



BLUE LION
TRAINING ACADEMY

**HEALTH, SAFETY & ENVIRONMENT
POLICY AND PROCEDURE**

DOCUMENT HISTORY

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V3	Sept 2021	Updated in line with new QMS	Geeta Dhanjal	Harj Dhanjal
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This Policy and Procedure document has been approved by the CEO / Director and is signed on release to the BLQMS on Monday.com as per the version control status in the above table:



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HEALTH, SAFETY & ENVIRONMENT POLICY AND PROCEDURE

Blue Lion Training Academy Limited (the 'Organisation') aims to provide defect-free products and services to its customers on time and within budget, we aim to audit our policies and procedures to drive continuous improvement.

OVERVIEW OF THE POLICY

We take health and safety issues seriously and are committed to protecting the health and safety of our staff and all those affected by our business activities and attending our premises.

This policy and procedure is intended to achieve this by clarifying who is responsible for health and safety matters and what those responsibilities are.

This document may be reviewed and amended at regular intervals to ensure that it is achieving its aims effectively.

WHO IS RESPONSIBLE FOR WORKPLACE HEALTH AND SAFETY?

Achieving a healthy and safe workplace is a collective task shared between all staff, irrespective of seniority and working hours, including all employees, directors, consultants and contractors, casual or agency staff, trainees, apprentices/learners, homeworkers and fixed-term staff.

The board of directors of Blue Lion Training Academy has overall responsibility for health and safety and has appointed Geeta Dhanjal - Operations Director (DSL) as the Health and Safety Officer with day-to-day responsibility for health and safety matters. Any concerns about health and safety should be notified to Geeta Dhanjal in person or by one of the following ways:

by email: geeta.dhanjal@bluelionta.com **by phone:** +44 7527179522

or by completing the: Report of Injury/Illness /Near Miss FORM (**Appendix 1**) this form can be requested from Geeta or one of the company directors.

All forms received will be investigated through to conclusion and all evidence will be recorded on Google Drive with restricted access only. The HS&E Officer will put appropriate measures in place to reduce incidents re-occurring, and also make note where applicable on the HSE Risk assessment register.



Directors and Health and Safety officer is responsible for:

- Taking reasonable steps to safeguard the health and safety of staff and those people affected by business activities and of people visiting its premises
- identifying health and safety risks and finding ways to manage or overcome them – (risk assessment register)
- providing a safe and healthy place of work and safe entry and exit arrangements, including during an emergency situation;
- providing and maintaining safe working areas, equipment and systems and, where necessary, appropriate protective clothing
- providing adequate information, instruction, training and supervision to enable all staff to do their work safely, to avoid hazards and to contribute positively to their own health and safety at work.
- ensuring any health and safety representatives receive appropriate training to carry out their functions effectively;
- promoting effective communication and consultation between Blue Lion Training Academy and staff concerning health and safety matters and will consult with staff directly relating to health and safety
- if an epidemic or pandemic alert is issued, providing instructions, arrangements and advice to staff as to the organisation of business operations and steps to be taken to minimise the risk of infection; and regularly monitoring and reviewing the management of health and safety at work, making any necessary changes and bringing those to the attention of all staff.
- Investigate all injury, illness and near misses through to conclusion.

Responsibilities of all staff, and all those affected by business activities and attending our premises:

Everyone must

- take reasonable care for their own health and safety and that of others who may be affected by their acts or omissions;
- co-operate with the Health and Safety Officer or nominated HSE person to enable compliance with the health and safety policy and procedure;
- comply with any health and safety instructions and rules, including instructions on the safe use of equipment;
- keep health and safety issues in the front of their minds and take personal responsibility for the health and safety implications of their own acts and omissions;
- keep the workplace tidy and hazard-free;
- report all health and safety concerns to the Health and Safety Officer or nominated HSE person promptly, including any potential risk, hazard or malfunction of equipment, however minor or trivial it may seem; and co-operate in any investigation of any incident or accident which either has led to injury or which could have led to injury.



Staff responsibilities relating to equipment

Everyone must

- use equipment as directed by any instructions given by representatives of management or contained in any written operating manual or instructions for use and any relevant training;
- report any fault with, damage to or concern about any equipment (including health and safety equipment) or its use to the Health and Safety Officer, who is responsible for maintenance and safety of equipment;
- ensure that health and safety equipment is not interfered with; and not attempt to repair equipment unless suitably trained and authorised.

