



YORKSHIRE WOLDS TEACHER TRAINING

Health and Safety Guidance

Version: 1.4

<p>Important: This document can only be considered valid when viewed on the YWTT portal. If this document has been printed or saved to another location, you must check that the version number on your copy matches that of the document online.</p> <p>Name and Title of Author:</p>	<p>Alison Fletcher (Director of Yorkshire Wolds Teacher Training)</p>
<p>Name of Responsible Committee/Individual:</p>	<p>YWTT Executive Board</p>
<p>Implementation Date:</p>	<p>September 2021</p>
<p>Review Date:</p>	<p>Summer 2024</p>
<p>Target Audience:</p>	<p>All trainees</p>

CONTENTS

SECTION	TITLE	PAGE
	Guidance Statement	3
1	Introduction	3
2	Scope	3
3	Roles and Responsibilities	3
4	Equality and Diversity	4
5	Procedures	4
6	Implementation	5
7	Monitoring Compliance with and Effectiveness of this Guidance	5
8	Review	5

GUIDANCE STATEMENT

Our **vision** is to develop the next generation of great teachers, ethical school leaders and advocates for the teaching profession who will ensure our schools and young people thrive.

Our **core purpose** is simply to develop great new teachers. We do this by exemplifying excellent practice and through observation, mentoring, coaching, practice, reflection and sharing with peers. We will equip our trainees with a wide range of teaching and learning strategies and support them to motivate and inspire young people.

Yorkshire Wolds Teacher Training is committed to developing its trainees into excellent teachers through a creative, effective and rigorous programme underpinned by supportive and highly experienced teacher educators. Our aim is to create models of outstanding practice across the partnership and to meet the needs of our partner institutions as well as training the school leaders of the future.

This guidance is an addition to the TEAL Health & Safety policy.

1. INTRODUCTION

When trainees are at YWTT training base, they must adhere to the TEAL Health and Safety Policy and the guidance in this document. When trainees attend training at any partner institution they must adhere to the policies and procedures of that institution.

YWTT has produced this Health and Safety guidance to comply with the requirements of Section 2(3) of the Health and Safety at Work Act 1974.

This guidance details the YWTT's continued commitment to maintaining a high standard of Health and Safety for all trainees.

2. SCOPE

YWTT recognises that it has responsibility for all trainees working on its premises or undertaking training activities in partner institutions elsewhere.

This guidance applies to all YWTT trainees.

3. ROLES & RESPONSIBILITIES

YWTT Executive Board

The YWTT Executive Board has ultimate responsibility for all Health and Safety matters within YWTT, however, will delegate day-to-day responsibility to The Director of YWTT. The YWTT Executive Board has a duty to take reasonable steps to ensure that trainees are not exposed to risks to their Health and Safety.

YWTT has a duty to:

- Assess the risks to trainees in order to identify and introduce the Health and Safety measures necessary to manage those risks.
- Inform trainees about risks and the measures in place to manage them.
- Ensure that adequate Health and Safety training is provided.

Director of Yorkshire Wolds Teacher Training

The Director of YWTT is responsible for ensuring the implementation of this Policy and reporting to the YWTT Executive Board and/or the TEAL Director of Estates and Facilities on Health and Safety matters.

Trainees

Trainees will:

- Comply with YWTT's Health and Safety guidance and the TEAL H&S policy as well as the policies and procedures of any partnership school that they attend as part of their training.
- Take reasonable care of their own Health and Safety and that of others who may be affected by what they do at work.
- Co-operate with YWTT and partnership schools on all Health and Safety matters.
- Work in accordance with training and instructions given, following agreed risk assessments and safe systems of working and where appropriate national guidelines.
- Inform their YWTT mentor/tutor or appropriate person of any situation representing a serious and immediate danger so that remedial action can be taken.
- Report accidents, incidents, near misses, cases of work-related ill-health and shortcomings in Health and Safety arrangements to the Director of YWTT or appropriate person in school.
- Adhere to safe working procedures in accordance with YWTT guidance and Partnership School Policies and where appropriate national guidelines.
- Model safe and hygienic practice for students.
- Understand emergency evacuation procedures and feel confident in implementing them.
- Not intentionally or recklessly interfere with or misuse anything provided in the interests of safety, health or wellbeing, or do anything likely to endanger themselves or others
- Use tools, equipment, PPE and materials provided for their intended use only, in accordance with the information, instruction and training they have been given, ensuring that damaged or faulty equipment is not used and reported.

