource, and funding to do so.
- The Quality & Compliance Coordinator will identify hazards and assess the potential risk in consultation with employees in order to put in place and monitor suitable control measures and ensure that they work in a system of continuous improvement.
- The Quality & Compliance Coordinator will appoint an appropriate person to close supervise any Young Persons (under the age of 18 years)

Employees

Every employee must cooperate with the company in its efforts to promote and maintain a safe and healthy working environment by always:

- Working and acting in ways that are responsible and professional.
- Preventing risk to themselves and others who might be affected by what they do, or don't do.
- Reporting hazards and unsafe conditions to the Quality & Compliance Coordinator.
- Reporting all accidents, incidents or dangerous occurrences.
- Following our health and safety policy, procedures and working practices.
- Keeping work areas clean, tidy and free of tripping hazards.

Associates

- Associates will receive full induction to Cool Blue College
- Associates report to the In House Trainer / Assessor or Director.
- Associates hold the same responsibilities as employees with additional responsibilities when working in client premises or other training venues.
- Identify the responsible person to whom you must report in the event of an occurrence.
- Familiarise yourself with any safety and emergency systems and procedures.
- Familiarise yourself with fire exit routes and assembly points.
- Visually inspect training delivery rooms and take appropriate action against unacceptable health or safety risks.
- Communicate any necessary health and safety rules to attendees.
- Reporting of any significant accident, incident, or unsafe condition immediately to the Director.
- Associates should be aware of and embrace the concept of the LSC Learner Health and Safety Good Practices.

Visitors & Apprentices

- Every learner and apprentice must cooperate with the company in its efforts to promote and maintain a safe and healthy working environment by always:
- Working and acting in ways that are responsible and professional.
- Preventing risk to themselves and others who might be affected by what they do, or don't do.
- Reporting hazards and unsafe conditions to the Training Consultant.
- Reporting all accidents, incidents, or dangerous occurrences.
- Following our health and safety policy, procedures and working practices.
- Keeping work areas clean, tidy, and free of tripping hazards.
- Actively taking part in health and safety duty of care

3. Risk Management

We will conduct general risk assessments to identify significant hazards in order to remove them or control the risk they pose to an acceptable level. Specific risk assessments will be conducted to examine hazards and generate risk controls.

- COSHH
- Manual Handling
- Fire
- Display Screen Equipment
- External Premises

We welcome input from other sources such as our insurance company, the HSE, Environmental Agency, Environmental Services, Fire & Rescue Brigade, Awarding bodies and external consultants

We believe that by educating and empowering all employees to be aware of hazards and controlling risk will reduce the chance of harm. We instruct employees about the hazards identified in the assessment and give information and training in the controls to protect them, developing a positive health and safety culture.

Risk Assessments are maintained by the Training & Quality Coordinator and held in the Health & Safety File. They will be carried out monthly and a full health and safety audit carried out annually or in the light of any significant change.

4. Accidents

All Employees & Visitors (including apprentices)

- Employees, contractors, learners including apprentices and visitors must report ALL accidents, Incidents and Hazards to a First Aid person for this to be logged and any first aid action to be carried out if required.
- Always work safely, follow the rules and use correct PPE if required.
- Watch out for others and prevent them from taking risks.

In the event of a **SERIOUS ACCIDENT**:

- Send for the First Aider / Appointed Person and Quality & Compliance Coordinator
- Assist the injured person if you can do so without putting yourself at risk.
- Switch off any machinery or equipment that might cause further harm to the injured person or those attending them if it is safe to do so.
- Follow instructions from First Aid Person/Quality & Compliance Coordinator.