Staff responsibilities relating to accidents, near misses and first aid

Everyone must

- Using the Employee's Report of Injury/Illness /Near Miss form in **Appendix 1** promptly to report any accident at work involving personal injury, however trivial, to the Health and Safety Officer so that details can be recorded and cooperate in any associated investigation.
- familiarise themselves with the details of first aid facilities and first aiders
- if an accident occurs, contact the Health and Safety Officer and/or the duty first aider giving name, location and brief details of the problem.
- The Health and Safety Officer is responsible for investigating any injuries or work-related disease, preparing and keeping accident records, and for submitting reports under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR), where required.

Staff responsibilities relating to emergency evacuation and fire

Everyone must:

- familiarise themselves with the instructions about what to do if there is a fire which are available from the Health and Safety Officer;
- ensure they are aware of the location of fire extinguishers; fire exits and alternative ways of leaving the building in an emergency;
- comply with the instructions of fire wardens if there is a fire, suspected fire or fire alarm (or a practice drill for any of these scenarios);
- ensure that fire exits or fire notices or emergency exit signs are not obstructed or hidden at any time;
- notify the Health and Safety Officer immediately of any circumstances (for example, impaired mobility) which might hinder or delay evacuation in a fire. This will allow the Health and Safety Officer to discuss a personal evacuation plan for you, which will be shared with the fire wardens and colleagues working near to you



On discovering a fire, all staff must: immediately trigger the nearest fire alarm and, if time permits, call 999 and notify the location of the fire; and attempt to tackle the fire ONLY if they have been trained or otherwise feel competent to do so. Nominated members of staff will be trained in the use of fire extinguishers.

On hearing the fire alarm, all staff must: remain calm and immediately evacuate the building, walking quickly without running, following any instructions of the fire wardens; leave without stopping to collect personal belongings; stay out of any lifts; and remain out of the building until notified by a fire warden that it is safe to re-enter.

The Health and Safety Officer is responsible for ensuring fire risk assessments take place and changes made where required, and for making sure there are regular checks of fire extinguishers, fire alarms, escape routes, signage and emergency lighting.

REPORTING OF INJURIES, DISEASES AND DANGEROUS OCCURRENCES REGULATIONS (RIDDOR)

All employers must report any work-related deaths, and certain work-related injuries, cases of disease, and near misses involving employees wherever they are working.

Specified injuries to workers

The list of 'specified injuries' in RIDDOR 2013 replaces the previous list of 'major injuries' in RIDDOR 1995. Specified injuries are (regulation 4):

- fractures, other than to fingers, thumbs and toes
- amputations
- any injury likely to lead to permanent loss of sight or reduction in sight
- any crush injury to the head or torso causing damage to the brain or internal organs
- serious burns (including scalding) which: covers more than 10% of the body
- causes significant damage to the eyes, respiratory system or other vital organs
- any scalping requiring hospital treatment
- any loss of consciousness caused by head injury or asphyxia
- any other injury arising from working in an enclosed space which:
 1. leads to hypothermia or heat-induced illness
 2. requires resuscitation or admittance to hospital for more than 24 hours

For further guidance on [specified injuries](#) is available. There is no need to report incidents where people are taken to hospital purely as a precaution when no injury is apparent. For more details visit the www.hse.gov.uk website [How to make a RIDDOR report](#)



RISK ASSESSMENTS, DISPLAY SCREEN EQUIPMENT AND MANUAL HANDLING

Risk assessments are simply a careful examination of what in the workplace could cause harm to people. We will assess any risks and consider measures to best minimise any risk.

We will invite employees to carry out HSE Awareness & DSE training on IHASCO which includes Display Screen Equipment Workstation Assessment. This assessment consists of 8 topics risk assessments

☰ Outline

1. Work equipment
2. Chair
3. Standing desk
4. Visuals and screens
5. Multiple screens
6. Portable devices
7. Pains, breaks and environment
8. Additional concerns

Managers must ensure that any necessary risk assessments take place and the resulting recommendations are implemented.

Staff who use a computer for prolonged periods of time should try, where possible to organise short breaks every few hours away from the computer screen, and may request a workstation assessment by contacting the Health and Safety Officer.

Guidance on the use of display screen equipment can also be obtained in **Appendix 2**.

Guidance on manual handling (for example, lifting and carrying heavy objects) can be obtained from the Health and Safety Officer and where necessary training will be provided by us, we will try to minimise or avoid the need for manual handling where there is a risk of injury.



