

Automotive Transport Training Limited Safeguarding learners 2011

Health and Safety Policy For Young People & ATT Commitment to Every Child Matters & Safeguarding

We are committed to ensuring the health and safety and welfare of all young people. This is especially important when young people first experience work, either on work experience or as part of work related training programme.

We will ensure, so far as is reasonably practicable, that all young people are in a safe, healthy and supportive environment, which meets the needs of the young person. We will therefore seek assurance over the suitability of employers and locations for work related activities and expect employers and those involved to fully meet their legal obligations (so far as reasonable practicable) in relation to the health, safety and welfare of young people. We will work with employers and others to raise standards of health and safety but will not use locations and employers when standards are not met and a young person may be at undue risk.

We will, through working with our partners promote safe and healthy learning and working for young people incorporating, where appropriate the “safe learners” concept of the Learning and Skills Council. In doing so we will ensure that all young people are briefed on basic health and safety and hazard awareness prior to experiencing work and the workplace.

In managing work related learning and the health, safety and welfare for young people we will use good and best practice. We will follow guidance produced by the HSE. We will review our performance in this area annually.

Child Protection Policy

We are committed to ensuring the health, safety and well being of all young people. This is especially important when young people are placed for work related training.

We will ensure so far as is reasonably practicable that all young people are in a safe, healthy and supportive environment that meets the needs of the young person. We will therefore seek assurance over the suitability of employers and the locations for work related learning activities and expect the employers and those involved to fully meet their legal obligations in relation to the health, safety and well being of young people including child protection.

We seek to ensure that the outcomes set out in “**Every Child Matters**” are extended to work related learning and work based situations, in particular that activities contribute to the young person.

- Being healthy;
- Staying safe;
- Enjoying and achieving;
- Making a positive contribution;
- Achieving economic well being;

In arranging work related activities we will seek assurance from employers and others over child protection matters including safe supervision of the young person.

To achieve our aims we will work with our partners and promote co operation and understanding of child welfare and young people issues around the 5 outcomes in “**Every Child Matters**” and in working together to safeguard children.

The “Every Child Matters” agenda has been further developed through publication of the Children’s Plan in December 2007. This is a 10 year strategy to make England the best place in the world for children and young people to grow up in. It places families at the heart of Government policy, taking into account the fact that young people spend only one fifth of their childhood at school. The plan aims to improve educational outcomes for children, improve children’s health, reduce offending rates among young people and eradicate child poverty by 2020.

Everyone involved in work related learning activities for young people must co operate and abide by the policies and procedures to protect young people. We will review our policy and procedures annually.

For 2010 ATT will be implementing a further policy to help safeguard children in education by having a allegations of abuse policy against our staff.

Organising and Responsibilities

Everyone involved with young people and their health, safety and well being have to accept and fulfil their responsibilities. It is important that the organisations and individuals who have responsibilities understand what these are.

Young People

- Have to behave in a safe and healthy manner (take reasonable care) and not do anything that may affect the health, safety and well being of themselves or others.
- At the workplace a young person is legally deemed to be an employee and must follow rules and regulations of the employer who they are under control of.
- Young people must follow any information, instruction and training they are given including the use of any necessary personal protective equipment and clothing. They must co operate with their employer and others.
- Must report work related accidents/ ill health to the employer and ATT.

Employers

- In addition to complying with general health and safety legal requirements employers have to fulfil their legal obligations towards a young person and must look after their health, safety and well being.
- Employers have to ensure, so far as reasonably practicable, that all young people are in safe, healthy and supportive environment that meets the needs of the young person.
- Employers have to carry out a young persons risk assessment and out in place controls to reduce the risk to the young person because of his/ hers lack of experience and immaturity.
- Employers have to provide the risk assessment information and control measures to the learner.
- Employers have to provide adequate training and supervision for any young person. In choosing who is going to “look after” / supervise the young person. Consideration needs to be given by the employer not only to the general qualities and skills of the supervisor but also to any child protection issues

Work Place Supervisors

- Supervisors have to look after the young person to protect them from harm. Harm includes physical emotional and psychological harm including harassment and bullying. A person looking after a young person at work has a duty of care and a legal responsibility to do what they can to prevent harm.
- Supervisors must set the right example.
- Supervisors need to keep a watchful eye on young people so they can intervene if the young person is doing something dangerous or in the wrong way which may give rise to risks.
- Supervisors should ensure adequate cover for their absences so that young people are not left unsupervised.

ATT Limited

- To have a clear policy for young people
- To ensure young people are briefed in health, safety, well being and hazard awareness prior to starting work
- To ensure the suitability of the employer / workplace for a young person.
- To monitor a young person at a work placement.
- To provide a contact point for a young person for any concerns or incidents that may occur.

Assessors at ATT

- Assessors who go out to visit workplaces / employers prior to the young person starting have to make a judgement of suitability and agree other matters with employers/ workplace. The assessors responsibility is to follow the procedures of their training and instruction so that they can form an opinion as to the suitability (or not) of the workplace / employer
- If an assessor find him/herself in a situation when he/she does not feel competent to make a judgement he / she must report this back to ATT.

Planning and Implementing

The risk assessment, control measures and main arrangements to protect young people in work related learning situations is set out below.

Risk Control

The main controls necessary to reduce the risk to young people in workplace situations include.

