

# HEALTH AND SAFETY POLICY 2021 - 2022



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## Our Mission Statement

Aim to deliver an engaging, positive learning experience every time.

## Our Values

Our values encompass the achievement of all of our learners. Our values are HONESTY, INTEGRITY, SUPPORT, ETHICAL BUSINESS AND EQUALITY OF OPPORTUNITY FOR ALL. We support PREVENT, SAFEGUARDING, BRITISH VALUES, EQUALITY, DIVERSITY & INCLUSION and this policy is at the heart of and supports these core values in aiming to safeguard staff and learners.

## Our Vision

To be the provider of choice for apprentices and clients, creating bespoke education and training that maximizes opportunity and investment, both for now and in the future.

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## 1 - Introduction and Overview

Effective leadership and management help to support all Apprentices and staff by ensuring that robust process and procedures are in place.

The health, safety and wellbeing of learners, staff, and its wider community a fundamental to the values and integrity of THE NVQ TRAINING CENTRE and THE APPRENTICESHIP CENTRE.

This policy seeks to provide the foundation for the centre to establish and ensure a positive health and safety culture for all members of the centre community, through coherent processes and compliance with all relevant standards, thus enabling staff and learners to achieve their potential in an environment where positive wellbeing is the expectation for all, producing learners and staff who flourish by being confident, healthy, safe, emotionally resilient, risk intelligent and personally fulfilled.

The members of our centre are committed to achieving, so far as is reasonably practicable, the best standards of health, safety and welfare for its employees, learners, visitors and others who may be affected by the activities of the centre and to fully meet its legal obligations and corporate responsibilities.

Injuries and accidents can often be avoided. The Centre is determined to improve systems to reduce injuries and ill health. All injuries and/or ill health must be recorded in the Centre accident book.

There is a management structure in place to implement the Health and Safety Policy. This structure includes a competent person who will work closely with the Senior Management Team (SMT) and report at least on an annual basis to the Directors in order to achieve implementation of this Policy. Staff are trained and updated on any changes to the policy, this includes the online Health & Safety course (Educare) that is a requirement to complete every 12 months.

All employees of the Centre have responsibilities for their own health and safety and should co-operate with the Centre as their employer to achieve safe working practices. Managers will consult staff on matters which may affect their health and safety. Health & safety is covered in week 1 for all new employees in conjunction with the staff induction policy and procedures.

This Health and Safety Policy document sets out the management of health, safety and welfare and outlines the arrangements made by the Centre to achieve the aims of the policy statement.

Tutors have responsibility for health and safety within their business areas. This will include a “duty of care” for the health and wellbeing of Apprentices.

This policy forms part of employees’ conditions of employment. Failure to comply may be treated as a disciplinary matter. This Policy document will be the subject of an annual review and will be updated as circumstances and legislation change to ensure that the Policy remains relevant to Centre activities.

Related policies which should be considered in relation to this document:

- E-safety policy
- Safeguarding policy
- Child protection policy
- Physical intervention policy
- Equality, diversity and inclusion policy

## 2 - Rationale and Scope

This policy covers all staff, learners, and visitors to the centre. The policy should be reviewed and updated annually.

## 3 - Roles and responsibilities

Our SMT (senior management team) take overall responsibility for the provision of all policies within the centre. The directors, Mark Webber and Peter Carey, take overall responsibility for this policy, its application and sharing of appropriate information. Our Health and Safety Manager, Lloyd Johnson has overall responsibility for Health and Safety within the centre and that ensuring policies, procedures and systems are followed and adhered to whenever possible.

## 4 - How this Policy will be Communicated

- Our SMT will review policies and update as required
- Our H&S Manager, Lloyd Johnson has a responsibility to update the SMT and staff in relation to changes in policies, procedures and laws in relation to Health and Safety.
- Our policy will be made available on our website if applicable
- Our policy documents will form part of the induction for all staff to the centre
- When suitable, policies will be uploaded to OneFile resources for access by all appropriate users
- Acceptable use agreements to be held on learner files, or signed on OneFile as required
- We may email policy updates to staff as required or use OneFile system announcements
- Staff should review the employee handbook in relation to staff behaviour.

## 5 - Complaints

Any complaints in relation to this policy or relating to Health & Safety should be made to the SMT or the Directors, who can be contacted via our Head Office on 08452235020 or email [info@apprenticeship-centre.co.uk](mailto:info@apprenticeship-centre.co.uk). Lloyd Johnson can be contacted on the same number or email [Lloyd@apprenticeship-centre.co.uk](mailto:Lloyd@apprenticeship-centre.co.uk)

## 6 - Health and Safety Manager/Responsibilities

Our Health and Safety Manager is Lloyd Johnson, reporting to the SMT and Directors.

Contact [Lloyd@apprenticeship-centre.co.uk](mailto:Lloyd@apprenticeship-centre.co.uk) telephone 0845 223 5020 extension 790.