STAFF RETURNING TO WORK - CORONAVIRUS (COVID-19)

Ensure you familiarise yourself with the guidelines provided here alongside the government guidance.

[Living safely with respiratory infections, including COVID-19](#)

Social distancing

Where you are required to return to the physical office or work location, we request you sensibly maintain social distancing wherever possible.

We will take into account the impact of any measures on individuals with protected characteristics as defined by the Equality Act 2010, namely sex, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, or sexual orientation. This means we will ensure our measures do not adversely affect one group over another.

We may also implement new seating or desk arrangements to maintain social distancing. We will review any current seating or desk arrangements to ensure that workstations are assigned to an individual and are not shared.

In the event of an accident or emergency, you are not expected to follow social distancing rules if it would be unsafe to do so. You will be given instructions in the event of an emergency on what you should do.

Hygiene practices at work

Staff must follow all hygiene measures which we implement, and may include increased frequency of hand washing, wearing protective clothing, sanitising workstations and desks.

We will provide adequate handwashing facilities (or hand sanitiser where not possible) at entry/exit points and expect all staff to use these facilities frequently whenever entering and exiting the workplace.

We encourage staff to bring their own food if required and to use their own utensils and drinking containers.

We also expect staff to apply good hygiene practices generally, such as covering their mouths or faces when coughing or sneezing, not shaking hands or touching other people and to dispose of any waste, such as used tissues or hand wipes, responsibly.

Staff are expected to wipe down surfaces at their desk at the end of each day. We will provide adequate cleaning equipment to enable you to clean the surfaces that you have touched, such as keyboards, computer screens and telephones, and we will make sure there are adequate disposal arrangements.

If you there a group of employees gathering in a small area that does not have air conditioning you should use the closest window to let fresh air in - Bringing fresh air into a room by opening a door or a window,



even for a few minutes at a time, helps remove older stale air that could contain virus particles and reduces the chance of spreading infections. Trickle vents (small vents usually on the top of a window) or grilles can also be useful for bringing a little fresh air constantly. The more fresh air that is brought inside, the quicker any viruses will be removed from the room.

Protective clothing and face coverings

We may require staff to wear a face covering as a precautionary measure to protect others, If you do wear a face cover, it must cover your mouth and nose. However, a face covering is not a substitute or replacement for general hygiene practices.

If you choose to wear a face covering, we encourage the following steps: Wash your hands regularly with soap and water for 20 seconds or use hand sanitiser before putting the face cover on, and after removing it. Avoid touching your face or face covering to prevent contamination. Change and wash your face covering daily if it is washable or dispose of it responsibly

[What to do if you've been in close contact with someone with coronavirus \(COVID-19\)](#)

Mental health whilst working during Coronavirus (COVID-19)

We take the health of our staff seriously, including their mental well-being. Whether you are working remotely or returning to the workplace, we strongly encourage you to speak to your line manager, or a colleague regarding any concerns or issues you may have.

If you are working remotely from home or returning to the workplace, we encourage staff to:

- Connect with their fellow colleagues for informal chats or video calls;
- Get regular exercise and sunlight outdoors;
- Take regular breaks away from their workstation; and
- Ensure they are drinking sufficient water and eating properly.

Further updated information can be found on the following links

Non-compliance with health and safety rules

Any breach of health and safety rules or failure to comply with this procedure will be taken very seriously and is likely to result in disciplinary action against the offender, in accordance with Blue Lion Training Academy's disciplinary procedure, up to and including immediate dismissal.



HEALTH AND SAFETY FOR BLUE LION TRAINING ACADEMY APPRENTICES/LEARNERS & EMPLOYERS

When dealing with young apprentices 16-18 Health and Safety needs a little further consideration than when dealing with other new employees with previous work experience.

Some apprentices are school-leavers so their knowledge/experience of workplace Health & Safety requirements may be minimal or non-existent.

The employer has the primary responsibility for the health and safety of the apprentice and should be managing any significant risks.

To help, we have provided a Health & Safety checklist (**Appendix 3**) which we would ask the Employer to cover with the apprentice. We will retain a copy of this checklist. You are likely to have your own procedures in place for Health & Safety induction training, please use our checklist alongside your normal working practices.

