



Learners are co-funded by the European Social Fund

LIFT Community Grants Programme – Health and Safety Policy

Purpose

This Health and Safety policy is designed to aid the LIFT Community Grants Programme in providing and maintaining a safe and healthy environment for all staff working on the Community Grants programme, as well as project staff and learners. The overall aim is to create a positive health and safety environment in which staff and learners have the encouragement, support and confidence to improve their health to its maximum potential.

The health and safety commitment set down in this policy will be communicated to staff and project participants (learners), as well as other service users.

This specific Health and Safety policy is to be applied to the LIFT Community Grants programme only and will apply to all LIFT Community Grants programme staff and subcontractor staff (Suffolk County Council) working on the programme well as to funded project staff and learners. As the programme is being delivered by Norfolk County Council (NCC) as the lead deliverer, this policy is aligned with the overall NCC “Health and Safety Policy”.

The LIFT Community Grants programme will aim to:

- Encourage a positive health and safety culture amongst staff and learners
- Provide a safe and healthy environment for staff and learners
- Work with subcontractors to ensure consistent and comparable health and safety standards
- Provide clear health and safety policy information and instructions to programme staff, subcontractor staff, project staff and learners.
- Implement emergency procedures such as evacuation, in case of a fire or another significant incident.
- Ensure that learners are provided with the information and awareness to keep themselves safe.
- Comply with all relevant health and safety legislation, codes of practice and guidelines.

Safe, Healthy and Supportive Environments

The LIFT Community Grants programme aims to create a safe, healthy and supportive environment for all staff and learners.

Young and Vulnerable Learners

The LIFT Community Grants programme recognises that it has a moral duty to safeguard and promote the welfare of its learners who are under the age of 18 and learners who are vulnerable adults. This duty includes helping to protect learners from circumstances in which they are abused or are unsafe. The programme will work to promote Community Grant project environments which protect learners from harm. The programme acknowledges its statutory duty to report disclosures of allegations of abuse/radicalisation.

The LIFT Community Grants programme will work within reasonably practicable boundaries to:

- Promote the rights of every individual to live free from abuse and coercion
- Ensure that learners are provided with the information and awareness to keep themselves safe
- Carry out their work and deliver the programme and projects in a way that prevents abuse and promotes safety
- Ensure that project staff have been trained in safeguarding where required
- Ensure that programme staff and project staff are aware of their responsibilities regarding young learners and vulnerable learners.

Training

All LIFT Community Grant staff including temporary and agency staff will receive appropriate induction training on Health and Safety. The online e-learning will make staff aware of the commitment, responsibility and arrangements for health and safety on the programme. The e-learning will require staff to:

- Understand NCCs health and safety commitments – document ‘Health and Safety – Our Commitments’
- Understand NCCs corporate health and safety management - document ‘Corporate health and safety management – organisation and responsibility P611’
- Understand the policy ‘Fire Safety and Policy Procedure P607b’ and know the fire procedures of their workplace’
- Understand the policy ‘Lone working procedures (personal safety) P617a’

At the end of the core health and safety e-learning courses the understanding/awareness of the member of staff is checked through a number of questions in an online test.

Communication

Details of the policy will be made available to all staff and learners through the most effective means.

The policy will be available on the LIFT programme independent website which can be accessed by LIFT Community Grant Programme staff, SCC the subcontractor, project staff and learners.

Suffolk County Council as the sole subcontractor will be made aware of the policy and where to access it, and will be required to sign the policy document, committing to its aims.

A section on health and safety will be included within the LIFT Community Grant Project Handbook in order to inform learners clearly of the support in place and contact details of those who can resolve health and safety issues.

Responsibilities

Health and safety is the responsibility of all levels of management. Management have direct health and safety responsibility for activities, commissioned and contracted services and staff under their control.

Health and safety is also still the responsibility of all staff. They must take reasonable care of their own health and safety and the health and safety of any other persons who might be affected by either their acts or omissions.

The LIFT Community Grants programme will confirm with project providers that they are aware of their responsibilities under current health and safety legislation.

Related Policies

Norfolk County Council policies related to this LIFT Community Grants specific policy include:

- 'Health and Safety – Our Commitments'
- 'Corporate health and safety management – organisation and responsibility P611'
- 'Fire Safety and Policy Procedure P607b'
- 'Lone working procedures (personal safety) P617a'

Policy Review and Revision Schedule

This policy will be reviewed, and revised if necessary, at least once every eight months from the signing of the Community Grant Contract, or more often as necessary according to requirements.

Named Individual in charge of policy review and revision: LIFT Project Manager

Version No.	Published Date	Review Interval	Review Date Due	Actual Review Date	Reviewer Name	Approver Name	New Version No.	Comments
		8 Months	15th October 2019					



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Health and Safety Management System

Purpose

This “Health and Safety Management System” has been created to allow the LIFT Community Grant programme to conform to its health and safety policy and demonstrate that conformance to others. It will show how the aims of the health and safety policy will be implemented through actions.