Appointed Health and Safety Manager responsibilities:

- Act as a focal point for day-to-day references on health and safety issues and give advice or indicate sources of advice.
- Oversee compliance with the Centre's Health and Safety Policy, legal requirements and the Centre's general health and safety provision on behalf of the Directors and the SMT.
- Bring to the notice of the Directors matters calling for a policy recommendation
- Liaise with outside agencies able to offer expert advice on health and safety matters
- Maintain CPD in relation to Health and Safety in the workplace
- Seek to teach and advise others within the centre about issues relating to Health, Safety and Well-being through sharing best practice through informal meetings, standardisation meetings and via information relayed to the SMT
- Prepare Health and Safety Statements and Procedures or support in their preparation, checking and prior to publication verification if required, maintaining suitable signage in the office and centre
- Ensure, in collaboration with the staff of the Centre, that up-to-date health and safety resources are available in the Centre and are brought to the attention of staff and learners
- Maintain adequate records of accidents and/or ill health, industrial disease and near-misses in the Centre, with the Directors act as the Reporting Officer for the Centre in the context of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.
- Investigate alongside the Directors/SMT and report upon all serious and/or reportable accidents in collaboration with staff from the relevant section.
- Be responsible for compliance with the Centre Health and Safety Policy and procedures and arrangements contained within it and associated documents, within the Centre.

- Ensure that health and safety is a standing item at meetings when required and to promote and increase health and safety awareness to staff and support awareness to students
- Include, in conjunction with the Course Tutors, health safety & wellbeing as part of each course. Embed Safe Learner Targets within the curriculum.
- Make suitable suggestions for 'thought for the day' style discussions with learners as part of the review process as required and to support teaching staff
- Ensure that risk, and other necessary assessments as required under health and safety law, are carried out and documented within the Centre and maintained in a timely fashion
- Report any serious accidents, or health, safety or environmental incidents, and/or related or other contact with external health, safety or environmental agencies to the Directors as soon as possible.
- Ensure clear health and safety management structure and procedures exist within the Centre that are known and understood by all staff.
- Be responsible for the purchase of health and safety materials and equipment used within the Centre as required
- Allow relevant staff time to participate in accident investigations as necessary.
- Stop unsafe operations and procedures within the Centre and inform the Directors and SMT of such matters
- Ensure that necessary risk and other assessments as required by law, are undertaken and recorded within their programme area.
- Ensure testing of electrical equipment is conducted in a timely and effective manner

## 7 - Senior Management Team (SMT)

Our SMT team comprises of

- The directors
- Head of Quality Assurance
- The Head of Sales
- Funding and Compliance Manager
- Apprenticeship Channel Manager

The SMT are the body accountable for ensuring the centre procedures are in place to support students and staff. The Health and Safety Manager will report to the SMT. It is essential that the SMT act, when required, on the advice of the Health and Safety Manager and to support recommendations and improvements to support the health, safety and well-being of staff, students and visitors.

## 8 - Centre Procedures, Signing-in and Staff ID Badges

All staff should wear ID badges when working on behalf of the centre. Whilst working in the office, and when no visitors are present ID badges can be removed. When working in external environments, such as with employers, then staff should wear their ID badge at all times.

All visitors to the centre are asked to sign in at reception and also at our administration centre. Staff should report absence to their line manager as soon as possible to avoid any confusion as to who is in the building

in the event of a fire, or other emergency. Visitors to the centre, include external examiners, employers and apprentices, who must all sign in.

## 9 - Governance and Health and Safety

Governance meetings should cover the following in relation to Health and Safety:

- Health, safety and well-being concerns in relation to students and staff

Governors are permitted to challenge and question the H&S processes, procedures and outcomes to support the centre in keeping staff, students and visitors safe.

## 10 – Teaching Staff Responsibilities

- Comply with the Centre Health and Safety Policies and Procedures.
  - Provide clear instructions and warnings on health and safety and check to ensure that they are understood, as part of their course induction and/or use the BeSafe guide and workbook to support learning and development in relation to Health and Safety.
  - Give adequate health and safety instructions within the context of the apprenticeship
  - Personally, follow safe working procedures, wearing the correct protective clothing and equipment when necessary.
  - Ensure risk assessments have been undertaken for activities within schemes of work and lesson plans as required
  - Insist on the use of Personal Protective Equipment, guards and safe-working procedures at all times when necessary
  - Encourage a positive health safety and wellbeing culture and hazard reporting by learners.
  - Ensure that all equipment or material used, which requires repair or replacement is taken out of use and is brought to the attention of the Centre Manager.
- Be responsible for health and safety provision within their work areas.
  - Aim to create health and safety awareness amongst their learners.
  - Ensure that necessary risk and other assessments as required by law, are undertaken and recorded within their section.
  - Arrange for the ordering and purchase of health and safety equipment and materials as required
  - Report all accidents and incidents and participate in accident investigations as necessary.
  - Have authority to stop unsafe practices and report them to the Centre Manager/Directors/SMT and report issues to Governors or higher authorities if they feel it is required
  - Liaise with the Centre Manager/Directors/SMT on health and safety issues.
  - Report all contacts with external agencies responsible for health and safety to the Centre Manager as soon as possible.
  - Comply with Centre health and safety policies and procedures and ensure that real work environments and workshops are left in a clean and safe condition at all times, isolating all

services as required.