As the training provider, we will take reasonable steps to satisfy ourself that the employer is doing this by :

- Employers to provide HSE Certification and/or policy and procedures
- Employers to complete the Blue Lion Training Academy Health and Safety Checklist with their apprentice <https://forms.gle/2N7vt2iVS8GMxV9k7>

Here at Blue Lion Training Academy, we will:

- check the apprentice knows how to raise any health and safety concerns.
- take apprentices through Health and Safety Awareness Training as part of welfare
- raise any concerns with the employer if we feel the apprentice is not operating in a safe working environment or needs appropriate risk assessments, or training to take place.
- Ask all apprentices will be asked if they were involved in any HSE incidents at their 8 weekly progress reviews, if yes details will be recorded in BUD

We would encourage employers to clearly communicate to all apprentices the importance of this topic and to outline the sanctions that would apply if they failed to follow your policy, procedures and instructions.

A good rule of thumb is to tell apprentices that if they are in any way uncertain about a Health & Safety issue, to stop and check rather than take risks.

The contact details of our Health & Safety officer who can provide general advice is included in this policy and procedure.

Speak Up

Stay Safe Both employers and young employees can access useful advice from this British Safety Council campaign which aims to put young people and confident communication at the heart of good health and safety. Please follow this link www.britsafe.org/speakupstaysafe



RISK ASSESSMENTS FOR EMPLOYING A YOUNG PERSON

Every employer employing a 16–18-year-old is legally obliged to carry out a risk assessment into the additional health and safety risks that employing a young, inexperienced person brings to the workplace.

This is a relatively straight forward process and you may have already completed one if you have previously employed someone of this age. If not, a risk assessment needs developing for this purpose, there is some useful support available on the internet from the Health & Safety Executive (HSE), please see:-

- Information on how to put together a risk assessment - www.hse.gov.uk/pubns/indg163.pdf
- Information on employing a young person - www.hse.gov.uk/pubns/indg364.pdf

This risk assessment should be completed before the employment commences.

We will ensure, as far as is practicable, that all learners receive adequate Health and Safety training and that the employer has the relevant policies and procedures in line with current legislation.

We will work in partnership with employers to ensure learners are managed in a safe environment. This includes taking details of the employer's liability insurance.

Employers will be asked to attend regular reviews with the apprentice and tutor to monitor progress of learning as well as check in on Health and Safety.

Where areas are identified for improvement, our director's will create an action plan with the employer to put any necessary improvements in place within an agreed timeframe. If a low risk has been identified then the tutor will track progress and follows up regularly. If a high risk had been identified and deemed unsafe for the learner, we would stop learning and raise with the employer/manager for immediate rectification. Only when resolved satisfactorily can we commence training.



APPENDIX 1 REPORT OF INJURY/ILLNESS /NEAR MISS FORM

I am reporting a work-related:

Injury	
Ill-health	
Near Miss	

Your Details

Name	
Job Title	
Address	
Managers Name	
Have you told your manager about this incident?	Yes No

WHEN DID IT HAPPEN/START?

Day	Date:	Time
-----	-------	------

WHERE DID IT HAPPEN? (This should be as precise as possible. For example: Which building? Which room? Which area? Outdoors? – where exactly?)

It happened in.....



WHAT HAPPENED? (Include what you were doing at the time and events that led up to it, including as much detail as you can. Try to describe it step-by-step. Include relevant details, such as light or weather conditions, if they may have affected what happened.)

Was it related to the work being done or the place the work was being done?

Yes	No	If Yes, then give details:

Was any equipment or substance involved?

Yes	No	If Yes, then what:



Was anything damaged?

Yes	No	If Yes, then what:
-----	----	--------------------

Did you take any photos?	Yes	No
--------------------------	-----	----

Were there any witnesses? (Complete details for each witness)

NAME	JOB TITLE	ADDRESS	CONTACT NUMBER

What do you think could have been done to prevent this incident? (If anything)

--



About an INJURY or NEAR MISS (What was the injury? Which parts of your body were injured? How serious was the injury? If it was a near-miss, how could you have been hurt?)

Tick Box

Fracture (other than to fingers, thumbs and toes)	
Amputation	
An injury likely to lead to permanent loss of sight or reduction in sight	
A crush injury to the head or torso causing damage to the brain or internal organs	
Serious burns (including scalding) which cover more than 10% of the body or caused significant damage to the eyes, respiratory system or other vital organs	
Scalping requiring hospital treatment	
Loss of consciousness caused by head injury or asphyxia	
An injury arising from working in an enclosed space (which led to hypothermia or heat-induced illness or required resuscitation or admittance to hospital for more than 24 hours).	
Another injury? (What was the injury?)	
Which part(s) of your body was/were injured?	
How serious was the injury?	
Any other comments about the injury?	
Was any first aid given? Yes No If Yes, then what:	
Name of person who gave first aid	



What happened next?

