

HEALTH AND SAFETY LEARNING BULLETIN

February 2018

The information below are key updates following a review of incidents, accidents, investigations and H+S Panel meetings.

Checklist

Please familiarise yourself with Novus Know How and the H+S section found under 'People'. There is a bank of useful recourses, guides and forms etc. *Click to see screen preview.*

Please ensure H+S is a standing agenda item at key meetings.

Risk Assessments need to be in place for all areas. These need to be completed on Novus paperwork. Examples and RA templates are on Novus Know How in the H+S section.

All incidents, accidents or near misses need to be reported to Novus and the Prison in a timely manor. This includes all accidents that relate to colleagues, learners, sub-contractors and visitors. The Near Miss, Incident or Accident Report and Investigation Form is located on Novus Know How, under People, then H+S.

Serious H+S accidents and incidents should be escalated to your Regional Team or Novus SLT as a matter of urgency.

Safety and security checks are completed before the start of each learning session.

Review the layout of the learning environments to ensure colleagues have a clear exit route and that green bells are accessible.

A visitors safety and security guide is now available on Novus Know How (under General) to send to all visitors prior to their visit.

An H+S induction will be available for all colleagues prior to them commencing employment. This will also be available for current colleagues on iLearn.

If Novus colleagues require urgent hospital treatment, please ensure we attend with them as welfare support.

When colleague are absent from work due to an incident / accident, please consider the use of light duties / non-teaching commitment to get them reintegrated as quickly as possible.

Novus Manager or their representative should attend the Prison H+S Committee Meetings.

When colleagues changes roles or commence new positions, ensure there is a process in place to hand over H+S responsibilities.

*Health and Safety is everyone's responsibility
together we can make a safer workplace!*