- j) Undertake those duties as required by the Centre Manager, in order to secure the day-to-day safety of workplaces, machinery and equipment.
- k) Assist in running equipment preventative maintenance programmes as directed by the Centre Manager.
- l) Complete a practical task method statement for any task that has the potential to cause serious injury to persons or damage to equipment as required
- m) Ensure that damaged equipment or tools are repaired or replaced
- n) Keep a written record of harmful substances and their storage location, used within their area of responsibility.
- o) Use laptops that are PAT tested and safe for students/staff to use
- p) Follow the E-safety policy

## 11 – Support/sales and other staff duties in relation to Health and Safety

Support Staff shall:

- a) Comply with the Centre Health and Safety Procedures.
- b) Complete a Health & Safety vetting form with every new employer to identify and health & safety risks or concerns for Apprentices
- c) Obtain a Young Person's Risk Assessment for every Apprentice under 18 years old
- d) Report all accidents and participate in accident investigation as required.
- e) Ensure, where necessary, that protective equipment is used or worn as necessary.
- f) Report all health and safety issues to the Centre Manager
- g) Updating and retaining of suitable signage in relation to H&S in the centre and offices
- h) Personally, follow safe working procedures

## 12 – Expectations of Visitors

Learners, Visitors or others shall assist in the upholding of Health and Safety for all by:

- a) Remembering that they are personally responsible for their own health and safety and for that of others with whom they are working.
- b) Complying with Centre Health and Safety Procedures and Guidance.
- c) Observing safe standards of behavior, dress and protective clothing as required by Centre rules.
- d) Using and not willfully misusing, neglecting, damaging or interfering with devices and equipment provided to ensure their health and safety.
- e) Assisting in achieving a safe environment by reporting to staff, any hazards, defects, inadequacies, or dangers considered to exist in the workplace or with equipment.
- f) Observe all signs, restrictions and speed limits on the Centre site and its roads and car parks.
- g) Deposit all litter in the waste bins provided.
- h) Following the instruction of staff in support of this and the E-safety policy
- i) All learners are encouraged to complete BeSafe Training as part of the Induction Module on OneFile and Health, Safety and Well-being is embedded in learning and training as well as



during review discussion

### 13 – Penalties for Staff

The Directors, whilst seeking to persuade all its employees to recognise the importance of a safe and healthy working environment, understands that it is necessary to maintain a penalties procedure for blatant and reckless breaches of this Policy by its employees. Blatant and reckless disregard for health and safety in the Centre may be considered as gross misconduct and the Centre, as employer, may consider that dismissal of the employee is appropriate. The Centre will abide by its Disciplinary Procedure in cases of blatant and reckless disregard for health and safety.

### 14 – Enforcement and the HSE

The Health and Safety Executive (HSE) are responsible for the enforcement of health and safety legislation in the Centre.

HSE Inspectors have a number of powers. Full details of inspectors powers, Improvement Notices, Prohibition Notices, Prosecution and Penalties are available at the HSE website <https://www.hse.gov.uk/>

It should be noted that employees may be prosecuted together with the Centre, if they have been involved in an offence. An act or omission by an employee which is apparently condoned by the Directors (for example; failure to take corrective action) will make the Centre and/or the Directors, liable for prosecution. In the event of the Centre being prosecuted, the Directors would be named on the summons.



## 15 – RIDDOR

RIDDOR puts duties on employers, the self-employed and people in control of work premises (the Responsible Person) to report certain serious workplace accidents, occupational diseases and dangerous occurrences (near misses).

**Reporting accidents and incidents at work**

A brief guide to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)

**What is RIDDOR?**

RIDDOR is the law that requires employers and other people who are in control of work premises, or their self-employed status, to report certain serious workplace accidents, occupational diseases and dangerous occurrences (near misses).

- work-related deaths
- significant injuries or occupational diseases
- certain dangerous occurrences (near misses)

There are also special requirements for gas incidents (see section 4.4.4.4).

This guide aims to help employers and self-employed reporting duties under RIDDOR to comply with RIDDOR and to understand changes to reporting.

**RIDDOR 2013: What must be reported?**

From 1 October 2015, new RIDDOR regulations came into force which introduced significant changes to the existing reporting regulations. This guide explains what must be reported.

**Work-related accidents**

Work-related accidents are those incidents that result in a reportable death, a reportable injury or occupational disease, or a reportable dangerous occurrence. This guide explains what must be reported.

- work-related deaths
- significant injuries or occupational diseases
- certain dangerous occurrences (near misses)

Part of the information must be reported to the enforcing authority, if none of the above conditions are met, it is likely that you will not be required to report it.

Examples of incidents that do not have to be reported are available at: [www.hse.gov.uk/riddor/faq/faq-riddor.htm](http://www.hse.gov.uk/riddor/faq/faq-riddor.htm)

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For information on RIDDOR please refer to the website below:

<http://www.hse.gov.uk/riddor/>