Tick Box

Back to Work	
Doctor	
Hospital	
Other	
Details about Doctor/ Hospital/ Other	

How much time off was needed?	Days
-------------------------------	------



Person completing this form

(Only complete this if you are completing the form on behalf of someone else)

Name	
Job Title	
Address	
Connection with Incident	
Does the person involved in the incident work in your organisation?	
If not, in what capacity were they there?	
Signature (if completed by hand):	
Date form completed:	



BLUE LION TRAINING USE ONLY

Reported to RIDDOR?

Yes

No

If yes, how was it reported?

Telephone

Online

Action Taken

Date:

Name:

Signature:



ERGONOMICS AT YOUR DESK

Are you sitting safely and comfortably at your desk? Set up and adjust your workspace and equipment every day to suit your needs and avoid possible health problems.

Check Your Chair

Sit up straight and close to the desk

- Adjust your backrest to support the curve of your lower back
- Keep your arms and elbows close to your body
- Relax your shoulders
- Have enough space under your desk to move your legs
- Rest your feet flat on the floor or on a footrest



Sort Out Your Screen

Centre the screen directly in front of you

- Position the top of the screen at or slightly below eye level
- The screen should be roughly an arm's length away

Move Your Mouse

Position the keyboard in front of you

- Keep the mouse close to the keyboard and within easy reach
- Use computer shortcut keys and avoid over-using the mouse

TAKE A BREAK

Even when sitting properly, we need to change position regularly. Develop healthy work habits:

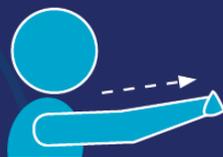
- Don't sit in the same position for long periods. Change your posture and vary your work tasks throughout your day
- Take 'mini'breaks' regularly - at least hourly. For example, do filing or photocopying, go and talk to a colleague instead of emailing, get a quick drink of water. Stand up, move around, do some quick stretching. Frequent short breaks are better than fewer long ones
- Prevent eye strain - regularly look away from your screen and focus on objects at different distances around the office or outside the window

Desk-ercise

There are simple movements you can do at your desk during the day, to relieve muscle and nerve tightness. All these exercises should be done slowly and gently while sitting in a good upright posture and should not cause pain. Hold each position for 5 seconds and relax.



- Turn your head to the left and right, keeping your chin in and aim your chin at your shoulders. Face front and stretch your head from side to side, aiming your ear to shoulder



- Gently interlock your fingers, palms facing away from your body. Push your palms away from your body, stretching the forearm muscles