Health and Safety Objectives	Key Actions	Timescale	Expected Outcome/s
<p>HS 1. Ensure that learners are provided with the information and awareness to keep themselves safe.</p>	<p>A section on health and safety will be included within the Learner Handbook. Learners will be informed clearly of the support in place in terms of health and safety and contact details of those who can resolve health and safety issues.</p> <p>At the beginning of their time on the project learners will take part in an induction where they will be informed of key health and safety contacts and information on reporting issues.</p>	<p>Ongoing</p>	<p>Learners will be aware of health and safety in the learning environment from the very beginning of their course and will understand the importance of looking after their own health and safety and</p> <p>Learners will be able to easily look up the health and safety support in place and contact someone who can help them, either with a health and safety issue, or by giving them more information on health and safety in the learning environment.</p>
<p>HS 2. Encourage a positive health and safety culture amongst staff and learners</p> <p>HS 3. Provide a safe and healthy environment for staff and learners</p>	<p>All LIFT Community Grant staff including temporary and agency staff will receive appropriate induction training on Health and Safety. They will learn about, health and safety policy for the programme, health and safety management for the programme, fire safety and lone working safety.</p> <p>A section on health and safety will be included within the Learner Handbook. Learners will be informed clearly of the support in place in terms of health and safety and contact details of those who can resolve health and safety issues.</p>	<p>Ongoing</p>	<p>All staff working on the programme have the required knowledge and skills to work towards a safer workplace and place of learning.</p> <p>All staff will have the knowledge and tools to be able to provide a healthy and safe learning environment for learners, and a healthy and safe working environment for themselves.</p>

	At the beginning of their time on the project learners will take part in an induction where they will be informed of key health and safety contacts and information on reporting issues.		
HS 4. Work with subcontractors to ensure consistent and comparable health and safety standards	Suffolk County Council will sign up to the LIFT Community Grant programme Health and Safety Policy.		For Community Grants the LIFT CG programme and its subcontractor will have the same Health and Safety policy in place
HS 5. Provide clear health and safety policy information and instructions to staff, subcontractors, projects and learners.	The LIFT CG programme Health and Safety policy and the Health and Safety Management Plan will be made available to staff and learners via the LIFT programmes independent website. Staff and learners will be able to access it whenever required.	Ongoing	The Health and Safety policy and management information are easily available to the project participants/ learners
HS 6. Implement emergency procedures such as evacuation, in case of a fire or another significant incident.	All staff are required to complete e-learning induction training on fire safety.	Ongoing	Staff will be aware of the correct procedures to take in an emergency.
HS 7. Comply with all relevant health and safety legislation, codes of practice and guidelines. HS 8. Ensure that project staff have been trained in safeguarding where necessary	The LIFT Community Grants programme will comply with all of the relevant health and safety legislation, codes of practice and guidelines mentioned within the NCC health and safety policy documents. In terms of project compliance, at the application stage all projects will be required to confirm to the LIFT Community Grants programme that they are fully compliant with all relevant health and safety legislation, codes of practice and guidelines. For example, all projects will need to confirm that Disclosure and Barring Service checks and various other background checks have been carried out on all of their staff.	Ongoing	From the start all LIFT Community Grant projects will be fully compliant with all relevant health and safety legislation, codes of practice and guidelines.
HS 9. Promote the rights of every individual to live free from abuse and coercion and the right to a safe and	All projects will be required to ensure that learners are aware of information on safe conduct in the learning environment, whistleblowing procedures and the Health and Safety and Equality and Equal Opportunity policies.	Ongoing	Learners enrolled on the projects will be aware of what they should expect in terms of their right to a safe and healthy environment and will be aware of what support they can receive.

healthy learning environment.	Learners will be informed of their rights with regards to health and safety and of the support they will receive should they have any health and safety issues.		
HS 10. Staff will carry out their work and deliver the programme and projects in a way that prevents abuse and promotes safety	All LIFT Community Grant staff including temporary and agency staff will receive appropriate induction training on Health and Safety and they will learn about health and safety policy for the programme, health and safety management for the programme and fire safety.	Ongoing	LIFT Community Grant staff will be aware of and understand health and safety issues and procedures at work. They will be able to integrate this knowledge into their everyday work, and act effectively when any health and safety issues or abuse issues arise.
HS 11. Ensure that project staff are aware of their responsibilities regarding young learners and vulnerable learners.	<p>LIFT Community Grant staff including temporary and agency staff will receive appropriate induction training on safeguarding children and vulnerable adults. They will learn how to keep children and vulnerable adults safe from all forms of abuse.</p> <p>They will develop Community Grants processes, information and guidance for all funded projects that ensure each funded project has its own robust procedures and policies, and staff and volunteer training, to ensure all vulnerable and young learners are protected from all forms of abuse whilst participating in their project. And that participants are able to report such abuse to project staff and managers</p>	Ongoing	<p>LIFT Community Grant staff will be well informed on safeguarding children and vulnerable adults and knowledgeable in how to keep them safe from abuse.</p> <p>Funded Projects will have the information, guidance and direction to ensure they have robust policies and procedures, and effective staff and volunteer training. The projects will have the knowledge and tools to create a safe learning environment for young and vulnerable learners.</p> <p>Project participants/learners will have a clear pathway to report abuse.</p>