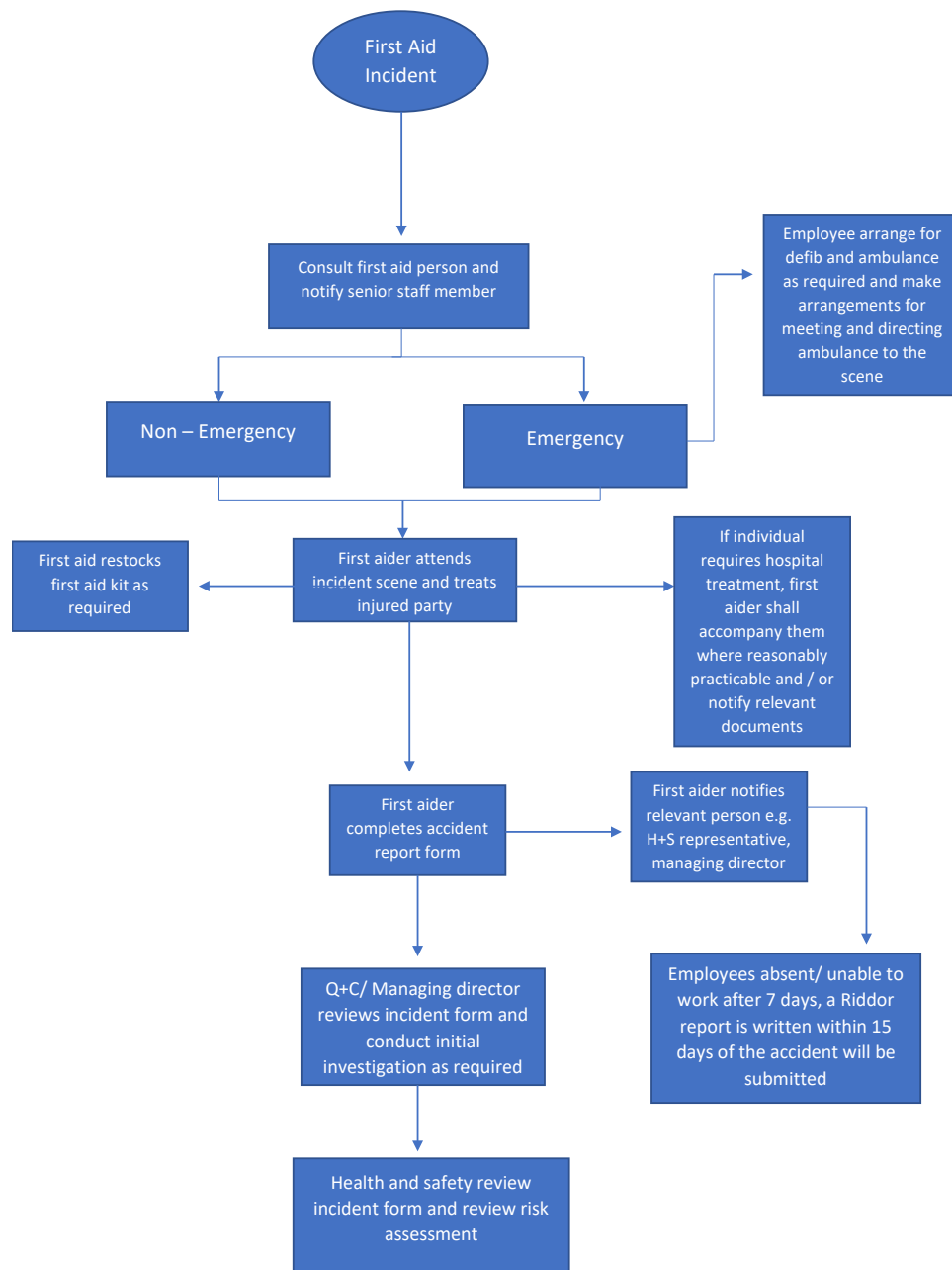
In the event of a MINOR ACCIDENT:

- Switch off any machinery or equipment that might cause further harm, if safe to do so.
- Get assistance for the injured person from the First Aider / Appointed Person.
- Inform the Quality & Compliance Coordinator and follow their instructions.

In the event of an INCIDENT OR HAZARD:

- Inform the Quality & Compliance Coordinator/Director immediately and follow their instructions.

First Aid Reporting Procedure



Quality & Compliance Coordinator

In the event of a **SERIOUS ACCIDENT**:

- Get appropriate assistance for the injured person.
- Make the area safe if you can do so without risk of further harm to yourself or others.
- Isolate the area.
- Contact Director.
- Control, calm and organise the workforce.
- Report the accident as required by RIDDOR (2013).
- Begin to investigate the accident, recording findings and statements.

In the event of a **MINOR ACCIDENT**:

- Get assistance for the injured person from the First Aider / Appointed Person.
- Investigate the accident and complete accident report.
- Complete any immediate actions to prevent re-occurrence.
- Inform Director at the appropriate time.
- Work with appropriate persons to develop, implement, monitor and review appropriate long-term actions to prevent re-occurrence.

Identify & manage **SAFETY CONCERNS**:

Plan: Assess risk and identify control measures

- Identify hazards that could give rise to work-related health and safety risks.
- Assess work risks to decide which risks to deal with, and in what order
Risk Assessments carried out to identify any risks.