- Sit up tall, breathe in and pull your chin in to make a double chin



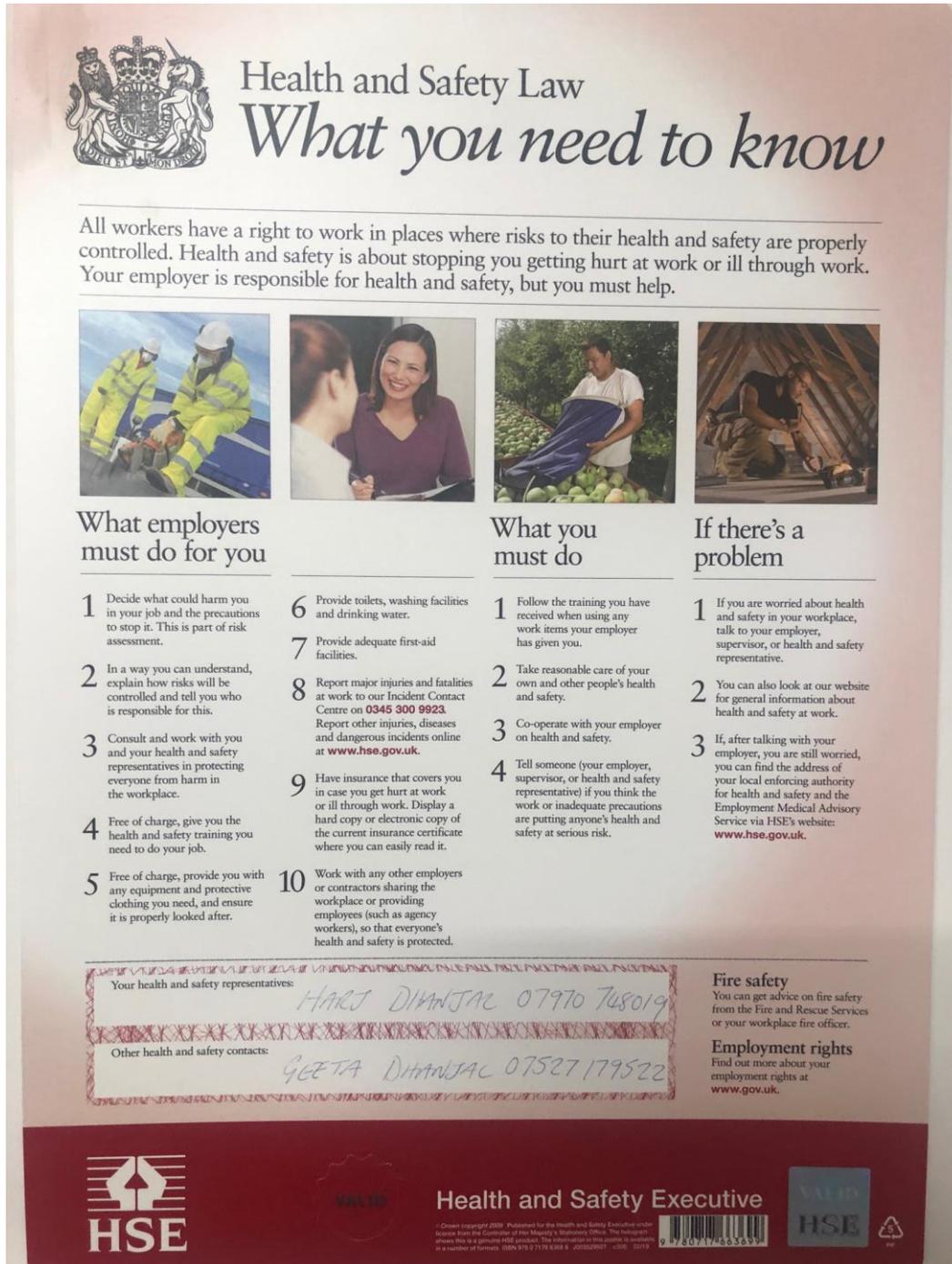
- Hold the elbow of one arm with the other hand and pull your arm across your chest to the opposite shoulder to stretch the back of your shoulders



APPENDIX 3 - HEALTH & SAFETY INDUCTION TRAINING CHECKLIST

[Link to Google Forms](#)

APPENDIX 4 – HSE DISPLAY POSTER



Health and Safety Law
What you need to know

All workers have a right to work in places where risks to their health and safety are properly controlled. Health and safety is about stopping you getting hurt at work or ill through work. Your employer is responsible for health and safety, but you must help.



What employers must do for you

- 1 Decide what could harm you in your job and the precautions to stop it. This is part of risk assessment.
- 2 In a way you can understand, explain how risks will be controlled and tell you who is responsible for this.
- 3 Consult and work with you and your health and safety representatives in protecting everyone from harm in the workplace.
- 4 Free of charge, give you the health and safety training you need to do your job.
- 5 Free of charge, provide you with any equipment and protective clothing you need, and ensure it is properly looked after.



What you must do

- 6 Provide toilets, washing facilities and drinking water.
- 7 Provide adequate first-aid facilities.
- 8 Report major injuries and fatalities at work to our Incident Contact Centre on **0345 300 9923**. Report other injuries, diseases and dangerous incidents online at www.hse.gov.uk.
- 9 Have insurance that covers you in case you get hurt at work or ill through work. Display a hard copy or electronic copy of the current insurance certificate where you can easily read it.
- 10 Work with any other employers or contractors sharing the workplace or providing employees (such as agency workers), so that everyone's health and safety is protected.



If there's a problem

- 1 If you are worried about health and safety in your workplace, talk to your employer, supervisor, or health and safety representative.
- 2 You can also look at our website for general information about health and safety at work.
- 3 If, after talking with your employer, you are still worried, you can find the address of your local enforcing authority for health and safety and the Employment Medical Advisory Service via HSE's website: www.hse.gov.uk.

Your health and safety representatives: *HARJ DHANJAL 07970 748019*

Other health and safety contacts: *GEETA DHANJAL 07527 179522*



Health and Safety Executive

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