4. EQUALITY AND DIVERSITY

YWTT is committed to:

- Promoting equality and diversity in its policies, procedures and guidelines, adhering to current legislation eg. the Equality Act 2010.
- Delivering high quality teacher training that meets the diverse needs of its trainee population, ensuring that no individual or group is disadvantaged.

5. PROCEDURES

5.1 Accidents

Accidents will be reported according to YWTT procedure (below) if they occur at the YWTT training base. Any accident occurring at a partnership institution should be dealt with under the Partnership School Policy. The trainee should also report these instances to the Director of YWTT.

YWTT Procedure for Accidents occurring at the YWTT Training base

- An accident form will be completed as soon as possible after the accident occurs by the trainee or first aider who deals with it. The completed form is to be returned to the Director of YWTT.

5.2 Electrical Equipment Safety

All reasonable steps will be taken to secure the Health and Safety trainees who use electrical equipment. YWTT acknowledges that work with electrical equipment can be hazardous and it is therefore the YWTT's intention to reduce the risks as far as is possible.

The Education Alliance has developed and implemented a Trust Electrical Safety Policy. The Electrical Safety Policy is available to view in the Policies and Procedures section of the Trust's internet site.

5.3 Fire Safety

YWTT recognises the importance of protecting trainees, visitors and others from any fire-related risks and is committed to complying with any relevant legal duties and obligations. As far as is reasonably practicable, all steps shall be taken to prevent fire from occurring.

The Education Alliance has developed and implemented a Trust Fire Safety Policy. The Fire Safety Policy is available to view in the Policies and Procedures section of the Trust's internet site.

5.4 New and Expectant Mothers

YWTT will take all reasonable steps to safeguard the Health, Safety and Welfare of new and expectant mothers and of their unborn children.

YWTT undertakes to assess all risks to new and expectant mothers arising from their training activities and to take implement appropriate control measures.

Risk assessments will be carried out whenever any trainee notifies YWTT that they are pregnant. Appropriate measures will be put in place to control risks identified.

5.6 Risk Assessment (Health and Safety)

YWTT accepts that some of its activities may, unless properly controlled, create risks to trainees. YWTT will take all reasonably practicable measures to reduce these risks to an acceptable level. YWTT subject leads are responsible for ensuring appropriate training on specific risk assessments associated with their subject are conducted.

5.7 Stress

YWTT recognises that, whilst a degree of stress is likely during the training year, excessive pressure can have a negative effect on health and on performance.

YWTT is committed to promoting good health and wellbeing and is therefore concerned to recognise the negative effects that stress may have. YWTT recognises the importance of identifying and reducing training stressors. Systems are in place within YWTT for responding to individual concerns, monitoring trainee workloads and providing suitable support mechanisms for trainees suffering from the negative effects of stress. Trainees are encouraged to discuss any issues resulting in stress with their YWTT tutor. (See YWTT Health, Wellbeing and Attendance Policy)

6. IMPLEMENTATION

This guidance document will be disseminated to all trainees. Each trainee will also receive a copy and will be asked to sign that the guidance and the TEAL H&S policy has been read and understood. The policy will also be available on the YWTT website.

7. MONITORING COMPLIANCE WITH AND EFFECTIVENESS OF THIS GUIDANCE

The effectiveness and compliance of this guidance will be monitored by the Director of YWTT on an annual basis

8. REVIEW

This policy will be reviewed within one year of the date of implementation