Do: Implement control measures

- Implement control measures that effectively eliminate or minimise the risk.
- Give preference to control measures that protect multiple at-risk workers at the same time
What measures can be taken to reduce/eliminate risks?

Check: Monitor performance of control measures

- Implement appropriate means for workers to report incidents, near misses or health and safety concerns.
- Monitor workplace conditions and worker health so far as is reasonably practicable.
- Engage with your workers and their representatives when making decisions about procedures for monitoring.
Team meeting with Health and Safety agenda, discussing any issues or training.

Act: Take action on lessons learnt

- Regularly review the effectiveness of control measures at scheduled periods.
- Review incidents or near misses and talk to your workers to check that the control measures are effectively eliminating/minimising work risks.
- Use the results of your reviews, investigations into incidents or near misses, and monitoring results to continuously improve control measures.
Review Risk Assessments or investigations to improve and eliminate risk factors.

Reporting procedure SAFETY CONCERNS:

- Report to Director/Quality & Compliance Coordinator to Investigate the incident, hazard or concern to complete a written report.
- Complete any immediate actions to prevent harm.
- Review Risk Assessments, incidents or concerns and implement improvements.
- Carry out any repairs required.
- Discuss further improvements with all staff for feedback.

Staff may seek assistance in accident investigation and correct completion and filing of accident reports from the Quality & Compliance Coordinator.

If the actions recommended as a result of the investigation are beyond the scope of the Quality & Compliance Coordinator, they will arrange a meeting with the Director to define, agree and authorise the course of action to be taken.

The Quality & Compliance Coordinator is responsible for the maintenance of the Accident Report filing and of communicating accident / incident occurrence to the Director.

The Quality & Compliance Coordinator will immediately advise the Director of any accident or incident which is, or is likely to be reportable to authorities such as HSE, (RIDDOR) Environmental Agency or Local Authority and of any accident or incident which has the potential to result in an insurance claim now or in the future.

The Quality & Compliance Coordinator will monitor and review the corrective actions identified (both short and long term) periodically to ensure that such actions have been implemented and report the results to the Director.

Director

In the event of a **SERIOUS ACCIDENT**:

- Ensure appropriate care for injured person and others who may be affected.
- Ensure the area is made safe if it can be without risk of further incident.
- Do not allow the area to be disturbed, (other than actions to ensure immediate safety) until the investigation has been completed.
- Make initial investigation.
- Decide if specialist services are required i.e. HSE, Police, Fire Brigade, Safety Consultant, Insurer, and contact as appropriate.
- Develop and implement an appropriate action plan to cover: Detailed investigation of an accident and its cause, immediate actions to ensure safety and immediate impact on the business.
- Restoration of equipment / facilities, Restoration of business.
- Complete accident reporting Legal (RIDDOR) Insurance and Internal.
- Monitor and review the action plan as appropriate.

In the event of a **MINOR ACCIDENT, INCIDENT or HAZARD**:

- Support the needs of the Quality & Compliance Coordinator in the completion of reports and necessary actions.
- Periodically review all accidents, incidents, and hazards to develop accident prevention strategy.
- Monitor, review and maintain the requirements of this policy and procedure.

First Aider / Appointed Person

The First Aider will treat all injuries and illness as appropriate to training. If in any doubt the First Aider will contact the emergency services or have the injured person transported to hospital. The First Aider will accompany the casualty to hospital in case the injury worsens on the journey when this is appropriate.

5. First Aid

Whilst it is our policy to prevent all accidents, injuries, and ill health we will ensure adequate and appropriate first aid equipment is provided and maintained and suitable training will be given in its use.

- The first aid box is kept in the main reception on display.
- The First Aider / Appointed Person will inspect and replenish contents and record this inspection each month or as appropriate to need.
- The first aid box will contain a minimum supply of suitable equipment as required by the Health and Safety (First aid) Regulations 1981.
- The first aid box will not contain any medicines, tablets, or lotions etc.
- The First Aider will record all treatments given in the Accident Book.

Please see reporting procedure flow cart illustrated above

6. Fire

The health and safety of our employees is our FIRST priority.

In the event of a fire or other emergency the company does not expect or wish any employee to take unnecessary risks.

Suitable fire extinguishers are provided at appropriate points in the building and are marked as Fire Point.

Fire escape routes are provided and maintained and are clearly marked.

The alarm operates from a break glass system that activates the alarm across the whole of the premises and is externally monitored to call emergency services.