- Young people all receiving a briefing prior to experiencing work covering health, safety and hazard awareness to meet the national standard.
- The workplace and employer being assessed for health, safety and well being suitability, to the scope and rigour to provide sufficient information to make an informed judgement. This includes not recommending and not using employers/ workplaces/ locations where they fall short of minimum standards.
- The assessment carried out by a competent person
- Agreements being made with the employer / work location generally and for each young person for supervision, personal protective equipment and clothing etc.
- The young people being provided with an appropriate induction by the employer, followed by ongoing information, instruction and training as appropriate.
- Employers being provided information so that it is clear what is expected of them and how, in certain areas, they can achieve these expectations.
- A young person always being “looked after” / supervised by someone competent to do so and who is not a risk to the young person.
- Everyone involved in the process being provided with information and where necessary training so that they are well informed and can make appropriate choices in relation to the young person health, safety and well being.

Agreements with Partners

Agreements or contracts are drawn up annually between LSc and ATT and then ATT and the employer. These agreements/ contracts will provide an opportunity to state particular Health and safety, well being and child protection matters. This will raise the awareness with employers/ workplaces and ensure that arrangements and responsibilities are made clear to the workplace/ employer.

Guidance for employers

In addition to any agreement/contract, employers need to be made aware of the importance of the young person's health, safety and well being. Assessors and others who deal with an employer will do this verbal and highlight certain key aspects such as supervision, child protection, or nay particular special needs the young person may have.

Pre- work briefing and resources

All young people should receive a health, safety and well being briefing before they start their employment.

Information for young people and workplace projects

To assist employers and young people understand about health, safety and well being at work it is good practice to provide information to support their briefing as well as a work based project to embed the briefing and induction. In this way the young person makes health and safety more relevant and practical to the work situation. The project would be the completing of the Be Safe Booklet.

Assessment of the suitability of employers and workplaces

All young people need to be in safe, health and supportive environment and protected from harm. When placed with an employer at a work place or learning environment, it is essential that an assessment of suitability is made and other matters agreed. To be able to do this, those assessing need to be competent to form an opinion and make a judgement.

As legislation is provided to protect people from harm it is used as a benchmark of suitability. **However, it is not for the assessor to inspect or try to enforce the law and therefore it is a matter of using standards based on legal requirements to help form the judgements of suitability.**

In assessing employer and workplace. Assessors need to cover the following matters / arrangements to a degree of rigour to be satisfied over the arrangements.

- Safety policies
- Risk assessment and control measures
- Accident and first aid arrangements
- Supervision, information, instruction and training
- Equipment and machinery
- Personal protective equipment and clothing
- Fire and emergency arrangements
- Workplace, environment and welfare facilities
- Management of health and safety

Standards in relation to young people

In addition to the general matters above for the employer and workplace, the assessor will need to discuss arrangements for the young person including.

- The risk to the young person taking account of his/her age (inexperience, immaturity etc) and any other special needs or circumstances including disability and or medical /health condition
- Control measures for the young person
- What the young person will be doing and what prohibitions and restrictions apply to the young person
- The supervision arrangements for the young person including any child protection issues arising from supervision arrangements
- The induction and ongoing information , instruction and training for the young person reflecting the results of the risk assessment, environment tasks and the learners age, experience and any special needs
- personal protective equipment and clothing the young person will need, who is to provide it and ensure it is used correctly.

Drugs & Alcohol

It is ATT policy that consumptions of alcohol and the use of recreational drugs and illegal activities involving drugs will not be tolerated and incidents will be reported to the police where applicable. Should any learners report or approach a member of staff to discuss their drugs or alcohol issues they will be dealt with sympathetically and would be offered the support and guidance required by referring them to a professional body that will be able to help the learner overcome their problems.

Measuring Performance

Both pro active and re active monitoring is required to assist in measuring performance in this area and is essential element of management. In addition it is a requirement to set a number of targets that can be measured.

Re active Monitoring

All reported incidents to a young person must be investigated by a person who is sufficiently competent. Investigations should follow guidance produced by HSE. Incidents include.

- Any accident and incident reportable under the reporting of injuries, disease and dangerous occurrences regulations (RIDDOR 1995)
- Any other incident or accident including a near miss to a young person
- Complaints including allegations of harassment, bullying or any other form of harm

Pro active Monitoring

ATT need to pro actively monitor young people and their health, safety and wellbeing. Visits will need to be based on a risk targeted approach, to check the arrangements made for the learner are working in practice and that the young person has gained sufficient understanding about health and safety at the workplace. This will be conducted during the review process, and ATT will annually complete a review of the workplaces annually, however if on conducted a review the assessor highlights problems with the workplace H&S this will be actioned immediately.

Any visits and monitoring need to ascertain a number of key matters including.

1. Whether the young person has been absent for any reason and if they have had any accidents, other harm or near miss.
2. That they have received an induction covering health, safety and wellbeing
3. That they are being looked after / supervised by someone (and it was as originally planned)
4. That they have been provided with , and have been shown how to use any PPE and the use is enforced
5. That they know what they are prohibited or restricted from doing and that this has been adhered to
6. That they know what to do if they have an accident And where the first aid person is
7. That they are receiving H &S training and giving instructed how do things before having to undertake the task

Review and Audit

It is essential that all organisations review and audit their performance in relation to Health, safety and well being of young people. Review and audit are essential elements of managing, and the relevant members of staff at ATT need to have such information to make informed judgements about policy and direction and for allocating resources.

Audit

We will internally audit our H&S system to help us monitor our performance. Information from these audits will be brought forward to quarterly management meeting.

Review

We will review our policy annually and use the information gained from the audits, inspections and meeting notes to help us produce our annually **SAR**.

Signed By _____ **Date** _____

Keith Rowley - Secretary of the Board of Directors

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