Fire alarm points are clearly marked.

Fire Assembly point is at the car park at the rear of the building.

Fire Instructions

Discovering a Fire

On discovering a fire:

- Sound the alarm.
- Attack the fire with extinguishers only if you are trained to do so and are NOT at personal risk.
- Leave the building by the nearest safe exit and report to the assembly point.
- Report to your supervisor who will call role.

DO NOT

- Do **NOT** stop to collect personal belongings.

- Do **NOT** re-enter the building.
- Do **NOT** put yourself or others at risk.

Hearing the Alarm

If you hear the fire alarm:

- Leave the building by the nearest safe exit and report to the assembly point.
- Report to your supervisor who will call roll.

DO NOT

- Do **NOT** stop to collect personal belongings.
- Do **NOT** re-enter the building.
- Do **NOT** put yourself or others at risk

Fire / Emergency Procedures

In the event of the alarm sounding all persons will leave the building immediately by the nearest safe exit and report to the fire assembly point.

The Senior Manager will clear the office and check toilets etc.

The Senior Manager will call a roll and inform the Quality & Compliance Manager/Managing Director.

No one must re-enter the building until the all clear is given by the emergency services and authorised to do so by the Senior Manager.

General Procedure

- The Fire Drill will be carried out twice annually and a record kept in the Fire Log Book held in reception.
- Fire alarm will be sounded weekly – Fridays 9am.
- A competent contractor will inspect fire Fighting, detection and alarm system annually.
- The Quality & Compliance Coordinator will visually inspect fire fighting equipment and call points every month.
- Employees must not interfere with any fire safety arrangements, keep fire exit routes clear and follow all fire safety rules.
- Smoking is prohibited within the building.

7. Equipment

- All equipment provided by the company will be appropriate for use, in good condition and adequately maintained. Electrical equipment will be PAT tested accordingly.
- All guards, safety devices and controls must be used at all times including the use of any necessary Personal Protective Equipment.
- Operators must check equipment for safety before use.
- Employees must only use equipment for which they have been trained and authorised.
- Never operate defective equipment.
- Any defects discovered must be reported immediately.

8. Hazardous Substances

We will assess the risks involved with using hazardous substances in the workplace and to control the use of substances to minimize or eliminate risks to health. A copy of the assessments are kept in the safety file maintained by the Quality & Compliance Coordinator.

A hazardous substance can be identified by the information included on the container label or data sheet supplied with the substance that is held in the Health and Safety file.

All employees must make full and proper use of any control measure or personal protective equipment and report any defects found immediately.

9. Manual Handling

The company strive to remove manual handling activities wherever possible, where this is not possible, we will assess the risk of harm and reduce it to an acceptable level.

We recognise that manual handling can be a significant cause of injury and as such we will train our employees to recognise the hazards and take appropriate actions to reduce the risk of harm. Suitable lifting equipment will be used whenever possible.

It is the responsibility of all employees to use equipment and systems provided to prevent harm from manual handling activities, and always use correct manual handling techniques. Employees must not take any unnecessary risk when manually handling and must seek assistance when required.

10. Display Screen Equipment

All DSE users will be given appropriate information, instruction and training in the health risks of DSE use and the control measures to reduce the risk, including setting up and adjusting the workstation.

Suitable workstation assessments have been recorded and appropriate control measures put into place to minimise risk.

DSE users may request an eye and eyesight test, which will be paid for by the company. The company will also pay for any necessary basic prescription glasses for DSE use.

Employees must set up, adjust and use all DSE equipment in ways that minimise health risks and report any problems or concerns to the Quality & Compliance Coordinator.

11. Electricity

The fixed electrical system is landlord maintained and certificated as required by current building and IEE regulations.

We will compile an inventory of portable electrical appliances and mark each appliance with a distinguishing number and ensure that a competent person regularly inspects all portable electrical appliances at suitable intervals.

The inventory and records of inspection and testing will be held in the Safety File and maintained by the Quality & Compliance Coordinator.

Any damaged or defective electrical equipment must not be operated and reported immediately to the Quality & Compliance Coordinator who will arrange appropriate action. Suitably qualified contractors will carry out all electrical work and maintenance.

12. Information, Instruction & Training

All employees will be given Induction training that will include Health and Safety rules and emergency procedures, as well as initial induction on commencement of employment.

The Quality & Compliance Coordinator will identify the training needs of individual employees against the roles and tasks the employee undertakes. They will ensure appropriate training programmes are developed and delivered and that training records are maintained. This will include mandatory Fire, DSE, Manual Handling and First Aid reporting training for all staff.

Every employee is responsible to work safely in the ways in which they have been instructed and trained and only complete tasks and functions for which they are trained and authorised. Every employee is encouraged to identify gaps within their training and to attend appropriate training courses and to suggest any further training that will improve health and safety.

Apprentices in our care – All apprentices will be given Induction training that will include Health and Safety rules and emergency procedures, as well as initial induction on commencement of employment or work carried out with their Training Consultant.

Cool Blue College continue to provide a safe working environment for all its learners. Health and Safety Inspections will be carried out at the start of each learner programme to ensure the safety of the learner at the placement of work. This will be carried out annually, for as long as they are on programme with Cool Blue College.

13. Employee Rules

We believe that every employee has the right to be safe at work and should not have to face any unacceptable risk. The company accepts and embraces its responsibilities to manage health, safety and welfare to prevent harm and expects and demands that each employee fulfils their responsibilities in particular:

- Every employee has a legal & moral duty to work in ways that minimise risk to themselves and others whom might be affected by what they do, or don't do.
- Never take un-necessary or uncontrolled risks.
- Always follow safety rules and procedures. If you are not sure **ASK**.
- Work in the ways in which you have been trained.
- Report all hazards, defects or concerns.
- Inspect equipment before use & **NEVER** use damaged or defective equipment.
- Never interfere with safety equipment, electricity, or other safety features.
- Read the label and follow instruction when using substances.
- Keep your work area clean and tidy.
- Clean up any spills etc. immediately.
- Do not smoke inside the building.

Any employee breaching health and safety rules will be subject to disciplinary procedure.

14. Premises

The premises are maintained in a safe and healthy condition at all times. Every employee is responsible for general housekeeping, cleanliness and tidiness.

Suitable and adequate welfare facilities are provided and maintained by the company. A safe and healthy work environment will be maintained with particular regard to slipping and tripping hazards, temperature, lighting, noise and ventilation.

Work equipment and storage of files, consumables etc. will be organised and arranged to prevent risks to health or safety.

Any damage to the premises, its fixtures and fittings and services must be reported to the Quality & Compliance Coordinator.

The Quality & Compliance Coordinator as part of a general health and safety inspection will inspect the premises every month. The inspection will be recorded and records maintained in the Safety File.

External Premises

Other venues used for training may include client premises and hired training facilities. Such premises will be inspected for suitability prior to the delivery of the training by the Quality & Compliance Coordinator. The Training Consultant will make a further inspection directly before the training session begins.

15. Employee Dignity

We believe that every employee at every level within our organisation should be treated with dignity. We operate policies and procedures that are inclusive with equal opportunity irrespective of gender, gender alignment, race, creed or disability.

We prohibit all forms of bullying, harassment, victimisation and discrimination and operate an open door policy to discuss any such concerns with the Director.

We will work in ways to prevent stress to employees by managing workloads and deadlines within the acceptable limits of the individual and within their level of training and capabilities.

16. Inspections

We will record regular inspections of the following:

Item	Frequency	Responsibility	Location
First Aid Equipment	Monthly	First Aider/Q&C	Safety File
Fire Alarm	Weekly	Q&C	Logbook
Work Equipment	Pre use	Operator	N/A
Fixed Electrics	5 Years	Q&C/Director	Safety File
Portable Electrics	1 Year	Q&C	Safety File
Premises	3 Monthly	Q&C	Safety File
Fire Equipment	Monthly	Q&C	Safety File

17. Records

The company will maintain appropriate health and safety records as listed:

- Health and Safety Policy
- Risk Assessments:
 - General Risk Assessment
 - COSHH Risk Assessment
 - Display Screen Equipment Workstation Assessments
 - Fire Risk Assessment
 - Manual Handling Risk Assessment
- Accident Investigation Reports
- First Aid & Illness Treatments
- Hazard & Equipment Defect Reporting
- RIDDOR
- First Aid Equipment Inspection
- Fire Systems Inspections
- Fire Fighting Equipment Inspection
- PAT
- Inspection Reports
- Employee Training Records

Review of Policy Statement

This procedure will be reviewed at minimum, on an annual basis or when necessary, by the Managing Director of Cool Blue College and the Quality & Compliance Coordinator

Date of Review	Print Name	Position
9 th January 2023	Mark Clelland	Director
	Luke Stavers	Quality & Compliance



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